

# 2022

## Vocational Education and Training (VET) Curriculum Handbook

courage & work



mentone girls'  
secondary college

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# Overview

Vocational education and training (VET) enables students to gain qualifications for many types of employment and specific skills that will help them in the workplace.

VCE VET studies provide students with additional learning opportunities that support later tertiary studies or employment opportunities. Students that undertake VCE VET studies gain a range of workplace and organisational experiences, and skills that will be advantageous in future study and work situations.

**VET students spend half a day each week studying VET classes at an external venue.**

VET studies provide students with an insight into the tertiary learning environment while gaining an industry recognised qualification. Students who apply to continue their studies in their field of choice after Year 12 will have advanced standing, while those choosing to enter full-time employment after year 12 will have a qualification that sets them apart from other candidates.

Students who would like to undertake a VET study can begin it in Year 10 or Year 11.

- **VCE VET studies are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore contribute towards satisfactory completion of the VCE.**
- **VCE VET units have equal status with other VCE studies**
- **VCE VET studies contribute to the student's ATAR.**

## Costs

There are administrative costs associated with all VET studies. The Department of Education subsidises the cost of VCE VET studies by approximately 50%, the remaining cost is the responsibility of the parent or guardian. In order to secure a place in your preferred VET course, fees are required to be paid before the end of the 2021 school year.

The charge for the standard VET course in 2021 is \$850, (Equine Studies attract a higher cost, due to the nature of materials and services used). VET course costs are confirmed in October each year by the College Council. It is the intention of the College to recommend to Council to maintain the charge at the same 2021 level for 2022.

Payment plans are available to families experiencing financial hardship.

# VCE VET Studies offered

## VCE VET Studies with Scored Assessment

The below studies are scored and include coursework tasks and an end of year exam. As scored VCE VET studies they provide full credit towards the VCE and contribute to the student's ATAR either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

- Certificate III in Allied Health Assistance (Partial Completion)
- Certificate II in Dance
- Certificate II in Engineering Studies (Fabrication or 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 Music Industry (Performance)
- Certificate II in Sport and Recreation

## VCE VET Studies – Not Scored

The below studies do not have a scored assessment in their second year. Students that successfully complete the second year will receive one ATAR increment which is determined by calculating 10 per cent of the fourth study score of the primary four studies. In other words, the study may be counted as a 5th or 6th subject in the calculation of the ATAR.

- 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 Events \*
- Certificate III in Tourism \*

\* Can be taken as a VCE Unit 3 & 4 study in Year 2 only but will not qualify you for the Certificate.

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 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 2022. 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 coordinator, Karen Garton.

VET is only available to students 15 years and older as at 1 May, 2022

**VET Application Form:** To apply for a VCE VET study, students must complete both the student program selection sheet and the VET application form.

If you would like more information or the opportunity to discuss these studies in more detail, please speak to the VET Coordinator, Karen Garton.

# Certificate III in Allied Health Assistance\*

<b>CAMPUS:</b>	Holmesglen Institute of TAFE, Moorabbin Campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Scored (Partial Completion)
<b>CODE:</b>	VEAH

This Certificate III in Allied Health Assistance gives you a chance to commence your studies as an allied health assistant or an assistant in nursing. The first year of the two-year part time course is a generic year that all students complete. Students will be required to undertake some units after the completion of their VCE/VCAL program if they wish to receive the full qualification.

The course will be delivered through a mixture of online activities, classroom delivery and laboratories, including in a state of the art allied health laboratory, community apartment and a simulated hospital environment. You will learn using role plays, simulations, project work and a total of 80 hours of structured workplace learning over two years (40 hours per year), which will be undertaken in a variety of healthcare settings, including medical, sub-acute, acute, community and rehabilitation areas.

Completion of the certificate produces workers who provide assistance to physiotherapy professionals, and registered and enrolled nurses. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions.

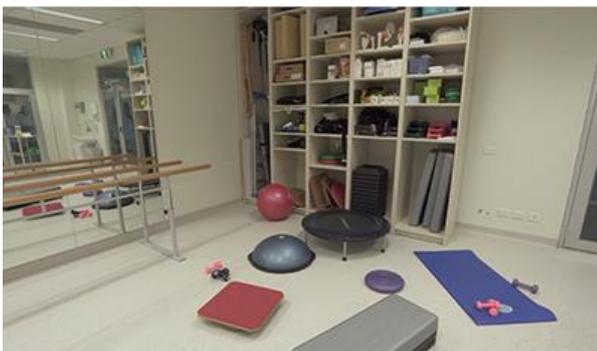
**Job roles include:** Therapy assistant, Physiotherapy assistant, Allied health assistant, Assistant in nursing, Health services assistant.

