



Central Grampians
Vocational Education Cluster

CENTRAL GRAMPIANS

VET PROGRAMS

FOR 2020

“The Central Grampians VET Cluster collaborates to provide a broad range of VET programs in the region. We strive to develop workplace skills that equip our young people for the future by encouraging participation in VET.”

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WHAT IS VET IN SECONDARY SCHOOLS?

Schools are able to offer senior secondary students VET qualifications selected from the range of industry areas approved by the VCAA.

Successful completion of VET in a senior secondary program can provide students with:

- a VCE and/or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)
- two statements of results issued by the VCAA giving details of units completed in the VCE and units of competency/modules completed in the VET qualification
- an enhanced ATAR which can improve access to further education
- pathways into employment and/or further VET qualifications or training
- workplace experience gained through structured workplace learning.

Students value VET because it:

- allows combining general and vocational studies which for many, provides a practical focus in a range of industry areas
- provides direct experience of business and industry
- enables them to explore training in areas that will enhance their pathway choices.

Employers value VET because it:

- contributes to the development of entry level skills for their industry
- provides students with a practical and focused introduction to workplace requirements
- enhances the employability of students
- enables industry to contribute to educational programs in schools
- enables industry to participate in local community networks.

VET subjects will again be offered through delivery from Ararat, Stawell and Marian Colleges. We also have exciting news that we gain access to the larger option of subjects provided by the Wimmera and Southern Mallee (WASM) VET Cluster. Travel arrangements will be in place to support any student wanting to take up these options. Students need to understand the commitment that this required for successful completion as delivery of Vet subject may not be at Ararat College and may require weekly attendance at another educational facility within the Wimmera region.

The learning opportunities that the Current Industry qualified trainers give to our young people is one that will set them up for greater employment opportunities.

Vocational Education subjects generally involve:

- The completion of a certificate which is a nationally recognized qualification;
- On the job training in the form of Structured Workplace Learning (SWL);
- 2 year course.

These subjects are a normal part of a VCE or VCAL study program. As a general rule, every 90 hours of VET training equates to one VCE VET unit contribution towards a student's study program. These programs can also contribute towards an ATAR score for tertiary entrance.

Vocational Education and Training subjects will be dependent on demand from students and where this demand is centred. For example most schools in the Cluster offer a number of subjects within their school timetable, while some VET programs have shared access.

The form of delivery will vary according to the requirements of each subject. Some parts of a course may be delivered at a secondary school, via the internet, through on-the-job training, or a combination of these.

The delivery costs of VET programs are met by DEECD subsidies, school funding and individual VET student levies. The aim of the Cluster is to ensure that access to VET programs is available to all interested students.

Consult your VET Coordinator (Andrew Sherwell) for further information on any studies listed here. A VET handbook will be provided online listing all subjects

DELIVERY AND TRAVEL ARRANGEMENTS

Delivery Arrangements:

VET programs are delivered off-the-job in a partnership arrangement between the RTO (Registered Training Organisation) and participating secondary colleges. The proportion of school-based delivery has been determined by negotiation between the RTO and the VET student's home school. A structured work placement is strongly recommended for this program, while some certificates require a mandatory amount of work placement hours.

Missing classes due to VET Programs

It is important that students undertaking VET programs fully understand the commitment they are making. It is required that they commit to the independent learning that will be asked of them. Students need to be good communicators with the Program teachers and also their home school teachers. In the Wednesday VET block, students may miss some class time for other subjects. In these cases students are expected to follow up class work requirements from teachers and make up any missed class time during study periods. Commitment is needed to follow up on work missed if absent on that day of VET, due to the fact that students are missing **a whole week of class**.

Accessing VET programs at another location

Some VET programs are offered to students outside of their home schools. This allows for students to access specialist facilities and expert training that is not available at their own school. These programs are generally run each Wednesday and may require students to travel outside of school hours.

Transport Options

Students travelling to access VET programs are required to pay for the cost of public transport, however a travel allowance may be applied for through the school.

