



VET STUDENT HANDBOOK 2027



**PROVIDING QUALITY
VOCATIONAL PROGRAMS
FOR THE STUDENTS
OF MELTON**



WESTERN EDGE CLUSTER

The Western Edge VET Cluster arrangement is founded on a spirit of co-operation and with the purpose of providing a wider breadth of learning opportunities for students.

The Western Edge Cluster comprises of the following schools:

- **BACCHUS MARSH COLLEGE**
- **KURUNJANG SECONDARY COLLEGE**
- **LAKEVIEW SENIOR COLLEGE**
- **MELTON CHRISTIAN COLLEGE**
- **MELTON SECONDARY COLLEGE**
- **MELTON SPECIALIST SCHOOL**
- **SPRINGSIDE WEST SECONDARY COLLEGE**
- **STAUGHTON COLLEGE**
- **ST FRANCIS CATHOLIC COLLEGE**

Students participation in a VET program at a school, other than the student's home school, is a privilege and reliant on students being good ambassadors for their home school.

Should circumstances bring into question the commitment, co-operation and level of achievement of a student, the student's ongoing enrolment in the VET subject shall be reviewed.



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PROPOSED VET PROGRAMS FOR 2027

The information provided is a guide only and the programs/units listed may be subject to change. Students should consult their VET Coordinator for more details.





**Certificate II in
APPLIED FASHION
DESIGN TECHNOLOGY**

14



**Certificate II in
APPLIED DIGITAL
TECHNOLOGIES**

15



**Certificate II in
AUTO VOCATIONAL
PREPARATION**

16



**Certificate II & III in
COMMUNITY SERVICES**

18/19



**Certificate II in
COOKERY & Certificate
II in HOSPITALITY**

20



**Certificate III in
EARLY CHILDHOOD
EDUCATION & CARE**

21



**Certificate II in
ENGINEERING STUDIES**

23



**Certificate II in
HEALTH SUPPORT SERVICES
Certificate III in
HEALTH SERVICES ASSISTANCE**

24



**Certificate II in
HORTICULTURE**

25



**Certificate II in
PLUMBING**

27



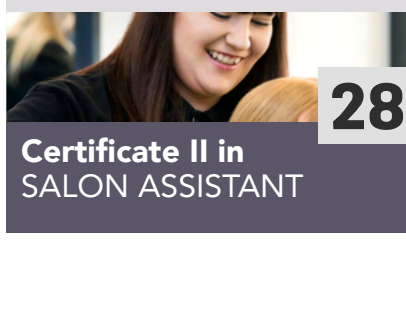
**Certificate II & III in
SPORT, AQUATICS &
RECREATION**

29



**Certificate II in
SUPPLY CHAIN
OPERATIONS**

30



**Certificate II in
SALON ASSISTANT**

28



**Certificate II in
WORKPLACE SKILLS**

31

WHAT IS VET?

Vocational Education and Training (VET) refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCE-VM studies with vocational training.

FEATURES OF VET

- VET is usually a two-year program combining VCE / VCE-VM studies with accredited vocational education and training.
- It enables students to complete a nationally recognised vocational qualification (eg. Certificate II in Screen Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major (VCE-VM) at the same time.
- VET allows students to go directly into employment or receive credit towards further study.
- Important Industry Specific Skills and workplace skills are learnt through the VET program.

HOW DOES VET WORK?

A VET Delivered to School Students (VDSS) program is usually made up of VCE VET units which are delivered by registered training organisations, the students' school or another school within the Western Edge Cluster.

STRUCTURED WORKPLACE LEARNING (SWL)

Students undertake work with an employer that enables the student to demonstrate their

acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO THE VCE

- All VCE VET programs contribute to VCE Units that provide credit towards the VCE in the same way as a VCE study.
- Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only.
- Some VCE VET programs are scored and some VCE VET programs are unscored.
- VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your ATAR.
- Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school-assessed coursework and an externally set examination.
- Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment.
- Unscored VCE VET programs do not give you a study score but they can still contribute to your VCE.
- When you receive a Units 3 and 4 sequence towards your VCE from an unscored VET program, they may contribute towards the calculation of your ATAR by VTAC.

CONTRIBUTION TO THE VCE VOCATIONAL MAJOR

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



Articulate

Simple way of connecting one level of training with another higher level.

Auspiced by

Course delivered by a school but overseen by a Registered Training Organisation.

Competency

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.

Module

A unit of study in a VET course.

Nationally accredited

A qualification which is valid and recognised throughout Australia.

Pathways

Ways to develop a person's career opportunities.

RTO

Registered Training Organisation (RTO). RTOs meet the legislative requirements and registration processes, which allow them to deliver nationally recognised vocational education and training. They include TAFE institutes, private training providers, enterprises and schools. Only an RTO can issue a VET qualification.

Stream

A theme of study made up of several modules of a VET course.

Structured Workplace Learning

Workplace learning that is undertaken as part of an accredited vocational training program such as VCE-VM or VET.

Vocation

Is a chosen field of work or career.

THE VET ADVANTAGE

VET INCREASES STUDENTS' LEARNING POTENTIAL

- Broadens VCE/VCE-VM options.
- Develops the student's capacity to make decisions and solve problems.
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.
- Matches student interest and career directions through the provision of strong pathways.
- VET can be taken as a Unit 3&4 VCE subject (provided it does not clash with your timetable).

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualification articulates directly into further education and training at TAFE, e.g., Cert II in Engineering Studies provides students with a pre-apprenticeship in this industry area.
- VET provides access to a range of different technologies related to the workplace.

VET PREPARES STUDENTS FOR THE WORKFORCE

- Expands post school opportunities.
- Provides the opportunity to trial a career. Helps students explore possible areas of interest, which promote further study and work choices.
- Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.
- Improves employment prospects.
- Helps students gain knowledge of employer's expectations and real working conditions.
- Develops student's capacity for cooperation, teamwork and leadership skill development.
- Assists the transition from school to work.





