



mentone girls'
secondary college

VET Handbook 2018

As of December 2017

REBECCA POULOS – CAREER & PATHWAYS MANAGER

VET Information 2018

VET studies enable students to gain an industry-recognised qualification whilst they complete their secondary schooling. This gives them a 'head start' in the quest for employment, or advanced standing if they apply to continue their studies in this field after Year 12. For students who undertake a VCE/VET study but choose not to pursue that field in terms of later employment or study, they will have gained a range of workplace and organisational skills that they can apply in other situations.

Whilst undertaking these studies, students generally spend half a day each week at an external venue for classes.

Some of the VCE/VET studies offered provide full credit towards the VCE, like any VCE study, and contribute to the student's ATAR as a fully **scored** VCE study. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study)

Other programs do not have scored assessment in their second year. Students who successfully complete the second year will receive one ATAR increment which is calculated as **10%** of the average of the scaled scores of the student's primary four unit 3 and 4 VCE studies. In other words, it would count as a fifth or sixth subject in the calculation of the ATAR.

There are administrative costs associated with all VET studies, and the payment of these is the responsibility of the parent or guardian. These fees are required to be paid 'up front' before the end of the 2017 school year. The Education Department subsidises the costs of the VCE/VET studies for all students who will have turned 15 years old by May 1 2018. Students under this age will not be able to elect a VET Program for next year. Even with the subsidies, VET studies still require significant financial commitments from students and their families. In 2017 the charge for VET was \$800 (Equine being \$1600). There may be a slight increase in 2018.

For students who would like to undertake a VET study, they can either choose to begin it during Year 10 or Year 11. Please speak to the VET coordinator (Mrs Poulos) if you are unsure or you would like some advice.

VET Offerings in 2018

VET IN THE VCE STUDIES (Scored assessment)

- Certificate III in Community Services
- Certificate II in Dance
- Certificate II in Engineering Studies (Technical Stream)
- Certificate II in Equine Studies
- Certificate II in Hospitality
- Certificate III in Information, Digital Media and Technology (Games Stream)
- Certificate III in Laboratory Skills
- Certificate III in Screen and Media
- Certificate II in Sport and Recreation
- Certificate III in Technical Production (Music Industry)

VCE VET PROGRAMS (10% increment)

- Certificate III in Allied Health Assistance (partial completion)
- Certificate II in Animal Studies
- Certificate II in Applied Fashion Design and Technology
- Certificate III in Beauty Services
- Certificate III in Early Childhood Education & Care (partial completion)
- Certificate III in Event Management
- Certificate III in Tourism

Students generally cannot undertake a VCE/VET study at unit 3 and 4 level unless units 1 and 2 have been successfully completed. Even though the above VET/VCE studies and VET programs have two year durations, students are not obliged to complete the full program and may decide to discontinue after the first year.

The above programs will be offered to students in 2018. This is not an exhaustive list so if there is a VET study that you are interested in that is not listed, please speak to the VET manager, Mrs Poulos.

VET APPLICATION FORM: As well as completing the student program selection sheet, the VET application form also needs to be submitted by students wishing to undertake a VET study.

VET is only available to students 15 years and older as at 1st May, 2018

Certificate III in Allied Health Assistance (partial

completion*)

Aims

- Provide students with the knowledge and skills to achieve competencies in the allied health industry as an assistant in areas such as physiotherapy and occupational therapy. Electives in this program will be focussed on the physiotherapy field.
- Enable students to gain a recognised credential (Certificate III in Allied Health Assistance) and make a more informed choice of vocational and career paths.

This course is for you if you want to work in the health care sector but do not want to do nursing. It offers a generic qualification that covers a range of work functions, including providing therapeutic and program related support to allied health professionals, example physiotherapists. During the course you will learn about the support services provided to all age groups requiring assistance with physiotherapy programs, This course is suitable if you have an interest in health assistant work in acute care, aged care and community settings, and working with staff and clients of all ages.