## YEAR 1

- Provide first aid
- Communicate and work in health or community services
- Participate in workplace health and safety
- Comply with infection prevention and control policies and procedures
- Assist with movement
- Organise personal work priorities and development
- Maintain a high standard of service
- Respond effectively to behaviours of concern

## YEAR 2

- Interpret and apply medical terminology appropriately
- Transport individuals
- Recognise healthy body systems
- Take clinical measurements



## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/Community-and-Health-Sciences/Allied-Health/Certificate-III-in-Allied-Health-Assistance-VET-Delivered-to-Secondary-Students/>

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four).

## COSTS

The actual cost for this course is over and above educational items and an additional cost applies. In 2021 the charge for this course was \$850. An increase in these fees is anticipated in 2022 due to increases passed on by the TAFE providers. Families will be notified of the actual costs in November. All fees must be met by the student/parent/ guardian in December in order to secure a position.

\* 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

<b>CAMPUS:</b>	Box Hill Institute, City campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Not scored
<b>CODE:</b>	VEAS

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.

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

## 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



## BOX HILL INSTITUTE INFORMATION:

<https://www.boxhill.edu.au/courses/certificate-ii-in-animal-studies-as200-vetis/>

## ASSESSMENT

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 per cent of the fourth study score of the primary four Unit 3 and Unit 4 VCE studies.

## CAMPUS

This program is delivered by Box Hill Institute, City Campus where students will attend Wednesday afternoons. Animal classes and practical placements will be timetabled at the Box Hill Institute Elgar Campus. Approximately six (6) full day workshops will be held.

Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory information session in Term 4, 2021. Failure to attend may jeopardise a student's application for enrolment.

A tetanus vaccination is required for entry into the course.

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

# Certificate II in Applied Fashion Design & Technology

**CAMPUS:** Kangan Institute, Richmond campus. Wednesday afternoons.  
**ASSESSMENT:** Not scored  
**CODE:** VEAF

## COURSE 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 & 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 & 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

## KANGAN INSTITUTE INFORMATION:

<https://www.kangan.edu.au/2021-course-guides/vetdsss-v4/2-3/index.html>

## ASSESSMENT

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 per cent of the fourth study score of the primary four Unit 3 and Unit 4 VCE studies.

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.



# Certificate II in Beauty Services

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Not scored
<b>CODE:</b>	VEBS

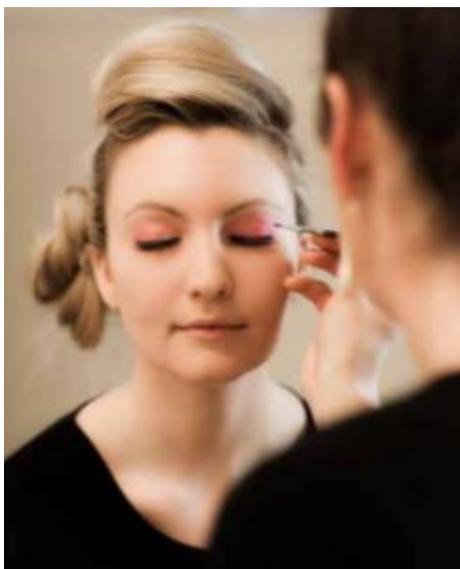
In this study, you will learn to provide a range of beauty services including nail, waxing, lash and brow and make-up. There's a focus on making sure you have a strong customer-service approach when consulting with clients, so you're ready to walk into a job at your future salon.

## COURSE 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
- Advise on beauty products and services
- Provide lash and brow services
- Provide waxing services
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Conduct salon financial transactions
- Provide salon services to clients
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices
- Provide first aid
- Apply eyelash extensions
- Design and apply make-up for photography
- Apply nail art



## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/Sport-Fitness-and-Wellbeing/Natural-Therapies/Certificate-III-in-Beauty-Services-VET-Delivered-to-Secondary-Schools/>

## ASSESSMENT

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 per cent of the fourth study score of the primary four Unit 3 and Unit 4 VCE studies.

