



**Monivae**  
College Hamilton

**Year 10 2018**

**VET Selection Guide  
Options and Forms**

educating the

**mind**  
spirit  
**heart**



# Applying for a VET (Vocational Education & Training) Course

Welcome to the Year 10 VET selections for 2018.

## Why study VET?

A VET course offers students an additional enhancement to their learning program by providing industry standard training and work experience in a selected field.

## Who can be a VET student?

As each VET course requires regular time out of scheduled classes, students wishing to undertake VET must exhibit a motivated, organised and independent approach towards their studies. These skills are essential when managing their study program and communicating with subject teachers on work missed from classes.

Students must be able to demonstrate a commitment to their chosen VET course (whether future career related or an interest gained from a VET Taster Experience Day) to meet the attendance requirements and coursework.

Students are advised to read through this Year 10 2018 VET Selection Guide to be aware of the indicative course costs, structures and material requirements. These costs are not covered by Monivae school fees (although the courses offered to students are subsidised by CECV VET Band Funding as enrolled students at Monivae).

## What is the application process?

Students are to complete and return a VET Enrolment form to the Front Office by **Friday 15<sup>th</sup> September**. This expression of interest in undertaking a VET Course will then lead to a scheduled interview with the VET Coordinator to assesses the student's readiness and capacity to undertake the course selected.

## VET Application Interviews

The following aspects are addressed in the VET interview;

1. A Pre-Training Evaluation mandated by TAFE which covers an assessment of language, literacy & numeracy capabilities along with four key learning attributes. These attributes are organisation, persistence, behaviour and preparation.
2. Obtaining or providing a USI (Unique Student Identifier) number. Students can obtain this online at [www.usi.gov.au](http://www.usi.gov.au)

Students are required to bring the following documents to their meeting to assist with the assessment;

- A copy of their Semester One Report
- Reasons why they wish to do this VET course and why they are suited to it (evidence may be brought that relate to this course e.g. sample of work, relevant hobbies, employers reports from holiday/part-time jobs in this area of work).
- A proposed study schedule of how they would organise their time and commitments in 2018 as students would miss classes when they attend TAFE or HDSC on a weekly basis. Engineering involves 1 day of training every week at school.

Other important notes to be aware of;

- VET students are also **required to do a work placement in the term holidays or Work Experience Week**. Students will need to name the business this is organised this with and start the paperwork this year once accepted into VET.
- Depending on the course students select, they may need to attend some holiday training. This is especially the case for Engineering.
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Further information regarding VET Courses can be obtained from the VET/VCAL Coordinator, Mr Phil Wheaton [pwheaton@monivae.vic.edu.au](mailto:pwheaton@monivae.vic.edu.au) (03) 55511200



Yvette Colquhoun  
Director of Studies

## VOCATIONAL EDUCATION AND TRAINING in SCHOOLS (VET) PROGRAMS

Certificate	Total ancillary costs as outlined and additional information
Certificate II in Agriculture	<ul style="list-style-type: none"> <li>• Completed at RIST on Fridays</li> <li>• Involves a traineeship with an employer</li> </ul>
Certificate II Automotive 1 <sup>st</sup> & 2 <sup>nd</sup> Year	<ul style="list-style-type: none"> <li>• Work placement is required</li> <li>• Attendance at HDSC each Tuesday from 1.30pm to 5.30pm for second year students. First year students attend HDSC from 11.20 to 4.30pm each Friday</li> <li>• Cost of \$490 first year \$290 second year which covers workbooks, tool hire, uniform and resources</li> </ul>
Building & Construction 1 <sup>st</sup> & 2 <sup>nd</sup> Year	<ul style="list-style-type: none"> <li>• Work placement is required</li> <li>• Attendance at HDSC each Tuesday from 1.30pm to 5.30pm for second year students, first year 11.20am to 4.30pm Fridays</li> <li>• Costs of \$650 for first year which covers tool kit lease, Construction Induction Card, First Aid Certificate, uniform and books. Second year fees are \$295</li> </ul>
Certificate II Community Services	<ul style="list-style-type: none"> <li>• Work placement is required</li> <li>• SW TAFE Hamilton Thursdays 1pm to 5pm. Cost for first year is \$164 which covers first year Materials First aid book and online resources.</li> <li>• Second year online resources \$48</li> </ul>
Certificate II Conservation & Land Management	<ul style="list-style-type: none"> <li>• First year 11.20am to 4.30pm Fridays and second year 1pm to 5.30pm Tuesdays at HDSC</li> <li>• Cost is \$450 which covers uniform, books, resources, tool and equipment hire</li> </ul>
Certificate II Creative Industries	<ul style="list-style-type: none"> <li>• Work placement is recommended</li> <li>• Attendance at HDSC every Friday</li> <li>• Cost is \$295.00 per year which covers uniform and resources.</li> </ul>
Certificate II Engineering 1 <sup>st</sup> & 2 <sup>nd</sup> Year	<ul style="list-style-type: none"> <li>• Work placement is required</li> <li>• Attendance at Monivae each Friday 11am to 4.30pm</li> <li>• One week in mid year holidays of block training</li> <li>• Resources and other requirements will be communicated to students who express interest in the course. May be some excursion costs</li> </ul>
Certificate II Hospitality 1 <sup>st</sup> & 2 <sup>nd</sup> Year	<ul style="list-style-type: none"> <li>• Work placement is required</li> <li>• Course delivered at HDSC on Fridays 11.20am to 4.30pm for first year students and 1pm to 5.30pm on Tuesdays for 2nd year students. First year cost is \$645 &amp; second year \$585</li> <li>• Fee covers black box hat, white long sleeve chef jacket, black bib apron, materials/resources, tool kit hire &amp; food levy</li> <li>• Students provide black pants &amp; black enclosed shoes with non-slip sole</li> </ul>

