# VET Delivered to Secondary Students

## Course Guide 2026

TAFE VICTORIA

Allied Health | Animal Care | Apparel, Fashion & Textiles
Automotive | Building & Construction | Business
Early Childhood Education | Electrical | Engineering
Hair & Beauty | Hospitality & Cookery | Information Technology

**1800 914 161 | kangan.edu.au/vetds**

Unleash You at Kangan Institute

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Kangan Institute acknowledges their campuses are located on the ancestral lands of the Wurundjeri people of the Kulin Nations. The institute respects traditional custodians, Elders and their cultural heritage..

# UNLEASH YOU
# AT KANGAN INSTITUTE

**Kangan Institute is one of the largest and most trusted education and training providers in Victoria. With more than 90 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.**

With an established network of industry partners and a strong reputation with employers across Victoria, our courses are developed to respond to their employment needs. We ensure our training is relevant and will provide you with the skills and knowledge you need to match the demands.

We focus on providing you with work-ready training including practical, hands-on experience, industry projects and work placements.

# A LEADER IN VOCATIONAL TRAINING

## WHAT IS VET DELIVERED TO SECONDARY STUDENTS?

VET Delivered to Secondary Students (VETDSS) enables you to get real hands-on experience within a chosen industry, obtain a nationally recognised/accredited qualification and increase your career prospects by combining your secondary school studies with a Vocational Education and Training (VET) program.

## WHAT ARE THE BENEFITS?

• Provides the skills and ability to achieve competencies which will enhance your employment and further training prospects.
• Provides 'work-ready' knowledge and skills applicable to a variety of career paths in your chosen industry.
• May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.

## GUARANTEED PATHWAYS

Students who successfully complete an eligible VETDSS course through Kangan Institute will be guaranteed a place in a pathway course - giving you peace-of-mind when it comes to your study choice after secondary school.

## WHERE TO FIND OUT MORE ABOUT VET

To find out more information on how VET contributes to the VCE-VM, ATAR Contributions and Block Credits you can visit the VCAA website at: **vcaa.vic.edu.au**

## STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) provides students with the opportunity to integrate on-the-job experience with secondary study as part of the Victorian Certificate of Education (VCE), the VCE Vocational Major or the Victorian Pathways Certificate. The VCAA mandates SWL for selected VETDSS programs. For more information on SWL, please visit: vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/HowSWLWorks.aspx

# THINGS YOU SHOULD KNOW

## PLACE ALLOCATION

For courses that run over two years, priority will be given to students in Year 11 for the first year.

Running of courses is dependent upon sufficient student numbers. Courses may be cancelled if minimum course numbers are not met.

## PROGRAM COSTS

All VETDSS programs offered through Kangan Institute incur fees. Program costs vary for each program and are confirmed with schools prior to enrolment. Kangan Institute invoices the secondary school directly for all programs and any student fees payable are set by the individual secondary schools. All costs are invoiced directly to schools after the census date determined by Kangan Institute. Kangan Institute will not directly invoice VETDSS participants or their parents.

## COURSE REQUIREMENTS

1. Absences: Students are required to notify their VET Coordinator of non-attendance. Students must attend a minimum of 80 percent of a Kangan Institute VET program.
2. Punctuality: Students are expected to arrive on time to all classes. Students who arrive more than 10 minutes after the class has started will be marked as late and their secondary school will be notified. In some practical areas due to OHS students may be refused entry if late.
3. Catch-up classes: Students may be required to attend catch-up classes after school or during school holidays.
4. Code of Conduct: Students are expected to behave in a professional and courteous manner at all times; discipline procedures do apply.
5. Withdrawal: Students who wish to withdraw from a VETDSS program must contact their VET Coordinator who will inform Kangan Institute. Schools will not be charged a fee if the VETDSS Team are notified of the withdrawal before the census date.
6. Communication: Kangan Institute communicates directly with schools regarding the progress of students. Parents should direct queries to their school's VET Coordinator who will contact Kangan Institute on their behalf.