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

## ADDITIONAL RESOURCES

A makeup kit must be purchased directly from Holmesglen. This cost is in addition to the course fees described above. The cost for the makeup kit in 2021 was \$350 and may increase in 2022.

# Certificate II in Dance

<b>CAMPUS:</b>	Sandringham Secondary College, Holloway Road, Sandringham. Wednesday afternoons.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VEDA

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 and dance conditioning classes in their selected dance styles. Students work with industry guest choreographers and mentors to learn rehearse and perform dance works at the dance showcases. Students also learn, rehearse and perform solos from industry experts of their dance styles as preparation for work in the live performance industry. Students study nutrition, anatomy and physiology. They learn to work effectively with others and develop knowledge about establishing a career in the creative arts industry. Students study and practice audition techniques, research dance history, and develop a professional dance CV.

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.

## **ASSESSMENT**

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four).

## **COSTS**

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

# Certificate III in Early Child Education & Care\*

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Not scored. Partial completion.
<b>CODE:</b>	VEEC

This course enables you to plan and implement appropriate care and educational experiences for young children. Through the combination of face-to-face, online and practicum based learning, you will acquire the necessary skills and knowledge to work effectively as a professional team member in an early childhood service.

These skills include gaining an understanding of legal and ethical requirements, engaging with young children and their families, facilitating children's leisure and play, and fostering holistic development and wellbeing.

Graduates may work under direct supervision and may also have limited supervisory responsibilities of volunteers.

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

## During the two year course you will:

- Promote Aboriginal and/or Torres Strait Islander cultural safety
- Develop cultural competence
- Ensure the health and safety of children
- Promote and provide healthy food and drinks
- Provide care for babies and toddlers
- Use an approved learning framework to guide practice
- Provide experiences to support children's play and learning
- Use information about children to inform practice
- Provide an emergency first aid response in an education and care setting
- Participate in workplace health and safety
- Support behaviour of children and young people
- Support children to connect with their world



## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/English-Education-and-Teacher-Training/Early-Childhood-Education/Certificate-III-in-Early-Childhood-Education-and-Care-VET-Delivered-to-Secondary-Schools/>

## ASSESSMENT

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 per cent of the fourth study score of the primary four Unit 3 and Unit 4 VCE studies.

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

\* 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

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VENG

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 hands-on experience on relevant engineering equipment such as a computer controlled plasma cutter, relevant machines and equipment.

## **COURSE STRUCTURE:**

- Apply principles of occupational health and safety in the work environment
- Use hand tools
- Undertake a basic engineering project
- Report on a range of sectors in the manufacturing, engineering and related industries
- Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
- Perform basic machining processes
- Apply basic fabrication techniques
- Interact with computing technology
- Use power tools/hand held operations
- Perform intermediate engineering computations
- Create engineering drawings using computer aided systems
- Use 3D printing to create products

The course offers two streams – Fabrication and Technical. Students study the same units during year one and then choose their stream in the second year.

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.

## **HOLMESGLEN COURSE INFORMATION:**

<https://holmesglen.edu.au/Courses/Building-and-Construction/Engineering-and-Fabrication/Certificate-II-in-Engineering-Studies-Fabrication-VET-Delivered-to-Secondary-Students/>

## **ASSESSMENT**

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR. (10 per cent of the lowest study score of the primary four).

## **COSTS**

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

# Certificate II in Equine Studies

<b>CAMPUS:</b>	Box Hill Institute, City campus.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VEEQ

This program is designed as an introduction to the equine industry. In the first year of the course you will learn the skills and knowledge to work safely with horses including basic horse husbandry and care, understanding equine behaviour, daily work routines and equine anatomy.

In second year you will learn how to identify and monitor the signs of common illness and injury in horses; understand basic horse physiology and the impact of illness and injury on horses; identify conformation in horses and develop the ability to use appropriate conformation terminology to describe the relationship between conformation, movement and function; and gain understanding of how to implement feeding programs, monitor the quality of feed, feed supplements and individual feeding habits of horses.

## COURSE 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

- Provide Daily Care for Horse
- Work Effectively in the Industry
- Provide Basic Emergency Life Support
- Handle Horses
- Work safely in an Equine Organisation
- Equine Anatomy
- 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

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR. (10 per cent of the lowest study score of the primary four).

