



CLUSTER PROVIDER

AGA Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Wednesday 8am - 12pm

VCE: up to four VCE VET units at Units 1 and 2 level.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: TBC.

ORIENTATION: For students enrolled in Units 1 & 2, a compulsory orientation will be held in Term 4.

UNIFORM: Students will be provided with an AGA uniform.

BSB20120 Certificate II in WORKPLACE SKILLS

This is a one-year program.

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. Individuals in these roles generally work under direct supervision.

This program includes workplace excursions, and mentoring.

Code	VCE VET UNITS 1 & 2	Hours
BSBOPS201	Work effectively in business environments	30
BSBTEC202	Use digital technologies to communicate in a work environment	20
BSBWHS211	Contribute to the health and safety of self and others	20
BSBSUS211	Participate in sustainable work practices	20
BSBCRT201	Develop and apply thinking and problem solving skills	30
BSBTEC203	Research using the internet	30
BSBPEF202	Plan and apply time management	20
BSBPEF101	Plan and prepare for work readiness	20
BSBCMM211	Apply communication skills	40
BSBPEF201	Support personal wellbeing in the workplace	50

FUTURE PATHWAYS: The Certificate can lead to work as an Administration Assistant or Office Worker or progress to further studies into a Certificate III or Certificate IV.

OTHER INFORMATION: Students are required to bring a laptop to every class.



Proudly part of **intwork**

WEC VET STUDENT BEHAVIOUR GUIDELINES

The Western Edge Cluster has a “Duty of Care” to create a positive and safe learning environment for all of our students

All learning environments will not tolerate:

1. Arriving late, being disruptive or unsafe behaviour in the classroom or workshop.
2. Leaving the delivery school grounds or loitering on school grounds outside of VET hours.
3. NOT following specific school or class rules.
4. NOT wearing WEC VET uniform or relevant OHS attire during class and travelling to and from VET classes.
5. Electronic devices are not to be used without the permission of the teacher/trainer.

If you fail to follow instructions and/or continue to be disruptive in class there will be three formal warnings as outlined below.

1 Your teacher/instructor will inform you that he/she will be contacting your Home School VET Coordinator about the incident(s) by submitting an “Incident Report”. The Home School VET Coordinator will contact or send the “Incident Report” to your Parent/Guardian.

On the day of the incident, you may be asked to return to your Home School. You must make a time to meet with your Home School VET Coordinator to discuss the incident. You may be allowed to return to class the following week, with your commitment to follow instruction and focus on your work.

2 If there is a second incident, a second “Incident Report” will be sent to your Home School VET Coordinator and Parent/Guardian.

A formal meeting with relevant parties may occur, including the VET Teacher, Home School Coordinator and/or Delivery School VET Coordinator to discuss your future in the VET program before you are allowed to return to class.

3 If there is a third incident, a third “Incident Report” will be sent to your Home School VET Coordinator and Parent/Guardian.

There will be a formal meeting with your Parent/Guardian, VET Coordinators and Teacher/Trainer to discuss alternate pathways. You will NOT be allowed to return to class unless you can demonstrate that you are committed to making significant changes to your behaviour and attitude at this meeting.

THIS IS A FINAL WARNING AND FAILURE TO IMPROVE WILL REQUIRE YOU TO WITHDRAW FROM YOUR VET CERTIFICATE.

REMINDER: THERE IS A ZERO TOLERANCE FOR VIOLENCE INSIDE AND OUTSIDE SCHOOL GROUNDS. BEHAVIOUR OF THIS NATURE WILL RESULT IN THE STUDENT BEING REMOVED FROM CLASS, FOLLOWED BY FURTHER DISCIPLINARY MEASURES.



HOW TO ENROL

1 CREATE A USI NUMBER BEFORE REGISTERING

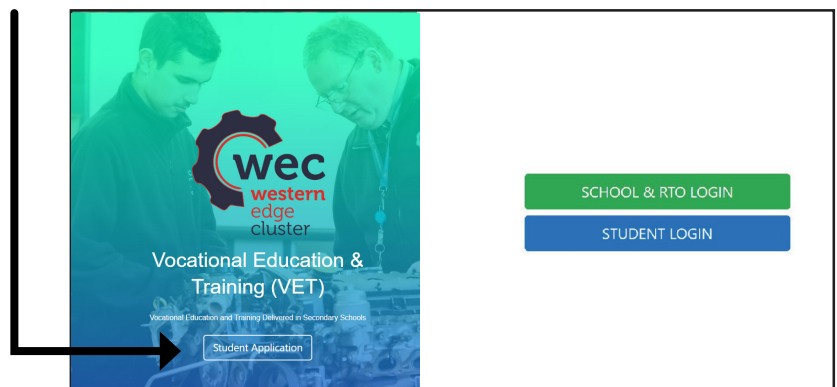
Certificates and Statements cannot be issued without one. To create a USI Number log on to <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

2 GO TO WEC HOMEPAGE - www.wec.vic.edu.au

Select "Portal". Enrolments open Monday of Week 4, Term 3.



3 Select the **STUDENT APPLICATION** button to complete the expression of interest form (Year 1 only).



4 REGISTERING FOR THE FIRST TIME

Enter your details on the registration page. All fields must be completed so that your enrolment can be submitted to the WEC.

5 COMPLETE THE STUDENT CONTRACT IN THIS HANDBOOK

(on page 35) and give it to your VET Coordinator.

Coordinators & Program **CONTACTS**

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CONTRACT FOR STUDENTS ENROLLED IN VET CERTIFICATE STUDIES IN 2027

Name of Student: _____ Student Mobile: _____

Home School: _____

Parent Name: _____ Parent Mobile: _____

Course Selected: _____ Year 1 or 2: _____

USI Number: _____ VSN: _____

I agree to abide by the following conditions while I am enrolled in a VET Certificate Course.

1. I will make payment if there are any costs associated with my VET program.
2. I agree to attend classes regularly and punctually. In order to successfully complete the VET course. Students are expected to attend ALL VET Classes. One absence can be up to 6 hours of course content missed.
3. I will carry out the set work to the best of my ability and try to make as rapid progress as I can.
4. If I am unable to attend through illness or other cause I will inform the home school as soon as possible.
5. I will follow the instructions of the VET teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VET venue.
6. I agree to follow the rules including OH&S of any school that I attend for my VET program. Any severe breaches could result in being withdrawn from my VET Program.
7. I will wear correct uniform relevant to my VET course.
8. I will attend private study sessions as timetabled when required, work quietly during these sessions and cooperate with supervising teachers.
9. I will give my parents/guardian any notices or correspondence from the home school or the VET institution regarding fees to be paid, or any other matters.
10. I will organise and undertake appropriate work placement as part of my VET program if required at a time agreed upon by my home school.
11. I will obtain a USI number and provide it to my VET Coordinator. Without a USI number I cannot be enrolled to the RTO or access any results.
12. I understand that if I do not keep to these conditions I may have to withdraw from the VET Certificate.
13. I agree to share my personal information with my VET Delivery School.
14. I agree to my photo being used for VET marketing and promotional purposes YES ☐ NO ☐

Signed (student) _____

Signed (parent/guardian) _____

Date _____



DISCOVER

HOW A VET COURSE
CAN LEAD TO
DIVERSE AND
EXCITING CAREERS

Go to wec.vic.edu.au
to register. For more
information visit the
website and talk to
your VET program
coordinator.



This handbook has been produced by Western Edge Cluster. We would like to thank the Principals of all the participating schools for their willingness to support VET programs between schools and the VET/VCE-VM Coordinators who have provided this valuable information.