**N.B. All charges are based on TAFE 2017 charges and may be subject to significant increase for 2018. School fees cover delivery costs, however, materials, excursions and other such costs are covered by students. Courses are heavily subsidised and thus do not reflect the real cost of delivery.**

**Final costing will not be known till Term 4 2017** as it depends on

- 1) the number of students doing the various VET courses
- 2) the government subsidy and
- 3) the confirmation of TAFE rates and hours to be delivered.

Please note that withdrawal from a VET course after March 2, 2018 will mean full VET fees still have to be paid.

## **CERTIFICATE II in AGRICULTURE**

This course provides an entry level occupation outcome in agriculture enabling students to select a livestock or cropping context as a job focus. The wide range of industry relevant units suit future agriculture career goals and interests ranging from apprenticeships to managerial positions and undergraduate courses. Students undertaking this course do a traineeship with an employer and study modules selected in consultation with their employer through RIST. Work placement is combined with study at RIST on Fridays.

### **Certificate II units**

#### Compulsory units

- Participate in work health and safety processes
- Work effectively in the industry
- Participate in environmentally sustainable work practices
- Apply First aid

Additionally, there are a number of units tailored to specific agricultural industries, such as dairy, beef cattle, sheep and cropping.

Certificate units are offered at Unit 1&2 level and Unit 3&4 level. Students achieving a Unit 3&4 sequence are eligible for a 10% ATAR increment.

## CERTIFICATE II IN AUTOMOTIVE

Certificate II in Automotive is a two year pre vocational course of study that provides a pathway into the automotive industry through an apprenticeship or higher education. It also enables students to gain an understanding of automotive theory and culture.

The aims of the VET Automotive Program are to:

- Provide students with the skills and ability to achieve competences which will enhance their employment and further training prospects within the Automotive and allied industries.
- Provide students with “work ready” knowledge and skills applicable to a variety of career paths in the automotive industry such as automotive repair and service and the retail sector.

### VCE VET UNITS

On completion of the Certificate II in Automotive (Technology Studies), students are eligible for 4 VCE VET units on their VCE Statement of Results. 2 VCE VET units are deemed to be at Unit 1-2 level and 2 VCE VET units are deemed to be at Unit 3-4 level and provides a 10% increment to the ATAR.

Partial completion of the program entitles students to a pro rata number of VCE VET units.

All completed VCE VET units will be recorded on the VCE Statement of Results.

Students complete VCE VET units by the progressive completion of modules. A VCE VET unit will be deemed to have been completed when 100 nominal hours of training has been accumulated. Students can accumulate VCE VET units over more than one year.

<b>MODULES VCE VET Units 1-2</b>	<b>Nominal Hours</b>
Follow safe working practices in an automotive workplace	20
Use and maintain tools and equipment in an automotive workplace	20
Follow environmental and sustainability best practice in an automotive workplace	25
Identify automotive electrical systems and components	25
Identify automotive mechanical systems components	25
Resolve routine problems in an automotive workplace	20
Carry out basic vehicle servicing operations	40
Inspection, test and service batteries	10
<b>Total nominal hours</b>	<b>185</b>

<b>MODULES VCE VET Units 3-4</b>	<b>Nominal Hours</b>
Use and maintain measuring equipment	15
Clean a vehicle	20
Remove and replace brake assemblies	20
Construct lighting circuits	40
Remove & assemble engine cylinder head	20
Dismantle and assemble engine 4 stroke multi-cylinder (petrol)	40
Operate electrical test equipment	40
<b>Total nominal hours</b>	<b>195</b>

**These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.**

## VET in the VCE Building and Construction (Carpentry Stream) (Partial completion of Cert II Building and Construction)

The aim of the program is to provide students with knowledge and skill development to enhance their employment prospects within the building and construction industry.

On completion of the course, students are eligible for 4 VCE VET units on their VCE Statement of Results. Two units at Unit 1 and 2 level and a Unit 3-4 sequence and a 10% increment to the ATAR.