VET COURSE REQUIREMENTS

Students enrolling in a VET program will be required to enrol via the VET portal. It is important that parents and students take time to read the course requirements and student responsibilities before enrolling.

TRAVEL

Students are expected to make their own travel arrangements to and from VET venues.

ATTENDANCE

■ Attendance is critical as practical content may not be delivered again. Non-attendance equates to a week missed. All absences are reported back to the home school. VET requires 90% attendance; failure to meet this requirement will mean no result as well as no certificate.

■ All students are expected to arrive on time to class. Students who arrive late will be marked as 'late' on the portal or may be sent home.



WORK PLACEMENTS

■ The time and arrangements for structured workplace learning will vary for each program, see your VET Coordinator for more information.

■ Travel to and from work placements is the responsibility of each student.

■ Students are encouraged to find their own work placements.

■ SWL helps students develop the vocational skills and knowledge learnt in their VET class with an employer in a real working environment.

The SWL portal is a state-wide FREE website that assists VET students find quality SWL employers. These SWL opportunities are available for VET students who are prepared to work and develop their understanding of the workplace. Opportunities can be for one-day-a-week or a week(s) block during school term or school holidays. The SWL portal will have a range of SWL opportunities which meet your study needs.

Go to www.workplacements.education.vic.gov.au to search for an appropriate employer for your SWL hours. Check that you can actually travel to the employer's place of business and that the available dates match your SWL needs. If the opportunity is suitable, remember to SHARE the SWL Opportunity with your teacher who will assist you with your SWL Arrangement Form.

DELIVERY OF VET PROGRAMS

Every effort is made to deliver the 2nd year of a course; however if numbers do not reach the minimum class size there is no guarantee the program will run.

UNIFORM

Students in the cluster are required to attend VET classes in their WEC VET Uniform. If a course does not have a uniform the student **MUST** attend in their School Uniform.

STUDENT BEHAVIOUR

Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard and comply with the VET Student Contract.

USI NUMBER

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

ENROLLING IN UNITS 3 & 4

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4. A Certificate cannot be completed without completing units 1-4. Some certificates are partial completions. Refer to individual courses for more information.

FAILURE TO ABIDE BY THE ABOVE COMMITMENTS MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.



EMPLOYMENT OPPORTUNITIES

Vocational Education and Training can lead to a diverse and exciting range of further training options and career pathways

ANIMAL CARE

Veterinary Services, Animal Breeding Services, Pet and Companion Animal Services, Captive Wildlife Operations.

APPLIED FASHION DESIGN

Textile Design, Pattern Making, Couture, Wardrobe Supervisor, Fashion Designer, Theatre and Film Costume, Clothing Production Manager, Retail Buyer, Sales Manager, Accessories Designer, Sales Assistant, Soft Furnishing Designer.

AUTOMOTIVE

Mechanic, Electrician, Body Repairer, Air-conditioning Fitter, Parts, Retail, Business Operator, Driver, Mechanical Engineering, Aircraft Engineering, Diesel Mechanic.

BUILDING & CONSTRUCTION

Labourer, Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver, Crane Operator, Administration.

COMMUNITY SERVICES

Nursing, Child care, Disability and Aged Care, Teaching, Police force, Certificate III in Community Services, Certificate III in Allied Health Service Assistant.

EARLY CHILDHOOD

Early Childhood Education including long day care centres, family day care, pre-schools and Kindergartens.

ELECTRICAL

Electrical Installation, Electrical Engineering, Linesman, Refrigeration & Cooling.

ENGINEERING

Toolmaking, Fitting and Machining, Welding, Sheet metal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

HORTICULTURE

Landscaping, Nursery, Parks and Gardens, Turf Management.

HEALTH SERVICES ASSISTANCE

Health, Nursing, Community service, Certificate IV in Allied Health Assistant.

MUSIC

Vocalist, Musician, Music Retailer, Venue Manager, Music Director, Promoter, Production Crew Member, Stage Manager.

PLUMBING

Apprenticeships selecting from a broad range of specialist areas e.g., roofing & gas fitting.

SALON ASSISTANT

Hairdresser, Hair Stylist, Barbering, Beauty Therapist, Beautician, Make-up Artist.

SPORT & RECREATION

Recreation Officer, Assistant in a Gymnasium/Fitness Centre, Personal Trainer, Sporting Events Assistant, Leisure and Cultural Services Officer, Youth Leader, Outdoor Activity Leader.

WORKPLACE SKILLS

Administration Assistant, Office Worker.



ACM20121 Certificate II in ANIMAL CARE

The VCE VET Animal Care program aims to provide participants with the knowledge, skills, and competencies that will enhance their employment prospects in the animal care, animal management, and related industries.

CLUSTER PROVIDER

Springside West
Secondary College

RTO

Foundation Learning
Centre (3977)

DAY & TIME

Year 1 Tuesday
8.30am - 12:30pm
Year 1 Tuesday
1.00pm - 5.00pm
Year 2 Thursday
1.00pm - 5.00pm

VCE: Up to 4 VCE VET units at Units 1 & 2 level. A Unit 3–4 VCE VET sequence.

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

ATAR: 10% contribution.

SWL: Work placement is recommended.

UNIFORM: Students are required to wear their home school uniform.

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

Code	VCE VET UNITS 1 & 2	Hours
ACMWH201	Participate in workplace health and safety processes	40
ACMG201	Work in the Animal Care industry	30
ACMG203	Feed and water animals	40
ACMS201	Participate in environmentally sustainable work practices	20
BSBC211	Apply communication skills	40
ACMG202	Complete animal care hygiene routines	30
Code	VCE VET UNITS 3 & 4	Hours
ACMG309	Provide basic animal first aid	40
ACMG204	Assist in health care of animals	40
ACMH205	Source and provide information for animal care needs	40
BSBO203	Deliver a service to customers	40
ACMSPE320	Provide general care of mammals	40
ACMSPE321	Provide general care of non-venomous reptiles	40

FUTURE PATHWAYS: Future study options include higher level certificates and diploma qualifications.