*Please note that students who fail to abide by these course requirements may be withdrawn from the Kangan Institute VET program and will be charged for the full cost of the program.*

## DELIVERY OPTIONS

All VETDSS programs are delivered on site and require students to attend a Kangan Institute campus. Where programs may have some delivery on-line, schools and students will be notified of the timetable in advance.

# HOW TO APPLY

1. **Select a program from this VETDSS Course Guide.**

2. **Contact the VET Coordinator at your school to discuss eligibility and confirm costs.**

3. **The VET Coordinator at your school will apply via the VETDSS Portal.**

4. **Kangan Institute will notify schools of successful student applications.**

5. **Your school will then notify you of times, campuses and equipment requirements.**

## CONTACT US

Call: **1800 914 161**

Email: **vetinschools @kangan.edu.au**

Visit: **kangan.edu.au/vetds**

# CAMPUS LOCATIONS



### Cremorne

**85 Cremorne Street**

Creative + Digital Skills

Study areas: Fashion, Hair, Barbering and Beauty, Security and Cyber Security.

This boutique campus located in the heart of Melbourne's fashion, creative and tech hub delivers innovative and relevant training.

With purpose built facilities for cyber security, refurbished spaces for our exciting creative courses, as well as a hair and beauty salon, that is open to the public, our students have access to real world experiences and industry leading products and equipment. Our Textile and Fashion Hub is an industry based training centre, providing a unique opportunity for students to test garment design against modern manufacturing standards which is equipped with the latest automated knitting machines.
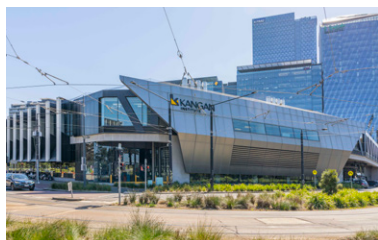


### Essendon

**38 Buckley Street**

Study areas: Health, Nursing, Pathology, Allied Health, Health Services Assistance and Individual Support.

Our newly refurbished Essendon Health Hub is located in the leafy surroundings of Melbourne's north.

Offering high quality teaching and specialist training with the latest equipment and technology our Health team also assist with opportunities for placements and employment support.

**Docklands**
**1 Batmans Hill Drive**

Kangan Institute's Automotive Centre of Excellence (ACE) is one of Australia's largest automotive training campuses offering dedicated state-of-the-art facilities and houses new workshop spaces, a world-class vehicle and emissions testing centre and a purpose-built auto electrical lab. The ACE is a unique blend of industry and learning environments and has won many prestigious environmental awards including the Victorian Urban Award of Excellence and has also been awarded a 5-star Green Star rating by the Green Building Council of Australia. In the midst of the hustle and bustle of central Melbourne, the Docklands campus is easily accessible by tram, bus and train.

**Broadmeadows**
**Pearcedale Parade**

Study areas: Trades, VCE Vocational Major and Victorian Pathways Certificate, Business, IT, Community, Hospitality, Animals, Plants and Sciences.

Kangan Institute's largest campus is situated in the north west of Melbourne, in a culturally diverse neighbourhood. The campus offers a wide range of courses, support services and is home to our Indigenous Education Centre (IEC), where the Indigenous people of Australia can learn in a supported and caring environment.

Our fully-licensed training restaurant gives our hospitality students real work experience in a real restaurant while they study. Offering a modern and eclectic menu and an extensive wine list, Richards Restaurant is also host to various themed events and fundraising dinners throughout the year.

# ALLIED HEALTH

## CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

**Course code: HLT33021**

**This program is considered a Partial Completion.**

### LOCATION

Essendon, Broadmeadows

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or related industries.
- Is ideal for individuals who would like to work with physiotherapists, speech therapists, podiatrists and occupational therapists. Allied health assistant roles are becoming more involved in the assessment and planning of therapeutic and rehabilitation programs.

### WORK PLACEMENT

Students must complete a minimum of 40 hours of placement in each year of the program in accordance with the VCE VET Program guidelines.