Delivery of the course will be through a mixture of online activities, lectures, tutorials and laboratories. Laboratories will take place in a state of the art allied health laboratory and a community apartment. Students will learn through role plays, simulations and project work. **Students are required to undertake a total of forty hours of work placement each year**, which can be undertaken in a variety of health care settings including medical, sub-acute, acute, community and rehabilitation areas.

Year 1

- Contribute to effective workplace relationships
- Organise workplace information
- Interpret and apply medical terminology appropriately
- Apply the principles of confidentiality, privacy and security within a medical environment
- Maintain high standard of client service
- Assist with client movement
- Communicate and work effectively in health
- Comply with infection control policies and procedures
- Participate in WHS processes

Year 2

- Assist with an allied health program
- Recognise healthy body systems in a health care context
- Apply first aid
- Deliver and monitor a client-specific exercise program
- Assist with physiotherapy treatments and interventions
- Deliver and monitor exercise programs for mobility

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus. Students will attend Holmesglen for one half day per week.

This program is not a scored study. Students who successfully complete the unit 3–4 sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student's primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018. Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking to future employment in the allied health fields, particularly in physiotherapy. Students may continue on to higher qualifications in this, and related fields.

***Students will be required to undertake some units after the completion of their VCE course if they wish to receive the full qualification**

Certificate II in Animal Studies

This program is for you if you want to gain basic skills and knowledge in order to become an animal carer. You will learn how to care for a variety of animals and provide information on companion animals, products and services. You will gain the practical skills and basic knowledge you need for entry-level work in the animal care industry. You will learn how to assist with general animal care, provide food and water for animals and follow occupational health and safety procedures in the workplace.

Year 1:

- Work in the animal care industry
- Participate in workplace communications
- Complete animal care hygiene routines
- Feed and water animals
- Assist in health care of animals
- Participate in occupational health and safety processes
- Participate in environmentally sustainable work practices

Year 2:

- Provide basic care of mammals
- Provide information on companion animals, products and services
- Provide basic first aid for animals
- Source Information for animal care needs
- Provide enrichment for animals

This course may provide you with entry level employment in animal rescue centres, pet retail shops, welfare organizations and veterinary clinics.

This program is delivered by Box Hill Institute, City Campus where students will attend Wednesday 1.30 -5.00pm.

Animal classes and practical placements will be timetabled at Box Hill Institute; approximately five (5) full day workshops will be held at Box Hill Institute.

Students will also be required to complete 40 hours of work placement in Year 1.

Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory information session in Term 4 2017. Failure to attend may jeopardise a student's application for enrolment.

A tetanus vaccination is required for entry into the course.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate II in Applied Fashion Design & Technology

Aims

- Provide students with the knowledge and skills to achieve competencies that will enhance employment prospects in the clothing or clothing related industries.
- Provide students with the knowledge and skills that will enhance tertiary selection in clothing and related courses.
- Enable students to gain a recognised credential and make a more informed choice of vocational and career paths.

Units 1 and 2

- Follow defined OHS policies and procedures
- Apply quality standards
- Use a sewing machine
- Design and produce a simple garment
- Identify design process for fashion designs
- Sew components
- Modify patterns to create basic styles
- Draw and interpret a basic sketch
- Operate computing technology in a textiles, clothing and footwear workplace, or
- Work in the textiles, clothing and footwear industry

Units 3 and 4

- Participate in environmentally sustainable work practices
- Identify fabric performance and handling requirements
- Prepare and produce sewn garment
- Prepare design concept for a simple garment
- Identify fabrics and fibres
- Develop patterns from a block using basic patternmaking principles
- Draw a trade drawing for fashion design
- Organise and plan own work to achieve planned outcomes
- Interpret patterns and apply pattern information
- Assist in preparation of preliminary design concepts

This program is offered in conjunction with Youth Connect at Sandringham Secondary College.