CAREER PATHWAYS: Veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations.

OTHER INFORMATION: Enrol for this course via the BVC portal at www.bvc.vic.edu.au.



MST20722 Certificate II in APPAREL, FASHION AND TEXTILES

This certificate provides students with basic design and development skills and knowledge to prepare them for the fashion industry. Students will be provided with the opportunity to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches. This is a hands on course that allows some creative expression to develop and be displayed in the practical projects.

CLUSTER PROVIDER

Staughton College

RTO

Ripponlea Institute (21230)

DAY & TIME

Year 1 Wednesday

1.30pm – 5.30pm

Year 2 Thursday

1.30pm – 5.30pm

VCE: Students will receive up to four VCE VET units.

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

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC polo and WEC jumper to class and on work placement.

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

Code	VCE VET UNITS 1 & 2	Hours
MSMWHS200	Work safely	30
MSTAT2003	Modify patterns	50
MSTAT2005	Sew materials by machine	60
MSTAT2006	Assemble simple textiles products	40
MSTGN2023	Identify and handle fabrics and textiles	80
Code	VCE VET UNITS 3 & 4	Hours
BSBCMM211	Apply communication skills	40
MSMENV272	Participate in environmentally sustainable work practices	30
MSTGN2018	Work in the TCF Industry	40
MSTAT2001	Prepare and communicate design concepts for simple textile products	60
MSTAT3008	Embellish textiles products	40
MSTAT2010	Use basic textile production processes	40
MSTAT2022	Draw basic sketches of textile products	30

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies in clothing, fashion, textiles and soft furnishing and interior design.



ICT20120 Certificate II in APPLIED DIGITAL TECHNOLOGIES

This course is designed to equip students with the essential skills and knowledge required to thrive in modern business environments. The course encompasses a wide range of units that focus on developing both soft skills and technical competencies.

CLUSTER PROVIDER

AGA Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Wednesday
TBC

VCE: Up to six VCE VET units at Units 1 and 2 level.

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

UNIFORM: Students will be provided with an AGA uniform.

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

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
ICTICT215	Operate digital media technology packages	40
ICTICT213	Use computer operating systems and hardware	60
BSBSUS211	Participate in sustainable work practices	20
BSBTEC303	Create electronic presentations	20
BSBWHS211	Contribute to the health and safety of self and others	20
Code	VCE VET UNITS 3 & 4	Hours
ICTICT214	Operate application software packages	60
BSBPEF202	Plan and apply time management	20
BSBCRT201	Develop and apply thinking and problem-solving skills	30
ICTICT216	Design and create basic organisational documents	40
BSBTEC201	Use business software applications	60

OTHER INFORMATION: Year 2 includes a year-long project where students will create a portfolio of various workplace documents and digital works using three different software application packages.

Students are required to bring a laptop to every class.



CLUSTER PROVIDER

Kurunjang Secondary College

RTO

Educational Living Pty Ltd
(3784)

DAY & TIME

Year 1 Wednesday
8.30am – 12pm
Year 2 Wednesday
12:30pm – 4pm

VCE: Students will receive up to four VCE VET units.

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

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC uniform that consists of a cotton top, jumper, work pants and boots.

Students will need to purchase work boots and work pants to wear for every session. Without these, students will be unable to enter the practical classroom.

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

AUR20720 Certificate II in AUTOMOTIVE VOCATIONAL PREPARATION

This course provides students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the automotive and allied industries. It provides students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive industry.

Code	VCE VET UNITS 1 & 2	Hours
AURASA102	Follow safe working practices in an automotive workplace	20
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20
AURFA103	Communicate effectively in an automotive workplace	20
AURLTA101	Identify automotive mechanical systems and components	25
AURTTJ003	Remove and replace wheel and tyre assemblies	10
AURETR103	Identify automotive electrical systems and components	25
AURFA104	Resolve routine problems in an automotive workplace	20
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25
AUMAFA001	Apply for jobs and undertake job interviews	20
Code	VCE VET UNITS 3 & 4	Hours
AURFA009	Carry out research into the automotive industry	40
AURETK001	Identify, select and use low voltage electrical test equipment	10
AURETR115	Inspect, test and service batteries	10
AURETR146	Remove and refit vehicle batteries	15
AURETR147	Recharge vehicle batteries	15
AURTTA003	Use and maintain basic mechanical measuring devices	15
AURTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40
AURTTA127	Carry out basic vehicle servicing operations	40

Prior to commencement of this course students must undertake a Pre-training review and a language, literacy and numeracy evaluation.

FUTURE PATHWAYS: The Certificate can lead to further certificate levels, apprenticeships and careers in the Automotive industry including manufacturing, retailing, servicing, recycling and related automotive industries.



CLUSTER PROVIDER

Staughton College
AGA

RTO

SC Box Hill Institute (4687)
AGA (3829)

DAY & TIME

Staughton College
Year 1 Wed nesday
7.30am – 11.30am
Year 1 Thursday
7.30am – 11.30am
Year 2 Wednesday
12.00pm – 5.00pm
Year 2 Thursday
12.00pm – 5.00pm

AGA

Year 1 Wednesday
8.00am – 12.00pm
12.30pm - 4.30pm
Year 2 Wednesday
12.30pm – 4.30pm

VCE: Students will receive up to four VCE VET units.

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

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: SC - Students are required to wear the WEC polo and WEC jumper. AGA students will be provided an AGA uniform.