## BOX HILL INSTITUTE COURSE INFORMATION:

<https://www.boxhill.edu.au/courses/certificate-iii-in-equine-studies-eq300-vetis/>

## CAMPUS

This program is delivered by Box Hill Institute, City Campus where students will attend Wednesdays, 2pm to 5.30pm. 1st year will have six full day practical classes for the year (one in Terms 1 & 4 and two in Terms 2 & 3)

2nd year will have three 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 2020. Failure to attend may jeopardise a student's application for enrolment.

## COSTS

This course attracts a higher charge than the standard VET course, due to the nature of the materials and services used. It is anticipated the course costs for 2022 will be \$1700. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

# Certificate III in Events

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday Afternoons
<b>ASSESSMENT:</b>	Not scored
<b>CODE:</b>	VEVM

This program provides students with entry level-training for the events industry, and the skills and knowledge required to work as either an events coordinator or continue to study at a higher level. Throughout the course, students will learn how to communicate event ideas, gather information, plan and organise activities, work in teams and solve problems.

In the first year students will develop and promote a special themed event, put an event proposal together for an 'in house' customer and organise an end of year event.

The focus for the second year is to further develop the skills and knowledge of the events industry, by running a larger Holmesglen in house event. This will further develop skills in meeting management, team building, client liaison and coordinating events.

This course is a great introduction into the Diploma of Event Management/Certificate III in Live Production and Services, dual course, where students will continue to extend the skills and knowledge they have gained to establish themselves in this industry.

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

## COURSE STRUCTURE

The main concept for Units 1 & 2 will be based on students developing a theme for an event, sourcing information and finding an appropriate venue. Units 3 & 4 will involve the organising and the running of an event.

- Source and use information on the events industry
- Participate in safe work practices
- Work effectively with others
- Book supplier products and services
- Provide service to customers
- Show social and cultural sensitivity
- Identify hazards, assess and control safety risks
- Design and produce business documents
- Provide event staging support
- Design and produce digital text documents
- Process and monitor event registrations
- Coordinate on-site event registrations
- Plan in-house events or functions

## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/Hospitality-Tourism-and-Events/Events/Certificate-III-in-Events-VET-Delivered-to-Secondary-School-Students/>

## ASSESSMENT

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 per cent of the fourth study score of the primary four Unit 3 and Unit 4 VCE studies.

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

# Certificate II in Hospitality

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VEHS, VEHF, VEHK

During this course, you'll learn key hospitality skills such as how to interact with customers and receive and store stock. We also teach you food safety procedures and safe work practices. Upon successfully completing your first year, you'll be awarded a Certificate II in Hospitality.

You can then specialise in the Hospitality or Kitchen Operations stream – depending on which pathway you prefer. Fast track to a career as an apprentice chef, kitchen hand, barista or food and beverage attendant with this course.

## UNITS 1 & 2: Certificate II in Hospitality (VEHS)

- 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 & 4: Selected Units from Certificate III in Catering Operations



## Option 1 – Food & Beverage Stream (VEHF)

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 Texts – 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 (VEHK)

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)

## **Certificate II in Hospitality continued**

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 10pm when students are serving in the Holmesglen restaurant. In Units 3 & 4 classes will run Tuesday from 4pm to 8.30pm and sometimes finish at 10pm when in the restaurant.

### **HOLMESGLEN COURSE INFORMATION:**

<https://holmesglen.edu.au/Courses/Hospitality-Tourism-and-Events/Hospitality/Certificate-II-in-Hospitality-VET-Delivered-to-Secondary-School-Students/>

### **ASSESSMENT**

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR. (10 per cent of the lowest study score of the primary four).

### **COSTS**

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.

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

**CAMPUS:** Holmesglen, Moorabbin campus. Wednesday afternoons.  
**ASSESSMENT:** Scored  
**CODE:** VEDM

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.

## Course Structure:

- Implement and monitor environmentally sustainable work practices
- Participate effectively in WHS communication and consultation processes
- Work and communicate effectively in an ICT environment
- Create user documentation
- Install and optimise operating system software
- Run standard diagnostic tests
- Create 2D digital animations
- Create 3D digital animations
- Apply simple modelling techniques
- Design and apply simple textures to digital art
- Review and apply the principles of animation
- Create 3-D characters for interactive games
- Operate application software packages
- Build a graphical user interface
- Provide ICT advice to clients
- Maintain equipment and software
- Install, configure and secure a small office or home office network

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

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR. (10 per cent of the lowest study score of the primary four).

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.



