

VET – VOCATIONAL EDUCATION & TRAINING PROGRAMS 2009

VET programs offered for 2009:

Certificate II in Hospitality (Operations)
Certificate II in Engineering
Certificate II Automotive Technology
Certificate II in General Construction
Certificate II in Hairdressing
Certificate II in Agriculture
Certificate II in Horse Studies
Certificate II in Engineering (Aeroskills)
Certificate II in Horticulture
Certificate II in Transport & Distribution
Certificate II in Food Processing
Certificate II & III in Multimedia
Certificate III in Beauty
Certificate III in Community Services
Certificate III in Community Recreation - Sport & Recreation (New for 2009)
Certificate III in Music Industry Skills

9.2 Advantages of undertaking a VET Program:

- ❖ Two full certificates at the same time
- ❖ Reduced workload for each
- ❖ Discounted cost
- ❖ Enhanced Tertiary Entrance Rank
- ❖ Marketable job skills
- ❖ Pathways, with credit, into related TAFE programs of a higher level
- ❖ Pathways into university programs
- ❖ Nationally recognised qualifications

How to Choose a VET program at Catholic College Sale

Select the VET program that interests you on your Initial Subject Selection Sheet then select the required VCE Studies that accompany your chosen VET course. If you will be undertaking a VET course as a Year 10 student you will need to obtain an application form.

For information regarding VET, please contact:

Mr Ken Holmes Senior School Coordinator.

AGRICULTURAL

Certificate II in Agriculture

E.N.T.E.R. Increment 10% Contributes 4 VCE units, does not provide a study score

This course is designed to provide skills and knowledge in a range of rural industries

Vet modules to complete:

- Meet industry employment requirements
- Follow enterprise OHS procedures
- Use hazardous substances safely
 - Communicate in the workplace
 - Act to minimise emergencies
 - Plan daily work routines

Plus modules selected from the following areas:

Beef cattle production	Dairy production
Goat production	Grain production
Horse breeding	Pig production
Poultry production	Rural merchandising
Sheep/wool production	Wool harvesting

Certificate II in Horse Studies

E.N.T.E.R. - can count in primary 4 subjects. Contributes 4 VCE Units with a study score in units 3 & 4

The Certificate II in Horse Studies provides a first step in the career path of those who want to be employed in the horse industry. It is designed to provide students with the theoretical knowledge, practical skills and personal development to be able to take full advantage of opportunities provided within the horse industry and to be immediately useful to an employer. The course is designed to enable students to:

- Gain a basic knowledge of the horse industry.
- Develop a core of skills, knowledge, attitudes and values, which can be adapted and developed within a horse stable environment.
- Develop techniques in horse handling, horse health and stable management.
- Develop skills that are necessary to ensure that effective interpersonal work relationships are established and maintained.

VET Modules to complete:

- | | | |
|-------------------|--------------------------------|---------------------------|
| • Horse care | • Grooming | • Racing industry |
| • Stable routines | • Feeding | • Competition preparation |
| • Horse gear | • Riding / driving | • Workplace communication |
| • Health care | • Personal health & fitness | |
| • Horse features | • Occupational Health & Safety | |

Recommended VCE studies for a pathway to Horse Studies include: English units 1 – 4.

Workplacement:	10 Days
Delivery:	TAFE
Module Books:	\$80.00
Cost:	There is a cost involved which is yet to be set.
Duration:	2 Years –
Employment Opportunities:	Stable hand, stud hand or assistant.

Certificate II in Horticulture

The qualification develops the skills and knowledge for employment in the parks, gardens and nursery industries as well as amenities horticulture. This course is excellent for both home gardeners and people wishing to gain employment in the horticultural industry.

Career Opportunities: Nursery hand, landscaping and arboriculture.

INFORMATION & COMMUNICATION TECHNOLOGY

Certificate III in Multi media

E.N.T.E.R. - can count in primary 4 subjects. Contributes 4 VCE Units with a study score in units 3 & 4

The Film, Television, Radio and Multimedia Training Package states that “Multimedia is not so much an industry as a descriptive term which defines a growing range of applications across business, education, entertainment, information and commerce where different media are integrated. These media may include text, sound, video, film, photography, graphics and animation.”

VET modules to complete:

- Develop and apply industry knowledge
- Follow health, safety and security procedures
- Create, manipulate and incorporate 2D graphics
- Identify components of multimedia
- Incorporate text into multimedia presentations
- Use advanced features of computer applications
- Incorporate audio into multimedia presentations
- Produce and manipulate digital images
- Update Web pages
- Use and authoring tool to create an interactive sequence
- Apply principles of visual design
- Create 2D digital animation
- Create Web pages with multimedia
- Write content and/or copy

Recommended studies for a pathway to Multimedia: English 1-4, Visual Communication & Design 1-4, Information Technology 1-2

HOSPITALITY & PERSONAL SERVICES

Certificate II in Hospitality

E.N.T.E.R. - can count in primary 4 subjects. Contributes 4 VCE Units with a study score in units 3 & 4.