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

22614VIC Certificate II in BUILDING & CONSTRUCTION CARPENTRY *(partial completion)*

The aim of this program is to provide young people with the opportunity to gain comprehensive entry-level training in the construction industry. The program may include: levelling, carpentry hand tools, calculations, floor and wall framing, roof framing and introduction to scaffolding. On successful completion of this program students will have completed two-thirds of the 22614VIC Certificate II in Building and Construction (Carpentry Pre-apprenticeship.)

Code	VCE VET UNITS 1 & 2	Hours
CPCCOM1015	Carry out measurements and calculations	20
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID010	Provide basic emergency life support	12
VU23320	Identify and handle carpentry tools and equipment	100
SC VU23313	Interpret and apply basic plans and drawing	25
AGA CPCCCM2006	Apply basic levelling procedures	8
CPCCOM1014	Conduct workplace communication	20
VU23314	Erect and safely use working platforms	24
Code	VCE VET UNITS 3 & 4	Hours
VU23321	Perform basic setting out	24
VU23322	Construct basic sub-floor	48
VU23323	Construct basic wall frames	48
VU23324	Construct a basic roof frame	40
SC CPCCCM2006	Apply basic levelling procedures	8
VU23328	Dismantle basic timber structures	20
AGA VU23312	Prepare for work in the building and construction industry.	18
VU23313	Interpret and apply basic plans and drawing.	25

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

FUTURE PATHWAYS: On completion of this program, students may need to complete the remaining third of this certificate before proceeding to the appropriate apprenticeship qualification. The Certificate can lead to apprenticeships, advanced certificates and degree qualifications.

AGA only - Students are required to bring a laptop to every class.



CLUSTER PROVIDER

St Francis Catholic College West
Melton Campus
Lakeview Senior College

RTO

IVET Institute (40548)

DAY & TIME

St Francis Catholic College
Year 1 Wednesday 8.30am - 12.30pm
Year 2 Wednesday 1.30pm - 4.30pm

Lakeview Senior College
Year 1 not offered
Year 2 Thursday 1.30pm - 5.00pm

VCE: VCE students are eligible for up to four VCE VET Units.

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

ATAR: Scored Assessment.

SWL: Throughout this 2 year program students are exposed to an array of learning environments in the community services sector that count towards their VCAA SWL hours without having to leave the classroom.

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

CHC22015 Certificate II in COMMUNITY SERVICES &

CHC32015 Certificate III in COMMUNITY SERVICES

To provide access to a range of potential career paths within the community services industry. Provide training and skill development for the achievement of competence in areas such as casework, community development and advocacy.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR202	Organise and complete daily work activities	20
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCVOL001	Be an effective volunteer	25
FSKOCM007	Interact effectively with others at work	10
HLTAID011	Provide First Aid	18
HLTWHS001	Participate in workplace health and safety	20
HLTWHS002	Follow safe work practices for direct client care	25
HLTWHS006	Manage personal stressors in the work environment	25
Code	VCE VET UNITS 3 & 4	Hours
CHCCS016	Respond to client needs	60
CHCCDE019	Work within a community development framework	65
CHCCDE020	Implement participation and engagement strategies	85

FUTURE PATHWAYS: The Certificate can lead to work within the community services industry or you can go on to further study.

UNIFORM: Students are required to wear the WEC Polo, WEC Jumper and black pants to class.

OTHER INFORMATION: Enrolments for Lakeview Senior College are to be submitted via the BVC portal at: www.bvc.vic.edu.au.

Students are required to bring a laptop to every class.



CHC22015 Certificate II in COMMUNITY SERVICES

This is a one-year program at AGA.

For the two-year program, please see page 18.

Gain practical skills and experience that could lead to a career in community services, healthcare, business, or education support. This program offers theory and practical experience to help set you up for success and includes term excursions to various community businesses.

CLUSTER PROVIDER

AGA Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Wednesday
TBC

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.

UNIFORM: Students will be provided with an AGA uniform.

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

Code	VCE VET UNITS 1 & 2	Hours
CHCCOM005	Communicate and work in health or community services	30
HLTWHS001	Participate in workplace health and safety	20
HLTAID010	Provide basic emergency life support	12
BSBWOR202	Organise and complete daily work activities	20
BSBINS201	Process and maintain workplace information	30
CHCCOM001	Provide first point of contact	35
CHCDIV001	Work with diverse people	40
BSBCMM211	Apply communication skills	40
BSBPEF201	Support personal wellbeing in the workplace	50

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



Proudly part of **int@work**



CLUSTER PROVIDER

St Francis Catholic College –
Cobblebank Campus

RTO

Quality Service Skills (90791)

DAY & TIME

Year 1 Wednesday 9am - 12pm
Year 2 commences 2028

VCE: Up to four VCE VET units at Units 1 and 2 level
A VCE VET Unit 3–4 sequence upon completion of the second year of the program.

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

ATAR: Scored Assessment.

UNIFORM: Students are required to wear the WEC polo, WEC jumper and black pants. Non-slip, closed-toe shoes are compulsory.

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

OTHER INFORMATION:

Participation in all scheduled meal service sessions is compulsory. Practical experience is an essential component of competency.

SIT20421 Certificate II in COOKERY

SIT20322 Certificate II in HOSPITALITY

This dual certificate program provides students with foundational skills in both commercial cookery and hospitality operations, preparing them for entry-level employment in cafés, restaurants, catering, and hospitality venues. The course combines practical kitchen-based training with front-of-house service skills, allowing students to develop a broad understanding of the hospitality industry.

Students undertake training in food preparation, safe work practices, kitchen operations, customer service, and workplace communication, with a strong emphasis on industry standards, hygiene, teamwork, and professional conduct.