### FUTURE PATHWAYS

- Certificate IV in Allied Health Assistance (HLT43021)
- Diploma of Nursing (HLT54121)

### FUTURE CAREER OPPORTUNITY

- Allied Health Assistant

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Communicate and work in health or community services | CHCCOM005 |
| Participate in workplace health and safety | HLTWHS001 |
| Apply basic principles and practices of infection prevention and control | HLTINF006 |
| Work with diverse people | CHCDIV001 |
| Assist with movement | CHCCCS002 |
| Respond effectively to behaviours of concern | CHCCCS020 |
| Provide first aid | HLTAID011 |
| **YEAR 2** | |
| Interpret and apply medical terminology appropriately | BSBMED301 |
| Take clinical measurements | HLTHPS001 |
| Recognise health body systems | HLTAAP001 |

*A Statement of Results will be issued when the program has concluded.*

*Students wishing to receive an ATAR contribution for VCE VET Health must undertake scored assessment.*

*Scored assessment is based on the Units 3 and 4 sequence of Certificate III in Allied Health Assistance (HLT33015).*

*Only students who have successfully completed the first year of the program will be accepted into the second year of the program.*

> This course will only accept Year 10 and Year 11 students into the first year.

# ANIMAL CARE

## CERTIFICATE II IN ANIMAL CARE

**Course code: ACM20121**

### LOCATION

Broadmeadows

### THIS VET PROGRAM

- Is highly recommended for those who take a keen interest in the welfare and well-being of animals.
- Provides participants with an introduction to the animal care and management industry.

### FUTURE PATHWAYS

- Certificate III in Animal Care Services (ACM30121)
- Certificate IV in Veterinary Nursing (ACM40418)
- Certificate IV in Animal Behaviour and Training (ACM40322)

### FUTURE CAREER OPPORTUNITIES

- Animal Care Attendant
- Animal Shelter Attendant
- Pet Shop Attendant
- Kennel Hand
- Cattery Attendant
- Assistant Dog Groomer

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Participate in workplace health and safety | ACMWHS201 |
| Participate in environmentally sustainable work practices | ACMSUS201 |
| Work in the animal care industry | ACMGEN201 |
| Apply communication needs | BSBCMM211 |
| Provide general care of domestic dogs | ACMSPE316 |
| Source and provide information for animal care needs | ACMGEN205 |
| YEAR 2 | |
| Complete animal care hygiene routines | ACMGEN202 |
| Feed and water animals | ACMGEN203 |
| Provide general care of domestic cats | ACMSPE317 |
| Assist in health care of animals | ACMGEN204 |
| Bath, dry and brush domestic dogs | ACMGRM201 |
| Deliver a service to customers | BSBOPS203 |

*Note: Students may be enrolled in any of the listed units during either Year 1 or Year 2 of the program. Units are confirmed with schools prior to enrolment and commencement For further information, please contact our VETDSS Team.*

# APPAREL, FASHION & TEXTILES

## CERTIFICATE II IN APPAREL, FASHION & TEXTILES

**Course code: MST20722**

**This program is considered a Partial Completion.**

### LOCATION
Cremorne

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the fashion or fashion-related industries.
- Gives students an introductory overview of fashion design.
- Provides a strong base for future fashion related studies.

### FUTURE PATHWAYS
- Certificate III in Apparel, Fashion and Textiles (MST31022)
- Diploma of Apparel, Fashion and Textile (Design and product development) (MST50122)

### FUTURE CAREER OPPORTUNITIES
- Fashion Designer Patternmaker
- Textile Merchandiser
- Style Forecaster
- Fashion Buyer

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Work safely | MSMWHS200 |
| Identify and handle fabrics and textiles | MSTGN2023 |
| Provide hand sewing and finishing support | MSTCL2022 |
| Sew materials by machine | MSTAT2005 |
| **YEAR 2** | |
| Participate in environmentally sustainable work practices | MSMENV272 |
| Prepare and communicate design concepts for simple textile products | MSTAT2001 |
| *Draw basic sketches of textile products | MSTAT2002 |
| Modify patterns | MSTAT2003 |
| Assemble simple textile products | MSTAT2006 |

*A Statement of Results will be issued when the program has concluded.*

*\*Unit will not accrue credit in VASS and is delivered in addition to the minimum 180 nominal hours.*