The Certificate II in Hospitality has been developed to meet the need for entry level training to the Hospitality Industry. It covers areas such as; kitchen service, front office, housekeeping, small business operations, and food and beverage services. The course aims to provide a general overview of the hospitality industry and the potential career paths within it. It also provides some basic skills and knowledge for entry to the Hospitality industry and, develops interpersonal skills essential for a successful career in the industry. The course consists of 21 core modules and 8 elective modules in Food/Kitchen.

VET Modules to complete:

- Basic Calculations
- Keyboarding
- Computer Operations – Data Retrieval
- Advanced Computer Operations – Spreadsheet
- The Hospitality Sector
- Introduction to Clubs
- Introduction to Gaming
- Introduction to Front Office/Reception
- Introduction to Food & Beverage Service
- Food Production in the Kitchen
- Housekeeping
- Occupational Safety & Security
- Occupational Hygiene
- Job Seeking Skills
- Hospitality Law & Industrial Relations
- Methods of Cookery
- Restaurant Preparing For Service
- Patron Care
- Basic Cashiering
- Mise-En-Place & Food Preparation
- Food Presentation
- Receiving & Storing
- Cleaning
- Cross Cultural Communications
- Research & Study Skills
- Cultural Awareness
- Customer Relations
- Interpersonal Services
- Restaurant Service

Recommended studies for a pathway to Hospitality include: General Maths, 1 & 2 English, 1 – 4, VCAL, Information Technology 1 & 2 or, 3 & 4 Food & Technology - (Food) 1 & 2, 3 & 4.

Workplacement: 5 Days

Delivery: TAFE Fulham

Duration: 2 years

Cost: TBA

Required Equipment: Chef's Uniform, White Tee Shirt, Cooks' Hat, Apron, Trousers

Employment Opportunities: Kitchen hand or basic cook. Also a relevant qualification for those seeking to gain entry to an apprenticeship course.

Certificate II in Food Processing

Overview:

This qualification applies to those working in the food processing industry performing various work related tasks.

This qualification requires a total of 12 units of study including 5 core units and 7 specialist units.

Career Opportunities: Work within the food processing industry.

Certificate II in Hairdressing

E.N.T.E.R. Increment 10% Contributes 4 VCE units, does not provide a study score

Aims to provide students with the necessary skills to enhance their employment prospects in hairdressing.

Vet Modules to complete:

- Maintain a Safe, Clean and Efficient workplace
- Communicate in the workplace
- Receive and direct clients
- Prepare clients for salon service

- Co-ordinate salon tasks
- Remove chemicals from hair
- Schedule and check out clients
- Sell products and services

Recommended studies for a pathway to Hairdressing: English 1-2. VCAL

Workplacement: 3 days
Duration: 2 Years
Delivery: GippsTAFE. Alternate weeks at ACES Sale and GippsTAFE Newborough.
Module Books: \$40.00
Cost: TBA
Employment Opportunities: Completion of the Certificate II will enhance the prospects of gaining an apprenticeship.

Certificate III in Beauty

E.N.T.E.R. Increment 10% Contributes 4 VCE units, does not provide a study score

This course does not provide the students with all of the modules required to work in the beauty industry, however students will be able to complete Certificate IV much quicker and at a reduced cost.

Vet Modules to complete:

- Conduct financial transactions
- Communicate in the workplace
- Work effectively in a retail environment
- Apply safe working practices
- Perform routine housekeeping duties
- Design and apply make up
- Sell products and services

Second year students will also be offered introductory modules to waxing, manicure, pedicure, eyelash tinting and eyelash perming.

Recommended studies for a pathway to Beauty: English 1-2. VCAL

Workplacement: Not compulsory
Duration: 2 Years
Delivery: GippsTAFE. Alternate weeks at ACES Sale and GippsTAFE Newborough.
Cost: TBA
Module Books: \$40.00

INDUSTRIAL SKILLS

Certificate II in Music Industry (Foundation)

E.N.T.E.R. – can count for up to four VCE VET units at levels 1-2

This is a one year program designed to lead into either Certificate III in Music or Certificate III in Music Industry (Technical Production). This course provides the broad based knowledge and skills required for entry into the music industry. No prior musical knowledge or ability is needed for entry into this course.