From Stawell to Ararat and Ararat to Stawell – the Sandlant's Bus service operates between Stawell and Ararat each CGVET Cluster days. Students should register their intention to travel on the bus with the VET Coordinator and ask for a timetable.

From Stawell / Ararat to Ballarat – the VLine bus/train service operates between Stawell, Ararat and Ballarat. Students will be required to access Ballarat City public transport or walk to VET program locations. These programs **MUST** have agreements in place with VET Coordinators.

Students attending a WASM course will need to see Mr Sherwell about their transport options.

SWL & SBAT's

Structured workplace learning (SWL):

The VCAA has determined that structured workplace learning (SWL) is an appropriate and valuable component of all VET qualifications undertaken by VCE or VCAL students. SWL compliments the training undertaken at the school/provider and should be spread across the duration of the training program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the registered training organisation (RTO)
- increased employment opportunities.

The school/provider should keep evidence of the student's SWL which may take place over the weekends and during school holidays as well as during the school week.

SCHOOL BASED APPRENTICESHIPS

A school-based apprenticeship or traineeship combines:

- part-time, practical experience in the workplace
- formal, structured training with a TAFE or training provider
- your school studies

A school-based apprenticeship may also give you credit towards your Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

What you need to know

A school-based apprenticeship or traineeship must have the agreement of each of the following:

- your parent or guardian (if you are under 18 years of age)
- your school
- your employer
- your TAFE or training provider

You, your parent or guardian (if you are under 18 years of age) and your employer, will be required to sign a training contract.

- Undertake training over two years at an average of 13 hours per week for employment and training per week. This 13 hours should be divided into at least seven hours of employment and six hours of training per week which may be averaged over three periods of four months in each year of the program.
- Spend at least one timetabled day during the normal school week on the job or in training.

PATHWAYS TO FURTHER QUALIFICATIONS

Certificate I

This is an entry-level qualification which can set you on a path to further study or give you basic skills which can help prepare you for employment in some industries. Some of the Certificate I programs are pre-apprenticeships or pre-vocational courses.

Certificate II - VET

These courses help you to further develop skills you may have learnt in the Certificate I, secondary school or on-the-job learning. Some industries will accept the Certificate II qualification as the minimum requirement for employment, or you could move onto further study at a higher level.

Certificate III—VET

Certificate III courses take a more in depth look at your study area and can follow on from the Certificate II. A range of Certificate III courses are apprenticeship or traineeship programs, which means that along with your regular study, you'll also undertake paid on-the-job training.

Certificate IV

This qualification is a higher-level entry point, where you'll expand your knowledge and prepare for employment in a skilled industry. Some of the Certificate IV qualifications require you to complete the Certificate III as a pre-requisite.

Diploma

A diploma qualification is regarded in many industries as ideal for supervisory roles, managing a team or applying your skills in a complex technical environment. You will develop skills in analysis, planning, theoretical knowledge and management techniques.

Advanced Diploma

This is the highest level of qualification at the TAFE level. You will develop high-level skills in problem-solving, data analysis and industry expertise. Some advanced diplomas feature guaranteed pathways into further study at university

CERTIFICATE II IN AUTOMOTIVE STUDIES

Certificate II in Automotive Studies (Pre-vocational)

Certificate II in Automotive Studies (pre-vocational) is state accredited curriculum which offers students the opportunity to develop their skills and knowledge across a range of automotive sectors including

automotive mechanical and electrical, vehicle body panel beating, spray painting, trimming and making; and vehicle engine reconditioning.

Aim of the Program:

- Provide students with a basic operational knowledge of a range of automotive technologies, the ability to apply a range of skills appropriate to enter the automotive industry and to apply solutions to a range of problems.
- Provide students with 'work ready' knowledge and skills applicable to a variety of career paths in the automotive industry.

Completion of Certificate II in Automotive Studies (Pre-vocational) provides a pathway for students into the Automotive Industry through an apprenticeship or higher education. With additional training and

experience, future employment opportunities may include trimmer, detailer, panel beater, painter, light vehicle mechanic, heavy vehicle mechanic, motorcycle mechanic. Higher education pathways can lead to roles such as an automotive engineer.