# AUTOMOTIVE

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICAL STREAM)

**Course code: AUR20720**

### LOCATION
Docklands

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

### FUTURE PATHWAYS
- Certificate III in Automotive Electrical Technology (AUR30320)
- Certificate III in Light Vehicle Mechanical Technology (AUR30620)
- Certificate III in Motorcycle Mechanical Technology (AUR30820)

### FUTURE CAREER OPPORTUNITIES
- Motor Mechanic
- Vehicle Serviceperson
- Spare Parts Manager
- Automotive Engineer

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Follow safe working practices in an automotive workshop | AURASA102 |
| Use and maintain tools and equipment in an automotive workplace | AURTTK102 |
| Communicate effectively in an automotive workplace | AURAFA103 |
| Identify automotive electrical systems and components | AURETR103 |
| Identify automotive mechanical systems and components | AURLTA101 |
| Carry out basic vehicle servicing operations | AURTTA127 |
| Remove and replace front suspension springs | AURTTD006 |
| Remove and replace wheel and tyre assemblies | AURTTJ003 |
| **YEAR 2** | |
| Follow environmental and sustainability best practice in an automotive workplace | AURAEA002 |
| Resolve routine problems in an automotive workplace | AURAFA104 |
| Operate electrical test equipment | AURETK003 |
| Use and maintain basic mechanical measuring devices | AURTTA003 |
| Dismantle and assemble multi-cylinder four-stroke petrol engines | AURTTE008 |
| Dismantle and assemble conventional manual transmissions | AURTTX012 |

### WORK PLACEMENT
When doing your pre-apprenticeship at Kangan Institute we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETDSS are expected to engage in a practical placement and this can be up to 10 days per year.

# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (AUTO BODY STREAM)

**Course code: AUR20720**

## LOCATION
Docklands

## THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in spray painting, panel beating and body building.

## FUTURE PATHWAYS
- Certificate III in Automotive Body Repair Technology (AUR32120)
- Certificate III in Automotive Refinishing Technology (AUR32420)
- Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck and Trailer (AUM30218)

## FUTURE CAREER OPPORTUNITIES
- Panel Beater
- Vehicle Painter
- Vehicle Trimmer
- Windscreen Fitter
- Vehicle Dismantler

## COURSE STRUCTURE

| YEAR 1 | |
| --- | --- |
| Follow safe working practices in an automotive workshop | AURASA102 |
| Use and maintain tools and equipment in an automotive workplace | AURTTK102 |
| Communicate effectively in an automotive workplace | AURAFA103 |
| Identify automotive electrical systems and components | AURETR103 |
| Identify automotive mechanical systems and components | AURLTA101 |
| Clean vehicles | AURVTA005 |
| Carry out basic repairs to vehicle body panels | AURVTN138 |
| Prepare and mask vehicle body panel surfaces | AURVTP132 |
| **YEAR 2** | |
| Resolve routine problems in an automotive workplace | AURAFA104 |
| Follow environmental and sustainability best practice in an automotive workplace | AURAEA002 |
| Set up and use welding equipment | AURVTW010 |
| Prepare surface and prime repaired body panels | AURVTP129 |
| Remove and realign vehicle body panels | AURVTN041 |
| Clean and polish vehicle paint surfaces | AURVTP008 |

### WORK PLACEMENT

When doing your pre-apprenticeship at Kangan Institute we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETDSS are expected to engage in a practical placement and this can be up to 10 days per year.

# BUILDING & CONSTRUCTION

## CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)

**Course code: 22614VIC**

**This program is considered a Partial Completion.**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the building and construction industry.
- Is ideal for students wanting to enter the building and construction industry as apprentice carpenters. Students will gain knowledge and practical skills to work safely in the building and construction industry.