VET Modules to complete:

- Music Knowledge and Listening Skills
- Music Industry Knowledge
- Occupational Health and Safety
- Work with Others
- Organisation of information
- Development of technical skills for playing/singing
- Lay sound tracks
- Move and set up instruments and equipment
- Operate a PA system
- Use information technology

Recommended studies for a pathway to Music Industry Skills : English 1-4, Information Technology, Psychology, Mathematics, Physics, Business Management, VCAL, Media, Art

Certificate III in Music

E.N.T.E.R. – can count in primary 4 subjects. Contributes 4 VCE Units in conjunction with Certificate II in Music Industry (Foundation), with a study score in units 3 & 4

This is a one year program that must be preceded by Certificate II in Music Industry (Foundation). It provides specialist training in performance and composition. A performance standard of AMEB grade 3 or above is expected for successful completion of the course. Assessment includes an end of year performance examination.

VET Modules to complete:

- Copyright
- Music Industry knowledge
- Occupational Health and Safety
- Composition
- Creation of simple accompaniments
- Work with others
- Lay sound tracks
- Prepare self for performance
- Improvisation
- Group performance
- Expand music knowledge and listening skills
- Extend technical performance skills

Recommended studies for a pathway to Music Industry Skills: English 1-4, Information Technology, Psychology, Mathematics, Physics, Business Management, VCAL, Media, Art

Certificate III in Music Industry (Technical Production)

E.N.T.E.R. – can count in primary 4 subjects. Contributes 4 VCE Units in conjunction with Certificate II in Music Industry (Foundation), with a study score in units 3 & 4

This is a one year program that must be preceded by Certificate II in Music Industry (Foundation). It provides specialist training in music technology. Assessment includes an end of year aural and written examination.

VET Modules to complete:

- Work and contractual relationships
- Music Industry knowledge
- Occupational Health and Safety
- Work with others
- Lay sound tracks
- Install, align and test sound equipment
- Demo recording
- Record sound
- Edit sound digitally
- Operate sound mixing console
- Operate sound reinforcement system
- Mix sound sources

Recommended studies for a pathway to Music Industry Skills: English 1-4, Information Technology, Psychology, Mathematics, Physics, Business Management, VCAL, Media, Art

Certificate II in Engineering

E.N.T.E.R Increment 10% Contributes to 4 VCE units, does not provide a study score

The Certificate II in Engineering is to provide Students with the opportunity to gain basic training in the four main areas of engineering – Mechanical, Fabrication, Electrical/Electronics and Production. It is a means of enhancing their prospects for employment as jobs become available and to enable them to make better informed choices relating to their future careers. The course is designed as a broad skilling program and consists of 9 core modules and 3 elective modules, which involves 400 hours of provider based training. The students are also required to complete an approved work placement.

VET Modules to complete:

- Develop Career Plan
- Occupational Health & Safety
- Perform Basic Machining Process
- Apply Basic Fabrication Techniques
- Use Computers for Work Related Activities
- Apply Basic Computational Principles
- Use Hand Tools
- Use Power Tools
- Apply Electrotechnology Principles
- Produce Basic Engineering Sketches
- Use Engineering Concepts to Plan Manufacture
- Handle Engineering materials
- Quality Concepts
- Produce Engineering Components and Products

Recommended studies for a pathway to Engineering include: English 1 & 2, Industry & Enterprise, Materials & Technology1 – 4, Any Mathematics 1 & 2, Visual Communication and Design 1& 2 or, 3 & 4, VCAL

Workplacement:	5 Days
Delivery:	TAFE
Work Placement	1 week each term holiday period
Duration:	Years
Cost:	TBA
Module Books:	Approx \$80.00

Employment Opportunities: Completion of the Certificate II will enhance the prospects of gaining an apprenticeship and give advanced standing to complete the Certificate III. Successful completion of Certificate III leads to employment at trades person standard in the Engineering Industry.

CERTIFICATE II IN AUTOMOTIVE

E.N.T.E.R Increment 10% Contributes to 4 VCE units, does not provide a study score

This program provides students with the entry level requirements to begin a career in the automotive fields. It is a means of enhancing the prospects for future employment. The course is designed as an introduction to the automotive fields to further enhance career selection.

VET Modules to complete:

- Lube service
- Minor servicing
- Road worthy awareness
- Seals and bearings
- Steering and suspension
- Transmission
- Vehicle detailing
- Wheels and tyres
- Workshop safety
- Engines
- Machinery
- Keyboarding
- Welding and thermal cutting
- Air tools
- Basic auto electrics
- Body structure
- Brakes
- Component reclamation
- Drive line and final drive
- Electrical principal and circuits

Recommended studies for a pathway to Automotive include: English 1 & 2, Information Technology 1 & 2, Design Technology 1 – 4, Visual Communication and Design 1 – 4, VCAL

Workplacement: 5 days

Module Books: \$80.00

Delivery: TAFE

Duration: 2Years

Cost: TBA

Employment Opportunities: This course leads into an apprenticeship or to be employed in the automotive industry eg. Automotive Electrician, Vehicle Salesperson, Automotive Parts Interpreter, Vehicle Trimmer, Motor Mechanic, Service Station Operator, Panel Beater/Worker, Vehicle Detailer, Vehicle Bodymaker.