Forty hours of work placement are required over the duration of the program. Work placements can take place in a variety of industry areas including clothing manufacturing, dressmaking, costume design and clothing/fabric retail.

This program is not a scored study. Students who successfully complete the unit 3–4 sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student's primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking to future employment in the clothing or clothing-related industries. Students may continue on to higher qualifications in this, and related fields

Certificate III in Beauty Services

Study a Beauty course at Holmesglen to get the hands-on skills you need to start work as a beautician. Throughout your studies, you will learn how to provide a range of beauty services.

Aims

- Provide students with the knowledge and skills to achieve competencies that will enhance employment prospects in the beauty industry
- Enable students to gain a recognised credential and make a more informed choice of vocational and career paths.
- Prepare students to have a customer focus service approach to client consultation

Learn about:

- Cosmetic Tanning Products
- Lash and Brow Services
- Waxing Services
- Make up Services
- Manicures and Pedicures
- Safe Hygienic Work Practices

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus where students will attend one half day per week.

This program is not a scored study. Students who successfully complete the unit 3–4 sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student's primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate III in Community Services

Aims

- 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. Students will undertake studies in aged care, disabilities and children's services

Units 1 and 2

- Prepare for work in the community services industry
- Communicate with people accessing the services of the organisation
- Follow the organisation's policies, procedures and programs
- Work with others
- Participate in OHS processes
- Apply First Aid
- Support the development of children
- Identify and address specific client needs
- Support the activities of existing groups

Units 3 and 4

- Work effectively in the leisure and health industry
- Undertake community sector work within own community
- Advocate for clients
- Operate under a casework framework
- And two elective units related to either children's services or community services

This study involves term blocks of accredited training focusing on the areas of childcare, disabilities and aged care. Students will also undertake a Level 2 First Aid certificate.

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus where students will attend one half day per week.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

The community services industry provides a wide range of human services: specialised and acute care services and community-based services that focus on promotion of good health practices. This program provides entry-level training for the community work sector of the industry and will appeal to students who are looking to future employment in the community services industry. Many of these students will continue on to higher qualifications in areas such as aged care, community work, alcohol and other drugs, child protection/justice/statutory supervision, children's services, disability work, mental health work and youth work.

Certificate II in Dance

Students who undertake this subject must have past experience in dance and should be enrolled in dance classes outside of school. It is recommended that students have three to four years dance and/or movement experience.

Certificate II in Dance is suitable for students who are interested in pursuing a career in the dance industry.

Upon successful completion of the course, students will gain a Certificate II in Dance and a study score towards their ATAR.

Throughout the two year course, students participate in regular technique classes (in a range of selected styles) and dance conditioning classes.

Students work with industry guest choreographers and mentors, perform at our annual dance showcase and at a range of other gigs and performances throughout the year.

Students study nutrition, anatomy and physiology. They learn to work with others and about establishing a career in the creative arts industry.

Students study and practice audition techniques, research dance history, and develop a professional dance CV.

This program is a scored study

This study is delivered at Sandringham Secondary College.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018. Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate III in Early Childhood Education and Care (partial completion*)

This course offers you the opportunity to acquire a wide range of skills in the education and care of children. You will learn how to provide a safe and healthy environment for children, how to facilitate children's play experiences and foster their development.

As part of the course you will be required to undertake a number of days of field placement in an early childhood setting.

Graduates may work under direct supervision and, in some settings, may also have limited supervisory responsibilities of volunteers.

Year 1 (sample units)

- Develop positive and respectful relationships with children
- Develop cultural competence
- Develop cultural competence
- Ensure the health and safety of children
- Provide care for babies and toddlers
- Identify and respond to children and young people at risk
- Promote and provide healthy food and drinks
- Provide an emergency first aid response in an education and care setting

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus. Students will attend Holmesglen for one half day per week.