### FUTURE PATHWAYS
- Certificate III in Carpentry (CPC30220)
- Certificate IV in Building and Construction (CPC40120)
- Diploma of Building and Construction (CPC50220)

### FUTURE CAREER OPPORTUNITIES
- Carpenter
- Joiner
- Construction Worker
- Building Site Administrator
- Project Manager
- Building Inspector

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Prepare to work safely in the construction industry | CPCWHS1001 |
| Apply WHS requirements, policies and procedures in the constructions industry | CPCCWHS2001 |
| Interpret and apply basic plans and drawings | VU23313 |
| Carry out measurements and calculations | CPCCOM1015 |
| Identify and handle carpentry tools and equipment | VU23320 |
| Provide basic emergency life support | HLTAID010 |
| **YEAR 2** | |
| Prepare for work in the building and construction industry | VU23312 |
| Apply basic levelling procedures | CPCCCM2006 |
| Dismantle basic timber structures | VU23328 |
| Construct basic wall frames | VU23323 |
| Construct a basic roof frame | VU23324 |
| Install basic window and door frames | VU23326 |
| Install basic external cladding | VU23325 |

*A Statement of Results will be issued when the program has concluded .*

*A 3rd Year bridging program is available subject to viable enrolments. Please contact the VETDSS Team for more information.*

## CERTIFICATE III IN BUSINESS

**Course code: BSB30120**

**This program is considered a Partial Completion.**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the business administration industry.

• Provides the basic administrative and computer skills expected from office and administration workers.

### FUTURE PATHWAYS
• Certificate IV in Human Resource Management (BSB40420)
• Certificate IV in Real Estate Practice (CPP41419)

### FUTURE CAREER OPPORTUNITIES
• Secretary
• Receptionist
• Office Administrator
• Accounts payable
• Accounts receivable
• Information Officer
• Customer Service Officer

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Support personal well-being in the workplace | BSBPEF201 |
| Participate in sustainable work practices | BSBSUS211 |
| Use inclusive work practices | BSBTWK301 |
| Assist with maintaining workplace safety | BSBWHS311 |
| Apply critical thinking skills in a team environment | BSBCRT311 |
| **YEAR 2** | |
| Engage in workplace communication | BSBXCM301 |
| Design and produce business documents | BSBTEC301 |
| Deliver and monitor a service to customers | BSBOPS304 |
| Organise workplace information | BSBINS302 |
| Write simple documents | BSBWRT311 |
| Organise personal work priorities | BSBPEF301 |

*This program does not offer scored assessment. Students enrolling into Year 2 of this program will be considered unscored.*

*A Statement of Results will be issued when the program has concluded.*

# EARLY CHILDHOOD EDUCATION

## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

**This program is considered a Partial Completion.**

**Course code: CHC30121**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- Will teach participants a range of practical early childhood skills
- Participants will learn to facilitate children's play and leisure to help them to achieve developmentally

### WORK PLACEMENT
Students will be required to complete mandatory 80 hours of Structured Workplace Learning (SWL) over 2 years (40 hours per year). Kangan Institute will endeavour to provide students/schools with contacts in industry to secure these hours. The school and student is responsible for arranging the SWL with the employer. The teaching portfolio will provide block dates for when SWL hours are to occur.

### FUTURE PATHWAY
- Certificate III in Early Childhood Education and Care (CHC30121)

### FUTURE CAREER OPPORTUNITIES
- Centre-based day care services
- Kindergartens and out-of-school hours services

## COURSE STRUCTURE

| YEAR 1 | |
| --- | --- |
| Work effectively in children's education and care | CHCECE056 |
| Work with diverse people | CHCDIV001 |
| Support children to connect with the natural environment | CHCECE037 |
| Follow basic food safety practices | HLTFSE001 |
| **YEAR 2** | |
| Meet legal and ethical obligations in children's education and care | CHCECE054 |
| Participate in workplace health and safety | HLTWHS001 |
| Observe children to inform practice | CHCECE038 |
| Use an approved learning framework to guide practice | CHCECE034 |

*Students who wish to study this program must be 15 years of age or older and be in Year 11 or 12.*

*Only students who have successfully completed the first year of the program will be accepted into the 2nd year of the program.*

*A Statement of Results will be issued when the program has concluded.*

# ELECTRICAL

## CERTIFICATE II IN ELECTROTECHNOLOGY

**Course code: 22682VIC**

**This program is considered a Partial Completion.**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the electrical or electrical-related industries.
- Enables participants to identify and use a range of components, accessories, materials, tools, equipment and technologies in electrical work.