Course units may be selected to provide a course which focuses on automotive maintenance and repair, engineering, paint and panel or electrical. Selection of these units should be discussed with the course teacher

Study score: A study score is not available.

Students will receive a Statement of Attainment for units completed

Location: Stawell Secondary College

RTO: South West TAFE

Duration: 2 Years

Work placement requirements: 10 days Strongly Recommended

CERTIFICATE III IN HEALTH SERVICES ASSISTANT

Aim of the Program:

This program provides students' knowledge and experience in relation to working in the health industry to provide assistance to health professionals. This program is designed for those students pursuing a career in health industry in the future. The program includes basic training in medical terminology, first aid and health related care. Course Units will include:

Course Units

1st year Units of Competency do include:

- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Provide individualised support
- Transport individuals
- Promote innovation in a team environment
- Provide cardiopulmonary resuscitation

2nd year Units of Competency can include:

- Communicate and work in health or community services
- Work with diverse people
- Comply with infection prevention and control policies and procedures
- Participate in workplace health and safety
- Assist with client movement
- Respond effectively to behaviours of concern
- Maintain a high standard of service
- Provide first aid

Employability skills are

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills. Students will receive a Statement of Attainment for units

Course Delivery Details

Location: Ararat Secondary College

RTO: iVET

Duration: 2 Years

Assessment

Students will receive a Statement of Attainment for units completed.

This program is scored assessed. Further information re scored assessment go to:

<http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx>

CERTIFICATE II IN KITCHEN OPERATIONS

Aim of the Program:

Provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served.

With additional training and experience, future employment opportunities may include chef, pastry chef, caterer, break-fast cook, short order cook and a fast food cook.

Course Units will include:

- Use hygiene practices for food safety
- Source and use information on the hospitality industry
- Work effectively with others
- Participate in safe work practices
- Prepare simple dishes
- Present food
- Maintain the quality of perishable items
- Produce dishes using basic methods of cookery

Employability skills are:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills. Students will receive a Statement of Attainment for units completed.

Course Delivery Details

Location: Ararat Secondary College

RTO: IMVC

Duration: 2 Years

Work placement requirements: 10 days Strongly Recommended

Assessment

Students will receive a Statement of Attainment for units completed.

This program scored assessed. Further information re scored assessment go to:

<http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx>

CERTIFICATE II IN SALON ASSISTANT

Certificate II in Salon Assistant (SHB20216)

Aim of the Program:

This program is ideal for students interested in a career in hairdressing. On successful completion of this course, students will be well placed to apply for a hairdressing apprenticeship.

This course allows students to develop their creative and practical skills within a real salon setting. The Program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry.

Career Opportunities:

- Hairdresser
- Stylist
- Salon Manager
- Retail Manager

Pathways:

- Certificate III in Hairdressing
- Certificate IV in Hairdressing
- Certificate III in Beauty Services

Course Units 2019

- SHBHIND001 Maintain and organise tools, equipment and work areas.
- SHBHDES001 Dry hair to shape
- SHHBAS001 Provide shampoo and basin services.
- SHBXCCS003 Greet and prepare clients for salon services.
- SHHBAS002 Provide head, neck and shoulder massage for relaxation.
- SHBHCLS001 Apply hair colour products.
- SHBBNLS001 Provide manicure and pedicure services.

Study score: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Location: Stawell Secondary College

RTO: AIET

Duration: 2 Years

Work placement requirements: 40 hours of workplacement is required

This course is offered in partnership via auspicing with registered organization: Australian Institute of Education and Training
RTO Number: 121314.

Student Handbook and Parent Handbook can be downloaded from the website:

https://aiet.edu.au/images/AIET_Student_Handbook_2019.pdf

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Certificate III in Information, Digital Media & Technology (ICT30115)

The VCE VET Information and Communications Technology program provides students with the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of information technology in a range of industry areas. Organisational and specialist activity skills in addition to some leadership skills will be developed through the units of competency undertaken in Units 1 to 4 of the selected program.