Code	VCE VET UNITS 1 & 2	Hrs
SITXWHS005	Participate in safe work practices	12
SITXCCS011	Interact with customers	20
SITHCCC023	Use food preparation equipment	25
SITHCCC024	Prepare and present simple dishes	25
SITHCCC025	Prepare and present sandwiches	10
SITHCCC027	Prepare dishes using basic methods of cookery	45
SITXFSA005	Use hygienic practices for food safety	15
SITXCOM007	Show social and cultural sensitivity	20
BSBTWK201	Work effectively with others	40
Code	VCE VET UNITS 3 & 4	Hrs
SITHCCC026	Package prepared foodstuffs	15
SITXINV006	Receive, store and maintain stock	20
SITHKOP009	Clean kitchen premises and equipment	13
SITHCCC027	Prepare dishes using basic methods of cookery (continued skill development and consolidation)	45
SITXWHS005	Participate in safe work practices (reinforced in practical environments)	12
SITHIND007	Use hospitality skills effectively	TBC

FUTURE PATHWAYS: Students who complete this qualification may progress into higher nationally recognised qualifications in the hospitality sector, including Cookery and Hospitality Management pathways. Students may enter apprenticeships in commercial cookery, catering, bakery, or hospitality services. Alternative VET pathways at Diploma level and Higher Education options in Hospitality Management, Business, and Tourism are also available.

Students are required to bring a laptop to every class.



CLUSTER PROVIDER

Kurunjang Secondary College

RTO

AIO Training Pty Ltd (45604)

DAY & TIME

Year 1 Wednesday

9am – 3.08pm

Year 2 Thursday

9am – 3.08pm

VCE: VCE students are eligible for up to four VCE VET units.

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

ATAR: 10% contribution.

SWL: 60 hours work placement is required each year.

UNIFORM: Students are required to wear the WEC polo, WEC jumper, black pants and closed-toe shoes to class and on work placement.

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

CHC30125 Certificate III in

EARLY CHILDHOOD EDUCATION AND CARE *(partial completion)*

This is an entry level course that covers the fundamentals of childhood development and caring for children. During the course you will gain essential skills and knowledge to work and communicate in a children's education and care setting. You will use a framework that supports children's learning, development, and wellbeing. You will also learn how to contribute to providing an inclusive environment that enables children to explore, play and learn.

This qualification also has a practical placement component linked to the respective units of competency. This will be undertaken in a regulated children's education and care service.

Code	VCE VET UNITS 1 & 2	Hrs
CHCDIV001	Work with diverse people	40
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE056	Work effectively in children's education and care	65
CHCPRT025	Identify and report children and young people at risk	40
HLTWHS001	Participate in workplace health and safety	20
Code	VCE VET UNITS 3 & 4	Hrs
CHCECE034	Use an approved learning framework to guide practice	80
CHCECE037	Support children to connect with the natural environment	50
CHCECE030	Support inclusion and diversity	63
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55

FUTURE PATHWAYS: This qualification is a partial completion. Students wishing to complete the full qualification will be required to undertake further units of competency post-secondary school to gain the CHC30121 Certificate III in Early Childhood Education and Care.

OTHER INFORMATION: The required Language, Literacy and Numeracy skills to undertake a Certificate III level course will be assessed during the enrolment process. Students will be required to obtain a Working with Children Check (WWCC) and a signed agreement by the centre, student, parent/guardian, school principal and RTO prior to commencing placement.



22682VIC Certificate II in ELECTROTECHNOLOGY PRE-VOCATIONAL

Certificate II in Electrotechnology (Pre Vocational) offers you the opportunity to develop fundamental competencies for a work entry program providing grounding in safety and basic skills and knowledge for work in an electrotechnology discipline.

CLUSTER PROVIDER

Kurunjang Secondary College
AGA Deer Park

RTO

Victoria University (01377)
AGA (3829)

DAY & TIME

KSC
Year 1 Tuesday
9.00am – 3.08pm
Year 1 Wednesday
9.00am – 3.08pm
Year 2 Thursday
9.00am – 3.08pm

AGA
Year 1 Wednesday
8.00am - 12.00pm
12.30pm - 4.30pm
Year 2 Wednesday
12.30pm - 4.30pm

VCE: VCE students are eligible for up to four VCE VET units.

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

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC jumper, Hi-Vis top, work pants, safety boots and protective eyewear.

Code	VCE VET UNITS 1 & 2	Hours
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	30
VU23736	Prepare for work in the electrotechnology industry	30
CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID011	Provide first aid	18
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40
UEECD0020	Fix and secure electrotechnology equipment	20
VU23480	Perform intermediate engineering computations	40
UEECD0042	Solve problems in ELV single path circuits	40
Code	VCE VET UNITS 3 & 4	Hours
VU23737	Use test instruments in the Electrotechnology industry	20
VU23739	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30
UEERA0035	Establish the basic operating conditions of air conditioning systems	20
VU23735	Install a sustainable extra low voltage energy power system	30
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	60
VU23740	Perform energy sector installations of extra low voltage (ELV) single path circuits	40
VU23738	Plan and complete a basic electrotechnology project	40

FUTURE PATHWAYS: Apprenticeship in electrical installation, electrical engineering, linesman, refrigeration and cooling.

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



22632VIC Certificate II in ENGINEERING STUDIES

To provide students with knowledge and skill development to enhance their employment prospects within the engineering industry. This program enables students to gain credit towards a nationally recognised credential and to make a more informed choice of a career path.

CLUSTER PROVIDER

St Francis Catholic College
– West Melton Campus
Springside West Secondary
College

RTO

SFCC Educational Living Pty Ltd
(3784), SWSC Victoria University
Polytechnic (3113)

DAY & TIME

SFCC
Year 1 Tuesday 1.30 – 4.30pm
Year 1 Wednesday 9am - 12pm
Year 2 Wednesday 12.30 - 3.30pm
Year 2 Thursday 1.30 – 4.30pm
SWSC
Year 1 Tuesday 9am - 2.30pm
Year 2 Thursday 9am - 2.30pm

VCE: Up to four units credit towards their VCE: two units at Units 1 and 2 and a Units 3 and 4 sequence.