### FUTURE PATHWAYS
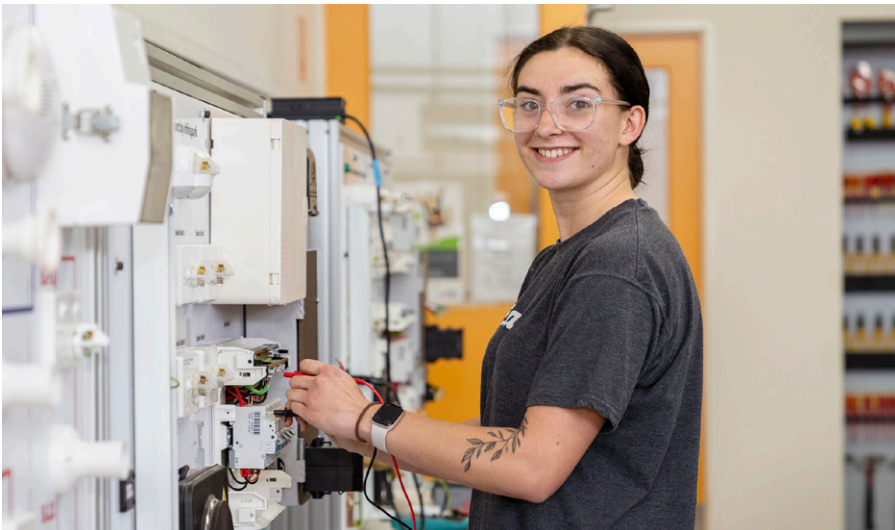- Certificate III in Electrotechnology – Systems Electrician (UEE30820)

### FUTURE CAREER OPPORTUNITIES
- Electrician
- Electrical Trade Worker

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Use routine equipment/plant/technologies in an energy sector environment | UEECD0052 |
| Prepare to work safely in the construction industry | CPCCWHS1001 |
| Apply work health and safety regulations, codes and practices in the workplace | UEECD0007 |
| Fabricate, assemble and dismantle utilities industry components | UEECD0019 |
| Fix and secure electrotechnology equipment | UEECD0020 |
| Attach cords and plugs to electrical equipment for connection to a single phase 230-volt supply | UEERL0001 |
| Use test instruments in the electrotechnology industry | VU23737 |
| YEAR 2 | |
| Solve problems in ELV single path circuits | UEECD0042 |
| Perform intermediate engineering computations | VU23480 |
| Carry out basic network cabling for extra low voltage | VU23739 |
| Plan and complete a basic electrotechnology project | VU23738 |
| Install a sustainable extra low voltage energy power system | VU23735 |

*A Statement of Results will be issued when the program has concluded.*

## CERTIFICATE II IN ENGINEERING STUDIES

**Course code: 22632VIC**

### LOCATION

Broadmeadows

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry.
- Equips participants with comprehensive skills and knowledge to work in steel and metal industries by introducing computer use in relation to engineering work, use of hand and power tools, engineering science, fabrication techniques and quality concepts.

### FUTURE PATHWAYS

- Certificate III in Engineering – Mechanical Trade (MEM30219)
- Certificate III in Engineering - Fabrication Trade (Heavy) (MEM30319)
- Certificate IV in Engineering (MEM40119)

### FUTURE CAREER OPPORTUNITIES

- Fitting and Turning Tradesperson
- Heavy Fabrication (Boilermaker) Tradesperson
- Light Fabrication (Sheetmetal) Tradesperson
- Welder
- Tool Maker

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Apply occupational health and safety principles in an engineering environment | VU23481 |
| Safely use hand tools and hand held power tools for general engineering applications | VU23475 |
| Report on the sectors and employment in the manufacturing, engineering, and related industries | VU23476 |
| Interpret and prepare basic two and three dimensional engineering drawings | VU23477 |
| Perform basic machining processes | VU23478 |
| Apply basic fabrication techniques | VU23479 |
| **YEAR 2** | |
| Undertake a basic engineering project | MEMPE006 |
| Perform Intermediate engineering computations | VU23480 |
| Perform basic welding and thermal cutting processes | VU23485 |