This program is not a scored study. Students who successfully complete the unit 3–4 sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student's primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the VET charge was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking to future employment in the early childhood education sector, as an early childhood educator, nanny, out-of-school age care or a recreation assistant.

***Students will be required to undertake some units after the completion of their VCE course if they wish to receive the full qualification**

Certificate II in ENGINEERING Studies (Technical Stream)*

Engineers are interested in how things work and are employed to design, invent, create, maintain and improve everything from buildings to bridges and aeroplanes, to plastics and computers. This course aims to provide pre-employment training and pathways in the engineering manufacturing or related industries and accommodate entry into the wider engineering industry. It will provide you with a range of engineering skills such as Computer aided design 2D and 3D, Design principals, fabrication techniques and the use of hand and power of tools.

The course is designed to give you the technical knowledge and skills to design and create 3D engineering models using cutting edge software such AutoCAD and Inventor. As a student you will also be eligible to download the software for free. The course also gives you a balance of practical engineering skills to give you hands on experience on relevant engineering equipment such as a computer controlled plasma cutter, relevant machines and equipment.

Year 1

- Apply Principles Of Occupational Health And Safety In The Work Environment
- Organise and Communicate Information
- Interact With Computing Technology
- Use Hand Tools
- Use Power Tools/Hand Held Operations
- Develop an Individual Career Plan for the Engineering Industry
- Produce basic engineering graphics
- Create engineering drawings using computer aided systems

Year 2

- Perform Computations
- Participate in Environmentally Sustainable Work Practices
- Produce Basic Engineering Sketches and Drawings
- Handle Engineering Materials
- Apply 5S Procedures
- Assist with the design of a basic mechanical system

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus where students will attend two half days per week. (TBC)

This program is a scored study

The course is a pathway to the MEM40105 Certificate IV in Engineering which can lead to employment as a junior draftsman. Holmesglen receives numerous enquiries from employers as demand exceeds supply in this field.

The course is also a pathway to university as it gives you an introduction to engineering degree programs by giving you the technical knowledge and a range of skills for relevant engineering fields.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the VET charge was \$800. There may be a slight increase in 2018. Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate II in Equine Studies

Certificate II in Equine Studies is designed to prepare secondary students for entry into the equine or equine related industries. Subjects involve a combination of theory and practice training, practical placement and workshops with key industry presenters, supplementing the exposure of students to the industry and creating important industry contacts. This course has a scored assessment.

Aims

- Enable students to gain a recognised credential and make a more informed choice of vocational and career paths
- Increase the ease of articulation into higher TAFE and tertiary horse-related courses
- Prepare students to work in the horse industry

Year 1

- Work safely in an Equine Organisation
- Handle Horses
- Provide Daily Care for Horses
- Work Effectively in the Industry
- Equine Anatomy
- Provide Basic Emergency Life Support
- Demonstrate basic horse riding or driving skills
- Assist in the preparation of a horse for an event

Year 2

- Implement horse health and welfare practices
- Implement and monitor a horse feeding program
- Relate equine form and function
- Equine physiology

This program is delivered by Box Hill Institute, City Campus where students will attend Wednesday 2-5.30pm. 1st year will have 6 full day practical classes for the year (one in terms 1 & 4 and two in terms 2 & 3) 2nd year will have 3 full day practical classes (one in term 2 and two in term 3) and two afternoon sessions out at Box Hill Institute which will start at 3pm to allow time for travel. Practical classes will be held at an accredited Practical Training Venue. **Students will also be required to complete 40 hours of work placement in Year 1.**

Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory information session in Term 4 2017. Failure to attend may jeopardise a student's application for enrolment.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$1600. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program would suit a student wishing to ultimately gain employment in the horse industry. Students may also wish to gain a higher qualification in areas such as stud hand/manager, farrier, equine dentistry, animal health, veterinary science, trainer, stable hand, and track rider. Other possibilities could include combining with another career area such as equine clothing, equine photography, mounted police, event management, equine tourism, equine product sales.