Certificate III in Information, Digital Media and Technology provides students with the skills and knowledge to be competent in introductory ICT technical functions. The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user. Units 1 and 2 include some of the core skills from the Certificate III in running standard diagnostic tests, working and communicating effectively in an IT environment. Depending on the electives chosen, units of competency may include: Use Social Media Tools for Collaboration and Engagement, Operate Application Software Packages and Administer Network Peripherals. Units 3 and 4 offer scored assessment and incorporate units such as Create User Documentation, Implement and Monitor Environmentally Sustainable Work Practices and Provide IT Advice to Clients. Areas for employment may include supporting information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies. Potential occupations may include help-desk officer, ICT operations/user support or PC support officer.

Learning Areas:

- Producing digital images
- Social media
- Operating software packages
- Building websites
- Equipment maintenance
- Providing ICT assistance

Job Opportunities:

- School technical support
- Technical support in an organisation
- Help desk assistant
- ICT operations support
- ICT user support
- PC support

Credit in the VCE or VCAL

Recognition of up to two units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.

Note: Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

Location: Stawell Secondary College

RTO: IVET

Duration: 2 Years

Work placement requirements: 10 days Strongly Recommended

Material Fee \$200

PARENTAL CONSENT AND CONFIDENTIAL MEDICAL REPORT FOR VET IN SCHOOLS

[Please read carefully, complete and return prior to commencement of lessons; failure to complete details and signatures could result in non-acceptance to the VET course]

We have discussed the commitment required to participate in the VET program and understand that it may involve being absent from school to attend VET classes as well as Structured Workplace Learning (on the job training) as required. We understand that to complete the program and gain the VET certificate the student must meet the requirements of both the VET course and the VCE/VCAL. I also understand that enrolment numbers may determine the availability of the course. We understand that completion of this form indicates a commitment to undertake the program outlined in the program booklet.

I/we consent for the photographic, video, audio or any other form of electronic recording of the named student as part of this program. I authorise the use of this material by the Central Grampians VET Cluster as part of promotion in printed and online material.

I understand that this publication may be without acknowledgement and will be without remuneration or compensation. I further understand that once published on the internet, the Central Grampians VET Cluster have no control over its subsequent use and disclosure. I understand and agree that if I wish to withdraw this authorisation it will be my responsibility to inform the Cluster Coordinator on

I give consent for my son/daughter

to participate in the VET [specify type of VET program]

Signed:..... Print name of parent:

Date: / /

EMERGENCY CONTACTS

The following information is intended to assist the school in case of any medical emergency with your child.

All information is held in confidence.

Student's Name:

Date of Birth: . . . / . . . / . . . School attending: Year Level:

Parent's / Guardian's Full Name:

Address: Postcode:

Emergency Telephone: Home: Work:

Name of Family Doctor:

Address: Postcode:

Medicare Number:

Medical / Hospital Insurance Fund: Contribution Number:

Ambulance Subscription: Yes / No

Membership Number: _____

Health care card holder: Yes / No

Membership Number: _____

MEDICATION

Is your student presently taking any medication? YES / NO

If YES, please state name of medication, dosage and possible side effects if known etc:

.....

.....

The teachers in charge of the class will expect the student to retain control of medication and will leave responsibility with the individual student. [Please label all medication with the student's name, dose to be taken and when it should be taken]

CONSENT TO MEDICAL ATTENTION

I authorise staff at College to administer first aid to my child, and for the teacher in charge of the VET in Schools program to consent, where it is impracticable to communicate with me, to the student receiving such medical or surgical treatment as may be deemed necessary by a medical practitioner and I agree to meet any costs or expense thereby incurred.

Signed (Parent/Guardian).....

STUDENT CONTRACT

1 (student name).....

agree to the following terms and conditions for participating in VET schools classes at

.....College.

To behave in a manner that is expected of students at College; and to comply with any lawful requests or instructions given by staff at College.

Students Name:

Signed: / /20