*Students wishing to receive an ATAR contribution for VCE VET Engineering must undertake scored assessment.*

*Scored assessment is based on the Units 3 and 4 sequence of Certificate II in Engineering Studies (22632VIC).*

# HAIR & BEAUTY

## CERTIFICATE II IN SALON ASSISTANT (HAIR)

**Course code: SHB20216**

**This program is considered a Partial Completion.**

### LOCATION
Cremorne

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to work in the hairdressing industry, providing students with genuine hands-on experience with clients in our salon on campus.
- Students will learn how to interact with customers professionally and follow workplace health and safety procedures.

### FUTURE PATHWAYS
- Certificate III in Hairdressing (SHB30416)
- Certificate III in Barbering (SHB30516)

### FUTURE CAREER OPPORTUNITIES
- Salon Assistant
- Stylist
- Hairdresser
- Barber

## COURSE STRUCTURE

| 1 YEAR PROGRAM | |
| --- | --- |
| Contribute to health and safety of self and others | BSBWHS201 |
| Provide shampoo and basin services | SHBHBAS001 |
| Dry hair to shape | SHBHDES001 |
| Braid hair | SHBHDES002 |
| Maintain and organise tools, equipment and work areas | SHBHIND001 |
| Greet and prepare clients for salon services | SHBXCCS003 |
| Communicate as part of a salon team | SHBXIND002 |
| Research and use hairdressing industry information | SHBHIND002 |

*Please note students may be enrolled into any of the above units of competency during the Certificate II in Salon Assistant (SHB20216) program.*

*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*

# CERTIFICATE III IN BEAUTY SERVICES

**This program is considered a Partial Completion.**

**Course code: SHB30121**

## LOCATION

Cremorne

## THIS VET PROGRAM

- Learn to provide a range of beauty services including make-up, lash extensions, tanning and lash and brow treatments.

## FUTURE PATHWAYS

- Certificate III in Beauty Services (SHB30121)
- Certificate III in Hairdressing (SHB30416)
- Diploma of Beauty Therapy (SHB50121)

## FUTURE CAREER OPPORTUNITIES

- Make-up Consultant
- Make-up Artist
- Beauty Advisor
- Beauty Consultant

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Design and apply make-up | SHBBMUP009 |
| Design and apply make-up for photography | SHBBMUP010 |
| Maintain ethical and professional standards when using social media and online platforms | SIRXOSM002 |
| Apply cosmetic tanning products | SHBBBOS007 |
| Apply safe hygiene, health, and work practices | SHBXWHS003 |
| **YEAR 2** | |
| Provide lash and brow services | SHBBFAS004 |
| Use electric file equipment for nail services | SHBBNLS011 |
| Apply eyelash extensions | SHBBMUP008 |
| Provide manicure and pedicure services | SHBBNLS007 |
| Research and apply beauty industry information | SHBBRES003 |

*A Statement of Results will be issued when the program has concluded.*

# HOSPITALITY & COOKERY

## CERTIFICATE II IN HOSPITALITY

**Course code: SIT20322**

**This program is considered a Partial Completion.**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- Is designed to equip individuals with the foundational skills and knowledge needed to thrive in various hospitality environments. Whether you're aiming to work in restaurants, hotels, catering operations, clubs, pubs or cafés, this course provides a comprehensive introduction to the industry.