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

ATAR: Students who complete Units 1 to 4 of the VCE VET Engineering program are eligible for four Units credit towards their VCE: two Units at Units 1 and 2 and a Units 3 and 4 sequence.

Scored assessment in Year 2 is available at St Francis Catholic College only.

SWL: A minimum of 10 days work placement.

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

Code	VCE VET UNITS 1 & 2	Hours
VU23475	Safely use hand tools and hand held power tools for general engineering applications	40
VU23475	Report on the sectors and employment in the manufacturing, engineering and related industries	20
VU23475	Interpret and prepare basic two and three dimensional engineering drawings	30
VU23475	Perform basic machining processes	40
VU23475	Apply basic fabrication techniques	40
VU23481	Apply occupational health and safety principles in an engineering environment	20

Code	VCE VET UNITS 3 & 4	Hours
MEMPE006A	Undertake a basic engineering project	80
VU23480	Perform intermediate engineering computations	40
VU23482	Produce basic engineering components and products using fabrication and machining operations	60

FUTURE PATHWAYS: Students who complete this qualification may articulate into higher nationally recognised qualification levels associated with metal and engineering careers. Students may enter engineering apprenticeships in the areas of mechanical, fabrication, automotive or electrical. Alternative vocational pathways at Diploma and Advanced Diploma or the Bachelor of Engineering and the Associate Degree are available in the higher education sector.

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

UNIFORM: SFCC - Students are required to wear the WEC uniform that consists of a WEC cotton top, jumper, work pants and safety boots. PPE is compulsory in the workplace.

SWSC -Students are required to wear a hi-vis top, work pants and safety boots. Further information to be provided at orientation.



CLUSTER PROVIDER

St Francis Catholic College
– West Melton Campus

RTO

IVET (40548)

DAY & TIME

Year 1 Wednesday
12.00pm – 4.00pm
Year 2 Wednesday
9.00am – 12.00pm

VCE: Recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.

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

ATAR: To receive an ATAR contribution for the scored units 3 and 4 sequence students must undertake scored assessment to achieve a study score.

SWL: Students are exposed to an array of learning environments in the health care sector that count towards their VCAA SWL hours without having to leave the classroom.

UNIFORM: Students are required to wear the WEC polo, WEC jumper and black pants to class.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

OTHER INFORMATION:

Students may be required to undertake an interview.

HLT23221 Certificate II in HEALTH SUPPORT SERVICES HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE

This dual program is suitable for students who have an interest in assisting Allied Health Practitioners such as physiotherapists, speech pathologists, occupational therapists, podiatrists or who may be interested in patient care either within a hospital, nursing home, rehabilitation or medical care facility. The core units of the certificate are broad and aim to prepare students for the many different workplace activities they will be asked to perform. In any health care setting, positive, professional carer patient relationships are essential, and this is emphasised throughout the course.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
CHCCOM005	Communicate and work in health and community services	30
CHCDIV001	Work with diverse people	40
CHCCCS020	Respond effectively to behaviours of concern	20
CHCCCS010	Maintain a high standard of service	30
HLTINF006	Apply basic principles and practices of infection prevention and control	35
HLTWHS001	Participate in workplace health and safety	20
HLTAID011	Provide first aid	18
HLTFSE001	Follow basic food safety practices	30
CHCCCS012	Prepare and maintain beds	15
CHCCCS026	Transport individuals	20
HLTHSS003	Perform general cleaning tasks in a clinical setting (HLTHSS009 in HSS)	20
Code	VCE VET UNITS 3 & 4	Hours
BSBMED301	Interpret and apply medical terminology appropriately	60
HLTAAP001	Recognise healthy body systems	70
HLTHPS001	Take clinical measurements	60

Students must have developed literacy skills to cope with the demands of this literacy based course.

FUTURE PATHWAYS: The Certificate provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

Students are required to bring a laptop to every class.



AHC20422 Certificate II in HORTICULTURE

This certificate provides students with the knowledge and skills that will enhance their employment prospects in the horticulture industry providing pathways to landscaping, parks and gardens, conservation and land management, arboriculture and the nursery industry, to name a few.

Knowledge and skills gained from this qualification include propagating plants using various methods, growing and maintaining nursery and indoor plants, pruning techniques, treating plant pests, diseases and weeds, soil and growing media characteristics, as well as operating and maintaining a range of machines, tools and equipment used in the industry.

CLUSTER PROVIDER
Melton Specialist School

RTO
AIET (121314)

DAY & TIME
Year 1 Wednesday
9.00am – 3.00pm
Year 2 Wednesday
9.00am – 3.00pm

VCE: Recognition of up to four VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

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

ATAR: 10% contribution.

SWL: 5 days work experience is strongly recommended.

UNIFORM: Students are required to wear the WEC hi-vis uniform and purchase work pants and safety boots.

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

Code	VCE VET UNITS 1 to 4	Hours
AHCMOM203	Operate basic machinery and equipment -	20
AHCPM204	Recognise plants	40
AHCPGD207	Plant trees and shrubs	20
AHCPMG201	Treat weeds	40
AHCPMG202	Treat plant pests, diseases and disorders	30
AHCSOL203	Assist with soil or growing media sampling and testing	30
AHCWHS202	Participate in workplace health and safety processes	30
AHCWRK211	Participate in environmentally sustainable work practices	30
AHCNSY205	Pot up plants	20
AHCNSY206	Care for nursery plants	20
AHCNSY207	Undertake propagation activities	30
AHCNSY208	Maintain indoor plants	20
AHCPER222	Use and maintain basic hand tools and equipment for garden and farm	40
AHCPGD102	Support gardening work	10
AHCPGD209	Prune shrubs and small trees	35

FUTURE PATHWAYS: Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management.