Certificate III in Event Management

Aims

- Students will develop the skills required to assist in the coordination of events
- Enable students to gain a recognised credential and make a more informed choice of vocational and career paths
- Provide students with the knowledge and skills that will enhance selection in event management and related courses.

Both years will include industry guest speakers and various excursions and site inspections.

Year 1

The main concept for units 1 and 2 will be based on students developing a theme for an event, sourcing information and finding an appropriate venue.

- Develop and update event industry knowledge
- Follow health, safety and security procedures
- Develop event concepts
- Make presentations
- Access and interpret product information
- Operate an online information system
- Source and provide Australian destination information and advice
- Select event venues and sites

Year 2

Units 3 & 4 will involve the organising and the running of an event.

- Provide event staging support
- Work in a socially-diverse environment
- Perform office procedures
- Create electronic presentations
- Provide venue information and assistance
- Organise in-house events or functions
- Produce business documents
- Make presentations

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus. Students will attend Holmesglen for one half-day per week.

This program is not a scored study. Students who successfully complete the two year sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student's primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking for a future pathway in event management and related industries. Higher qualifications include the Diploma in Event Management. Employment options include wedding planner, international event coordinator, and festival or sporting event coordinator.

Certificate II in Hospitality

Aims

- Acquire a general overview of the hospitality industry and the career paths within it.
- Provide training and skill development and the opportunity for students to become competent in either the area of commercial cookery or food and beverage service.

Units 1 and 2 – Certificate II in Hospitality

- Workplace Hygiene, Safety & Security
- Hospitality Industry Knowledge
- Workplace Communications Introductory Cookery – Prepare simple dishes, Maintain the quality of perishable items, Prepare sandwiches, Use food preparation equipment, Clean kitchen premises and equipment, Produce dishes using basic methods of cookery
- Introductory Food & Beverage Service - Responsible service of alcohol, Use hospitality skills effectively, Provide service to customers, Interact with customers, Show social and cultural sensitivity

Uniforms, Texts and Equipment - Students will be required to purchase a restaurant uniform as well as a prescribed text – approximately \$150. Holmesglen will supply knives and the chef's uniform for kitchen work in this program

On successful completion of the first year students will receive a Food Handlers Certificate or equivalent, Responsible Service of Alcohol certificate and Certificate II in Hospitality.

Units 3 and 4 - selected units from Certificate III in Catering Operations

Option 1 – Food & Beverage Stream

This stream delivers enhanced skills and knowledge for the service of food and beverage. Training in this stream will enhance student's competence and develop their skills to the standards of service required in a fine dining establishment.

- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee

Uniforms and Text - Restaurant uniform (the same as year 1) and texts. The cost of the texts is approximately \$40.

Pathways - All students successfully completing this option will have the further option of a guaranteed place in the Diploma of Hospitality leading to the Bachelor of Hospitality Management at Holmesglen

Option 2 – Certificate II in Kitchen Operations

Students selecting this stream will complete units that will enable the conversion of their Certificate II in Hospitality to the Certificate II in Hospitality (Kitchen Operations). This certificate is the direct pathway into formal cookery qualifications. It is regarded as a pre-apprenticeship program.

- Use cookery skills effectively
- Produce appetisers salads
- Produce stocks, sauces and soups
- Produce vegetables, fruit, eggs and farinaceous dishes
- Purchase goods

Equipment and Texts – A tool kit and chef's uniform (approx. cost is \$200)

Pathways – Students have direct entry into the Certificate III in Hospitality (Commercial Cookery) with one semester of credit. Further bridging programs are available into Patisserie and Bakery. Some classes will finish at 10 pm when students are serving in the Holmesglen restaurant.

In units 3 and 4 classes will run Tuesday from 4–8.30pm and sometimes finish at 10 pm when in the restaurant.