# Certificate II in Laboratory Skills

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VELS

During this course, you will complement and expand your scientific studies by gaining the practical skills and knowledge to assist in collecting and preparing samples to carry out, measure and record results associated with the day-to-day operations within a chemical, biological and physical testing laboratory. You will also learn how to prepare cultures, perform sterile techniques and assist with field work. The course is delivered in state-of-the-art laboratories at the Holmesglen Moorabbin campus where you will have access to equipment that can usually only be found in a technical setting.

## COURSE STRUCTURE

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

## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/Community-and-Health-Sciences/Pathology-and-Laboratory-Testing/Certificate-III-in-Laboratory-Skills-VET-Delivered-to-Secondary-Students/>

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR. (10 per cent of the lowest study score of the primary four).

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.



# Certificate III in Music Industry (Performance)

**CAMPUS:** Sandringham Secondary College, Holloway Road Campus  
**ASSESSMENT:** Scored  
**CODE:** VEMU

## AIMS

Music Performance Specialisation provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. This includes making a music demo, composing simple songs or musical pieces, and preparing for performances. Continued study in this area allows students to develop improvisation skills, apply knowledge of genre to music making and performing music as part of a group or as a soloist.

Completing the Certificate III in Music Industry provides a gateway into the music industry in a range of different areas. These can include, Musician, Music Technician, Singer, Stage Producer, Producer, Stage Manager, Session Musician, Performer, Songwriter, Band member, Arranger, Promoter.

## YEAR 1

Music Performance Specialisation in Units 1 & 2 provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry.

This includes making a music demo, composing simple songs or musical pieces and preparing for performances.

## YEAR 2

Prescribed Performance Units of Competency in the Units 3 & 4 sequence include developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist.

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four).

Music Industry (Performance) scored assessment consists of three coursework tasks worth 50% of the overall study score and an end of year performance examination worth 50% of the overall study score

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.



# Certificate II in Sport & Recreation

<b>CAMPUS:</b>	Holmesglen, Moorabbin campus. Wednesday afternoons.
<b>ASSESSMENT:</b>	Scored
<b>CODE:</b>	VESR

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.

## COURSE STRUCTURE

- 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
- Provide quality service
- Respond to emergency situations
- Develop and extend critical and creative thinking skills
- Develop and update officiating knowledge
- Maintain sport, fitness and recreation facilities
- Participate in WHS hazard identification, risk assessment and risk control
- Plan and conduct programs
- Develop and update knowledge of coaching practices
- Conduct basic warm-up and cool-down programs
- Facilitate groups
- Educate user groups

## HOLMESGLEN COURSE INFORMATION:

<https://holmesglen.edu.au/Courses/Sport-Fitness-and-Wellbeing/Sport/Certificate-III-in-Sport-and-Recreation-VET-Delivered-to-Secondary-School-Students/>

## ASSESSMENT

Scored assessment is available for this study. Students wishing to receive an ATAR contribution for this study must undertake the scored assessment. Students who receive a Units 3 and 4 sequence for this study will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four).

## COSTS

It is anticipated the course costs for 2022 will be \$850. Costs will be confirmed in October 2021 and an invoice sent to parents/guardians in November. Fees need to be paid in full prior to the end of the current school year in order to secure a place.



# VET Agreement - Conditions of Enrolment

Students enrolling in VET and their parents/guardians are asked to read and sign a VET Agreement which states the Conditions of Enrolment. Sample below. A separate form will be provided on Enrolment to sign.

Please refer to the VCE VET 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.

It is anticipated the VET course costs for 2022 will be as follows:

Standard VET course	\$850
Equine Studies	\$1700

VET course costs will be confirmed in October 2021 and invoices will be sent to parents/guardians in November. In order to secure a place in the preferred VET course, full payment must be made by 17th December 2021. Payment plans are available to families experiencing financial hardship.

Students that withdraw after four weeks from the commencement date of the program will forfeit all VET fee payments.

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 their behaviour be brought into question. Withdrawal from a VET study would result in the forfeiting of VET payments.

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 child, and consent to my child 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 child require such treatment.

I have attached details of any known medical condition which may affect my child and any current or recent medication or treatment relating to my child 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 child participating in this program.

I agree to pay all VET costs prior to 17 December 2021.

We have read all of the conditions explained above with regards to attendance, behaviour, payment and medical details.

Parent/Guardian and Student signatures: \_\_\_\_\_