CLUSTER PROVIDER

Melton Secondary College

RTO

COSAMP (41549)

DAY & TIME

Year 1 Wednesday

1.00pm – 4.30pm

Year 2 Wednesday

1.00pm – 4.30pm

VCE: On completion students are eligible for recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

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

ATAR: Scored Assessment.

SWL: A minimum of 5 days work placement is recommended.

UNIFORM: Students are required to wear the WEC polo, WEC jumper and black pants to class.

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

CUA30920 Certificate III in MUSIC - PERFORMANCE SPECIALISATION

To provide students with skills and knowledge to improve their employment prospects in the music industry.

Code	VCE VET UNITS 1 & 2	Hours
CUACMP311	Implement copyright arrangements	20
CUAIND313	Work effectively in the music industry	35
CUAIND314	Plan a career in the creative arts industry	35
CUAMCP311	Create simple musical compositions	30
CUAMCP312	Write song lyrics	30
CUAMPF213	Perform simple repertoire in ensembles	50
Code	VCE VET UNITS 3 & 4	Hours
CUAMPF312	Prepare for musical performances	35
CUAMPF311	Develop technical skills for musical performances	20
CUAMPF315	Develop and perform musical improvisation	35
CUAMPF414	Perform music as part of a group	70
CUAMPF412	Develop and apply stagecraft skills	70

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies.

OTHER INFORMATION: This is a performance based course. All students will be required to attend an informal audition and interview.



22569VIC Certificate II in

PLUMBING PRE - APPRENTICESHIP

To provide students with an introduction into the industry and start you on your way to a pre-apprenticeship. You will learn basic welding and sheet metal skills, as well as gain knowledge about the broad range of areas that plumbers can specialise in, including roofing and gasfitting.

Units are subject to change based on training package and or VCCA updates. Course details will be confirmed prior to the start of the 2027 academic year.

CLUSTER PROVIDER
AGA

RTO
AGA (3829)

DAY & TIME
Year 1 Wednesday
8.00am – 12.00pm
Year 2 Wednesday
12.30pm – 4.30pm

VCE: On completion students are eligible for recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students will be provided with an AGA uniform.

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

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

Code	VCE VET UNITS 1 & 2	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCWHS2001	Apply OHS requirements, policies and procedures in the construction industry	20
VU23054	Use basic plumbing hand tools	50
HLTAID002	Provide basic emergency life support	12
CPCPCM2039A	Carry out interactive workplace communication	10
CPCCCM1015	Carry out measurements and calculations	20
VU23046	Apply basic sheet metal practices	50
VU23050	Perform basic oxy-acetylene welding and cutting	20
VU23047	Cut and penetrate building materials and structures	30
BSBWRT311	Write simple documents	30
Code	VCE VET UNITS 3 & 4	Hours
CUAACD303	Produce technical drawings	50
VU23048	Fabricate simple plumbing pipe systems	30
VU23049	Identify career pathways in the plumbing industry	30
VU23055	Use basic power tools	20
CPCCCM2001	Read and interpret plans and specifications	36
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30
VU23053	Use basic electric welding equipment and techniques	20
VU23051	Prepare to work in the plumbing industry	20
VU23052	Use and apply basic levelling equipment for plumbing	8

FUTURE PATHWAYS: Higher level certificates, employment in apprenticeships.



SHB20216 Certificate II in SALON ASSISTANT

The study of Salon Assistant enables you to develop skills and acquire an understanding of the work that hairdressers and barbers do and the employment options that are available within the industry. It aims to provide knowledge and skills to achieve competencies which will enhance employment prospects within the hairdressing and barbering workforce, so that you can make a more informed choice of your career path.

CLUSTER PROVIDER

Melton Secondary College

RTO

Training assessment and accredited AQF certification will be provided by Federation University Australia National RTO Code (TOID) 4909

DAY & TIME

Year 1 Wednesday

9.00am – 1.15pm

Year 2 Thursday

9.00am - 1.00pm

VCE: VCE students are eligible for up to four VCE VET units at 1-2 level.

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

ATAR: No contribution.

SWL: 5 days work placement recommended in both Year 1 and Year 2. Students must find their own placement.

UNIFORMS: Students are required to wear the WEC Polo, WEC Jumper and black pants to class and on work placement.

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

Code	Year 1	Hours
BSBWHS201	Contribute to health and safety of self and others	20
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHHBHAS001	Provide shampoo and basin services	40
SHBHDES001	Dry hair to shape	40
SHBXCCS003	Greet and prepare clients for salon services	10
SHHBHAS002	Provide head, neck and shoulder massages for relaxation	20
SHBHCLS001	Apply hair colour products	30
Code	Year 2	Hours
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as part of a team	30
SHBHDES002	Braid Hair	30
SIRXSL001	Sell to the retail customer	20
SIRRMER001	Produce visual merchandise displays	35

OTHER INFORMATION: Students may be required to attend an interview with the VET trainer if demand exceeds the number of available places.

Students who are offered a place in this course will be required to complete a pre-training review and a language, literacy and numeracy evaluation prior to commencing the course.

FUTURE PATHWAYS: This area may lead to work as an apprentice Hairdresser, a School Based Apprenticeship in Hairdressing or you can go on to further study including a Certificate III in Hairdressing, Certificate III in Barbering or a Certificate in Beauty.



CLUSTER PROVIDER

Melton Secondary College
Lakeview Senior College (Year 1 only)

RTO

Savile (45452)

DAY & TIME

Melton Secondary College:
Year 1 Wednesday 9am - 2.30pm
Year 2 Thursday 9am - 2.30pm

Lakeview Senior College:
Year 1 Tuesday 1.30pm - 5.00pm
Year 2 not offered

VCE: Up to three VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

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

ATAR: Scored Assessment.