This program is a scored study

This program is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin campus.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking to future employment in the hospitality sector in either commercial cookery or the area of food and beverage service. Many of these students will continue on to higher qualifications in this, and related fields.

Certificate III in Information, Digital Media and Technology (Games Stream)

This course provides you with the skills and knowledge to be competent in introductory game design and development, which will offer you an excellent pathway into the gaming field.

Jobs are available across a wide range of game development areas, including game art, game programming, game animation, game testing and technical support. During the course, you will produce a basic portfolio of work to show to potential employers.

Electives

- Apply simple modelling techniques
- Design and apply simple textures to digital art
- Review and apply the principles of animation
- Operate application software packages
- Build a graphical user interface
- Create 2D digital animations
- Maintain equipment and software
- Install, configure and secure a small office or home office network
- Create 3D digital animations
- Create user documentation
- Provide ICT advice to clients

After successful completion of the two year program, students will qualify for a Certificate III in Information, Digital Media and Technology.

This program is a scored study

This program is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin campus.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for a VET course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program is suitable if you are looking for an opportunity as an intern in a gaming company.

Certificate III in Laboratory Skills

During this course, you can complement and expand your scientific studies by gaining the practical skills and knowledge to assist in collecting and preparing samples and to carry out, measure and record results of experiments in the physical, chemical, biological or life sciences. You will learn skills in maintaining a laboratory, routine sampling and testing, recording data, and using laboratory computing programs. You will also learn how to prepare cultures, perform sterile techniques and assist with field work. This course will be undertaken in the new state-of-the-art laboratories at Holmesglen Chadstone where you will have access to equipment that can usually only be found in a technical setting.

UNITS

- **Communicate with other people**
- **Record and present data**
- **Participate in laboratory/ field workplace safety**
- **Plan and conduct laboratory/ field work**
- **Maintain the laboratory fit for purpose**
- **Contribute to the achievement of quality objectives**
- **Perform aseptic techniques**
- **Prepare working solutions**
- **Participate in environmentally sustainable work practices**
- **Perform basic test**
- **Perform microscopic examinations**
- **Receive and prepare samples for testing**

This course is suitable if you have an interest in biological testing, biotechnology, chemical testing, environmental monitoring, food testing and pathology testing.

Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this course.

This is a basic qualification that will allow students to work in the food industry, industrial laboratories, school lab assistant and in the Medical Specimen Reception area, collecting specimens/samples and office work after completion.

This program is a scored study

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for a VET course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate III in Screen and Media

Aims

- Provide students with the knowledge and skills to achieve competencies that will enhance their employment prospects in the media and media-related industries.
- Enable students to gain a recognised credential and make a more informed choice of vocational and career paths.

The course will provide participants with skills and knowledge in the following areas of multimedia - Visual Design, Writing for a range of Media, Interaction Sequence Authoring, 2D Animation and Exploration of Design Processes. Commencing in Year 11, students will progressively build their skills in multimedia production and design, both technically and creatively.

Using industry standard Adobe software, Photoshop, Illustrator, Dreamweaver, Flash, InDesign and Premiere, students will graduate with a folio of work. This includes collages of Photoshop and Illustrator designs, a portfolio website, iPad game and graphic user interface design, a website containing video, 2D animated character development and interactive sequences.

Units 1 and 2

- Develop and extend critical and creative thinking skills
- Follow a design process
- Participate in OHS processes
- Maintain interactive content
- Produce and prepare photo images
- Work effectively in the screen and media industries
- Collect and organise content for broadcast or publication

Units 3 and 4

- Create 2D digital animations
- Write content for a range of media
- Explore and apply the creative design process to 2D forms
- Author interactive sequences
- Prepare video assets
- Create visual design components

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking to future employment in job roles such as community radio or television production, editing and interactive media author. Many of these students will continue on to higher qualifications in this, and related fields.