Certificate II in General Construction

E.N.T.E.R. Increments 10%

Certificate II aims to provide multi skilled training in carpentry, framework, formwork and finishing. This leads to a qualification, together with completing an approved apprenticeship at tradesperson standard.

VET Modules to complete:

- Career studies
- Building and construction industry induction
- Communications for building industry
- Workplace safety and environmental procedures
- Basic First Aid
- Levelling
- Safe handling of plant and power tools
- Introduction to scaffolding
- Carpentry hand tool
- Quality principles for the building industry
- Workplace documents and plans
- Building structures
- Floor and wall framing
- Roof framing
- Basic setting out
- External cladding

Recommended studies for a pathway to building include: English 1 – 4, Any Maths 1 & 2, Visual Communication & Design, VCAL

Workplacement: Not compulsory

Delivery: TAFE

Duration: 2 years

Cost: TBA

Employment Opportunities: Completion of the Certificate II will enhance the prospects of gaining an apprenticeship and give advanced standing to complete the Certificate III. Successful completion of Certificate III leads to employment at tradesperson standard in the Building Industry.

Certificate II in Aeroskills

This course is designed to provide training for entry into the exciting aviation industry as an aircraft mechanic.

This qualification requires 6 core units, 3 major technical units and 1 minor technical unit.

Career Opportunities: Aircraft mechanic

Certificate II in Transport & Distribution

Overview:

This course is designed to provide formal qualifications, basic training and practical skills for those currently working in the warehousing and storage industry.

This qualification requires a total of 14 units; 7 units at Level 1 and 7 units at level 2. Two units may be selected from another relevant training package.

Career Opportunities: Goods movement and general warehouse duties.

Health & Community Services

Certificate II in Community Services

E.N.T.E.R. - Can count in primary 4 subjects. Contributes 4 VCE units with a study score in units

This program provides entry-level training in the Community Services Industry. The aim of this program is to:

- Provide students with the knowledge, skills, attitudes and values that will enhance their employment prospects within the community services and health field.
- Expose the students to work in the industry providing an avenue for more informed choice of vocational and career paths.
- Enable students to gain a nationally recognised credential.

VET Modules to complete:

- Undertake work in the community services industry
- Participate in the work environment
- Provide administrative support
- Implement a community development strategy
- Communicate appropriately with clients and colleagues
- Process and provide information
- Follow the Organisations' OH&S policies

Select Four of the Following:

- Operate under a casework framework
- Participate in policy development
- Participate in networks
- Advocate for clients
- Support group activities

Optional units of Competence – select one

- Orientation to disability work
- Orientation to aged care work
- Support the development of children in the service

Recommended studies for a pathway to Community Services: English units 1 - 4, Psychology units 1 - 4, VCAL

Workplacement: 10 Days
Duration: 2 Years
Delivery: TAFE
Module Books: \$80.00
Cost: TBA

Employment Opportunities: Successful students will be qualified at a basic level to seek work in any of the community services sectors. It is also a basic level course that provides some transfers into other courses in the Community Training Package and is a stepping stone to further study.

Certificate II in Community Recreation – VET Sport and Recreation

E.N.T.E.R. - can count in primary 4 subjects. Contributes 4 VCE Units with a study score in units 3 & 4

The VCE VET Sport and Recreation program provides students the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of community and outdoor recreation. Leadership, organizational and specialist activity skills will be developed through theory and practical sessions.

If you satisfactorily complete the VCE VET Sport and Recreation program, you will receive the SRC20206 Certificate II in Community Recreation as well as a statement of attainment of selected units of competence from Certificate III Sport and Recreation qualifications. These nationally recognized qualifications are issued by the Registered Training Organization (RTO).

The Certificate II in Community Recreation can provide pathways into the community recreation industry. Occupations include assisting with the conduct of recreation activities, events and promotions, facility maintenance, operations and other associated tasks. Facilities include leisure centres, aquatic centres, amusement parks, adventure and theme parks.

There is no duplication between Certificate II in Community Recreation (VET sport and Recreation) and any other VCE studies. Students are able to complete VCE Physical Education and/or VCE Outdoor education as well as VET sport and recreation and they will all contribute equally to an ENTER score.