### FUTURE PATHWAY
- Certificate III in Hospitality (SIT30622)

### FUTURE CAREER OPPORTUNITIES
- Food and Beverage Attendant
- Barista
- Catering Assistant

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Work effectively with others | BSBTWK201 |
| Source and use information on the hospitality industry | SITHIND006 |
| Use hospitality skills effectively | SITHIND007 |
| Interact with customers | SITXCCS011 |
| Show social and cultural sensitivity | SITXCOM007 |
| Participate in safe work practices | SITXWHS005 |
| Use hygienic practices for food safety | SITXFSA005 |
| Prepare and present simple dishes | SITHCCC024 |
| Prepare and serve espresso coffee | SITHFAB025 |
| **YEAR 2** | |
| Prepare and serve non-alcoholic beverages | SITHFAB024 |
| Serve food and beverage | SITHFAB027 |
| Provide advice on food | SITHFAB036 |
| Process financial transactions | SITXFIN007 |
| Clean and tidy bar areas | SITHFAB022 |

*This program does not offer scored assessment. Students enrolling into Year 2 of this program will be considered unscored.*

*A Statement of Results will be issued when the program has concluded.*

## CERTIFICATE II IN COOKERY

**Course code: SIT20421**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the cookery or catering industries, or moving forward into an apprenticeship.

### FUTURE PATHWAY
- Certificate III in Commercial Cookery (SIT30816)

### FUTURE CAREER OPPORTUNITIES
- Chef / Cook
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Hotel / Motel Assistant
- Casual Event Staff
- Canteen Operator
- Food Truck Entrepreneur

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Receive store and maintain stock | SITXINV006 |
| Use hygienic practices for food safety | SITXFSA005 |
| Prepare dishes using basic methods of cookery | SITHCCC027 |
| Use food preparation equipment | SITHCCC023 |
| Clean kitchen premises and equipment | SITHKOP009 |
| Participate in safe work practices | SITXWHS005 |
| Prepare and present simple dishes | SITHCCC024 |
| Produce cakes | SITHPAT011 |
| Package prepared foodstuffs | SITHCCC026 |
| **YEAR 2** | |
| Prepare appetisers and salads | SITHCCC028 |
| Prepare stocks, sauces and soups | SITHCCC029 |
| Prepare vegetable, fruit, eggs and farinaceous dishes | SITHCCC030 |
| Work effectively in a commercial kitchen | SITHCCC034 |

*This program does not offer scored assessment. Students enrolling into Year 2 of this program will be considered unscored.*

*This program may require a work placement component completing shifts in a local workplace to complete service periods requirements.*

# INFORMATION TECHNOLOGY

## CERTIFICATE III IN INFORMATION TECHNOLOGY

**Course code: ICT30120**

**This program is considered a Partial Completion.**

### LOCATION
Broadmeadows

### THIS VET PROGRAM
- This program is designed to provide students with a foundational knowledge of IT, Networking and Basic Programming

### FUTURE PATHWAYS
- Certificate IV in Cyber Security (22603VIC)
- Certificate IV in Information Technology (ICT40120)
- Diploma of Information Technology (ICT50220)

### FUTURE CAREER OPPORTUNITIES
- Information Technology Support Technician
- Service Desk Support
- Network Support

## COURSE STRUCTURE

| YEAR 1 | |
|---|---|
| Develop and extend critical and creative thinking | BSBCRT301 |
| Securely manage personally identifiable information and workplace information | BSBXCS303 |
| Work in a team | BSBXTW301 |
| Apply introductory programming techniques | ICTPRG302 |
| Produce digital images for the web | ICTWEB305 |
| **YEAR 2** | |
| Identify IP, ethics and privacy policies in ICT | ICTICT313 |
| Provide basic system administration | ICTSAS312 |
| Maintain and prepare ICT equipment and software | ICTSAS309 |
| Provide ICT advice to clients | ICTSAS305 |
| Install, configure and secure a small office or home office | ICTSAS310 |

*Students wishing to receive an ATAR contribution for VCE VET Information Technology must undertake scored assessment. Scored assessment is based on the Units 3 and 4 sequence of Certificate III in Information Technology (ICT30120).*

*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*

## Campuses

**Broadmeadows campus**
Pearcedale Parade

**Cremorne campus**
85 Cremorne Street

**Docklands campus**
1 Batmans Hill Drive

**Essendon campus**
38 Buckley Street

**Hume Global Learning
Centre in Sunbury**
44 Macedon Street

## Need more info?

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you the support that you need

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**Skills & Jobs Centre**
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