Certificate III in Sport and Recreation

If you are enthusiastic about physical fitness and sport, this course may be for you as it places an emphasis on sporting skills and industry knowledge. By studying this course, you will build a solid background in the industry, ideal if you are considering a career such as a sports and recreation officer, fitness instructor, recreation officer or sporting coach. In the first year, you will complete an exciting range of sporting related units and develop a basic level of skills for instructing and officiating in a variety of games and sports.

You will also develop knowledge of the sporting industry and relevant workplace skills. You will learn about the preparation and equipment required for sporting and recreation sessions, how to conduct these sessions, first aid and how to deal with clients. There will be a wide variety of sports covered that will be tailored to your interests. The second year of the course has a focus on fitness training and instruction. You will also develop a knowledge of sport and recreation markets and participation patterns, and go on to develop public education courses in a related area.

UNITS

- Participate in WHS hazard identification, risk assessment, and risk control
- Organise personal work priorities and development
- Provide first aid
- Participate in workplace health and safety
- Use social media tools for collaboration and engagement
- Conduct non-instructional sport, fitness or recreation sessions
- Plan and conduct programs
- Provide quality service
- Respond to emergency situations
- Develop and extend critical and creative thinking skills
- Facilitate groups
- Educate user groups
- Develop and update knowledge of coaching practices
- Conduct basic warm-up and cool-down programs
- Manage Conflict

CAREER OPPORTUNITIES

Sports recreation, Fitness instructing, Sports development, Sports coaching

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

Certificate III in Technical Production (Music Industry)

Aims

- This course is about making music as much as just working with technical equipment and a great way for budding musicians of all kinds to get their head around music technology and the industry.
- Provides students with the practical skills and knowledge to record, mix and edit sound sources.
- Provides the grounding upon which higher level certificates are based.

Amongst other things, the course will provide participants with skills and knowledge to be able to:

- Create loops, program beats, and develop skills for producing music with technology
- Learn to setup, record and mix multi-track productions
- Learn how to create great live sound for bands, theatre and events

Units 1 and 2

- Work effectively with others
- Manage own work and learning
- Source and apply entertainment industry knowledge
- Follow occupational health and safety procedures
- Implement copyright arrangements
- Perform basic sound editing
- Assist with sound recordings
- Compose simple songs or musical pieces
- Operate professional audio equipment
- Incorporate music technology into performance

Units 3 and 4

- Provide sound reinforcement
- Record and mix a basic music demo
- Apply a general knowledge of audio to work activities
- Select and manage microphone and other audio input sources
- Set up and disassemble audio equipment

This study is delivered at Sandringham Secondary College.

This program is a scored study

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program prepares students for work in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment opportunities may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

Certificate III in Tourism

Aims

- One of the major goals of the Tourism program is to provide a real insight into the travel and tourism industry. This will enable students to make an informed career choice at the completion of Year 12.
 - This two year course will provide an entry level qualification into the tourism industry and provide an insight into the skills and qualifications required to progress in the industry.
 - Provide students with a pathway into a Certificate IV in Tourism or Diploma in Tourism
- The Holmesglen tourism course has a very “hands on” approach to learning about the tourism industry. Students in both years will have the opportunity to use the latest tourism industry technology in a simulated tourism office and be trained by travel industry professionals.

Year 1

Throughout the first year of the course the emphasis is on developing knowledge of the tourism industry and learning about the different career paths. Students will research and study Australian destinations and travel products, and create promotional material.

- Develop and update tourism industry knowledge
- Work with colleagues and customers
- Follow health, safety and security procedures
- Use business technology
- Access and interpret product information
- Operate an online information system
- Source and provide Australian destination information and advice
- Create a promotional stand
- Make presentations

Please note: completion of Year 1 only will attain a statement of results for the units successfully completed. To obtain the Certificate III in Tourism, both years must be completed successfully.