SWL: Work placement is highly recommended.

UNIFORM: MSC - Students are required to wear the WEC polo top, WEC jumper and shorts.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

APPLICATIONS:

Applications for Lakeview Senior College are to be submitted via the BVC portal at: www.bvc.vic.edu.au.

SIS20122 Certificate II in

SPORT, AQUATICS AND RECREATION

(MSC Year 1)

SIS30122 Certificate III in

SPORT, AQUATICS AND RECREATION

(MSC Year 2, LV Year 1)

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles, which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. All job roles are performed under supervision with some degree of autonomy.

Code	VCE VET UNITS 1 & 2	Hours
HLTWHS001	Participate in workplace health and safety	20
SISXIND011	Maintain sport, fitness and recreation industry knowledge	50
HLTAID011	Provide first aid	18
SISXEMR003	Respond to emergency situations	20
SISXCCS004	Provide quality service	25
SISSPAR009	Participate in conditioning for sport	30
SISXFAC006	Maintain activity equipment	5
SISSSOF002	Continuously improve officiating skills and knowledge	20
MSC		
BSBPEF301	Organise personal work priorities.	30
SISXIND009	Respond to interpersonal conflict.	20
HLTAID009	Provide Cardiopulmonary Resuscitation.	4
SISOFD001	Assist in conducting recreation sessions.	30
LV		
SISXPLD005	Facilitate inclusion for people with disability.	30
SITEEVT022	Provide event production support.	31
SISXIND012	Select and use technology for sport, fitness and recreation work.	45

Code	VCE VET UNITS 3 & 4	Hours
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXPLD004	Facilitate groups	25
SISXPLD002	Deliver recreation sessions	60

Students completing the MSC program will gain the Certificate II in Year 1 and the Certificate III at the end of Year 2.

FUTURE PATHWAYS: Students can pursue further study in Coaching, Outdoor Recreation, Fitness Instruction and Personal Training. Further study can open opportunities to complete Traineeships with sporting organisations.



CLUSTER PROVIDER

Springside West Secondary College

RTO

ITFE (6372)

DAY & TIME

Year 1 Tuesday
1.00pm – 4.30pm

VCE: Up to 4 VCE VET units at Units 1 & 2 level. A Unit 3–4 VCE VET sequence (non-scored).

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

ATAR: No contribution.

SWL: It is strongly recommended that students undertake a work placement..

UNIFORM: Student will need steel cap boots, safety gloves, hi-vis vest and safety goggles.

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

TLI20421 Certificate II in SUPPLY CHAIN OPERATIONS (Warehousing & Logistics)

This course provides students with the knowledge and practical skills required to work in the warehousing and logistics industry.

Students will learn a range of warehousing duties including workplace safety, order picking, stock control, and the receiving and dispatching of goods. The program also develops customer service and communication skills within a logistics environment.

Code	VCE VET UNITS 1 & 2	Hours
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	20
TLIK2010	Use info technology devices in the workplace	30
TLID0020	Shift materials safely using manual handling methods	20
TLIF0025	Follow work health and safety procedures	20
TLIL0007	Complete workplace induction procedures	30
TLIX0023	Identify the roles and functions of the supply chain industry	20
TLIA0022	Pick and process orders	20
TLIU2012	Participate in environmentally sustainable work practices	20

Code	VCE VET UNITS 3 & 4	Hours
TLIA0004	Complete receipt and despatch documentation	40
TLIA0010	Identify goods and store to specifications	40
BSBPEF301	Organise personal work priorities	40
TLIE0009	Carry out basic workplace calculations	20
TLIO0001	Undertake emergency response action to a security threat	20
BSBINS302	Organise workplace information	30

FUTURE PATHWAYS: Certificate IV in Supply Chain Operations, Certificate IV in Warehousing Operations, Diploma of Logistics, Diploma of Business, Apprenticeships and traineeships within the transport, warehousing, and logistics industries.

Career opportunities include inventory clerk, depot yard person, reach truck/forklift driver, receiving clerk, warehouse operator.

OTHER INFORMATION: Enrolments for Springside West Secondary College are to be submitted via the BVC portal at: www.bvc.vic.edu.au.

Students are required to bring a laptop to every class.



CLUSTER PROVIDER

AGA Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Wednesday

TBC

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.

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

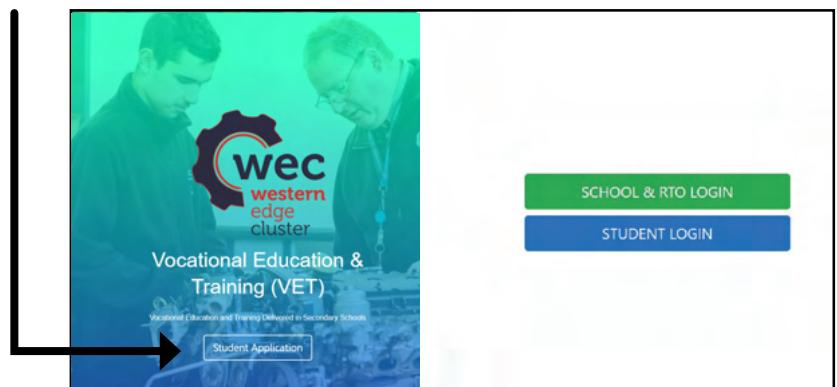
Certificates and Statements cannot be issued without one. To create a USI Number log on to <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

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.

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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 _____

A young woman with brown hair tied back, wearing a bright yellow high-visibility polo shirt with a black collar and a 'wec' logo. The logo features a gear icon and the text 'wec western edge cluster BUILDING & CONSTRUCTION'. She is holding a wooden plank and looking directly at the camera. The background is a blurred construction site with other workers in similar shirts.

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.