Year 2

The second year of the program focuses more on travel agency operations and international destinations. Students will learn about domestic airfares and the basics of making bookings using the same reservations system used by Qantas and British Airways. Part of the program will involve participating in an Holmesglen international travel show. A major feature of the second year is the optional trip (additional fee) to the Gold Coast to explore the tourism industry in Queensland and the operations of a theme park

- Work in a socially diverse environment
- Provide visitor information
- Construct domestic airfares
- Sell tourism products and services
- Prepare quotations
- Process travel-related documentation
- Source and provide international destination information and advice
- Create electronic presentations

This study is offered in conjunction with Holmesglen Institute of TAFE, Moorabbin Campus. Students will attend Holmesglen for one half-day per week.

This program is not a scored study. Students who successfully complete the unit 3–4 sequence will receive one ATAR increment which is calculated as 10% of the average of the scaled scores of the student’s primary four VCE studies.

Costs: The actual cost for this course is over and above educational items and an additional cost applies. In 2017 the charge for this course was \$800. There may be a slight increase in 2018.

Families will be notified of the actual costs in November. All net fees must be met by the student/parent/guardian in December in order to secure a position.

This program will appeal to students who are looking for a future pathway in the travel and/or tourism industry. Higher qualifications include the Certificate IV in Tourism and the Diploma of Tourism. Some of the employment options include retail travel consultant, reservations agent for an airline or wholesaler, tour guide, or theme park or attraction attendant.

VET Agreement Form for 2018

Remember: VET is only available to students 15 years and older as at May 1st 2018

CONDITIONS OF ENROLMENT:

- Please refer to the School Handbook entries for each VET study. Costs are included as an indication only.
- All VET studies are subject to changes in costs, training packages and student numbers.
- As a VET student representing Mentone Girls' Secondary College, it is expected that behaviour will be in a manner that reflects the values and standards of our College. Appropriate behaviour is expected when travelling to and from, as well as at the VET venue.
- The College reserves the right to review a student's participation in VET should her behaviour be brought into question. Withdrawal from a VET study would result in the forfeiting of VET payments
- The charges by training providers will not be known until November. Actual costs will then be advised to parents by early December, at which time you will be able to withdraw your daughter from the VET study if you wish. However, it will need to be realised that the choice of available electives/VCE units could be very limited in December.
- **Payment will be required before the end of 2017 for all students accepted into VET programs for 2018. Families will be sent an invoice (by early December) once exact costs are confirmed.**
- Students enrolled in VET studies will generally need to travel from our College to the site of the VET program, or occasionally to excursion locations. Students will not be accompanied by a teacher during this travel. In addition, students will be dismissed from the venue at the end of the activity and will need to organise their own way home.
- VET students will have occasions when they will not have a timetabled class at school (because a week's worth of VET classes is completed each Wednesday). VET students will not be required at school when they do not have a scheduled class at the start or end of the school day.
- I understand that I will be notified as soon as possible in the event of illness or accident to my child, but where it is impracticable to communicate with me I authorise the person in charge (or his/her nominee) at the external provider to administer first aid to my daughter, and consent to my daughter receiving such medical and surgical treatment (including the administration of an anaesthetic) as may be deemed necessary by a legally qualified medical practitioner. I accept full responsibility for the payment of fees incurred should my daughter require such treatment.
- **I have attached details of any known medical condition** which may affect my daughter and any current or recent medication or treatment relating to my daughter or that may be relevant.
- I will alert the school and the external provider if there are any changes to the attached details or if I become aware of circumstances which raise concerns as to the safety of my daughter participating in this program.

I, (parent/guardian) give permission for

..... (student) to undertake the VET Study

We have read all of the conditions explained above with regards to attendance, behaviour and payment and medical details. I have attached details of any known medical condition which may affect my daughter and any current or recent medication or treatment that may be relevant.

I agree to pay all costs associated with this program before the end of this year.

Parent signature:.....

Date:.....

Student signature:.....

Date:.....