In addition to this, students will also have achieved credits towards the pre-apprenticeship certificate, comprising the certificate core and some stream specific modules, which will prepare students for employment in areas such as carpentry, painting and decorating, bricklaying and wall and floor tiling

### Carpentry Program Structure

MODULES	Nominal Hours
Workplace safety and site induction	34
Basic Environmental Sustainability in Carpentry	16
Work safely in the Construction Industry	6
Building structures	8
Provide basic emergency life support	8
Safe handling and use of plant and selected portable power tools	16
Quality principles for the Construction Industry	8
Carpentry hand tools	80
Levelling	8
Calculations for the Construction Industry	20
Prepare for work in the Construction Industry	16
<b>Sub total</b>	<b>220</b>
<b>VCE VET Units</b>	
Introduction to scaffolding and work platforms	24
Sub Floor Framing	36
Wall Framing	48
Roof framing	40
Basic setting out	24
Levelling	8
Quality principles for the building industry	8
External cladding	24
<b>Sub total</b>	<b>212</b>
<b>Total</b>	<b>432</b>

These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.

## CERTIFICATE II COMMUNITY SERVICES

This course provides a general overview of the community services industry and prepares students for employment as community workers. Certificate II is a portable qualification that can lead on to further training in this sector. Students will learn about the community services sector against a broad range of contexts of work; they will develop skills in communication, information provision and processing, administration support, networking and group support. It provides underpinning knowledge for work or further study in areas such as child care, aged care, home and community care, alcohol, and other drugs work, disability work, social housing or mental health work.

With additional training and experience, future employment outcomes may include a community health worker, counsellor, out of hours carer, school support worker, case manager, aged care carer, disability carer, or mental health worker.

This course has been designed to articulate with other streams of Certificate III in Community Services, which lead on to the Certificate IV in Community Services, Diploma of Community Services and Advanced Diploma of Community Services. Streams include aged care, disability or childcare.

A study score is available at the Unit 3/4 level, provided the examination is undertaken, and is included in the ATAR.

Units 1-2	Nominal hours
Participate in workplace health and safety	20
Provide first point of contact	35
Work with diverse people	40
Communicate and work in health and community services	30
Organise and complete daily work activities	20
Manage personal stress in the workplace	40
Provide first aid	18
Manage personal stressors in the work environment	25
Use strategies to respond to routine workplace problems	15
<b>Total nominal hours</b>	<b>243</b>
Units 3-4	Nominal hours
Respond to client needs	60
Work within a community development framework	65
Implement participation and engagement strategies	85
<b>Total</b>	<b>210</b>

**These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.**



## CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT

The Certificate II in Conservation and Land Management provides students with the opportunity to acquire and develop the skills, knowledge and confidence to work in areas of conservation and land management. Experience and knowledge will be developed using real life situations gaining practical skills that can be utilised over a range of other industries including horticulture and agriculture. This course may provide pathways into careers in catchment management, park rangers, waterway management, conservation team leader or landcare facilitation. Many of the course units are also applicable to pursue training and careers in landscaping, parks and gardens, nurseries and agribusiness on and off the farm.

The Unit 3-4 sequence gives a 10% increment towards the ATAR (10% of the average of the primary four scaled studies)

### Certificate II in Conservation Land Management

Units 1 and 2	Nominal Hours
Participate in environmentally sustainable work practices	20
Collect native seed	40
Collect, prepare and preserve plant specimens	30
Recognise Plants	40
Apply chemicals under supervision	30
Maintain wildlife habitat refuges	40
Assist with landscape construction work	30
Work effectively in the industry	20
<b>Total nominal hours for 1<sup>st</sup> year only</b>	<b>250</b>

**These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.**

**2<sup>nd</sup> year units TBA**

## CERTIFICATE II IN CREATIVE INDUSTRIES

The Certificate II in Creative Industries is designed to develop skills and knowledge in media design, production and promotion. During the course, students will develop their story telling, planning and communication skills to create an industry standard media product. This is an excellent single year option as students will obtain a full Certificate II qualification after successful completion of all units.

### VCE VET UNITS

On completion of the Certificate II in Creative Industries Certificate students will be eligible for two units of credit towards their VCE at Units 1 and 2.

### VCAL

This certificate will satisfy learning outcomes for the Industry Specific and Work Related Strands in the VCAL program.

All completed VCE VET units will be recorded on the VCE Statement of Results.

### Unit Descriptor

The units below are an example only of what will be offered for each year of delivery, however due to Training Package changes these are subject to alteration.

VET VCE 2018 DELIVERY		
Code	Units of Competence	Nominal Hours
BSBWOR203	Work effectively with others	15
CUAIND201	Develop and apply creative arts industry knowledge	20
CUAWHS302	Apply work and health and safety practices	10
BSBDES201	Follow a design process	40
CUARES201	Collect and organise content for broadcast or publication	20
CUAAD101	Use basic drawing technique	50
CUADIG202	Develop digital imaging skills	50
BSBCRT101	Apply critical thinking techniques	20
CUADIG201	Maintain interactive content	30
BSBCRT301	Develop and extent critical and creative thinking skills	40
	<b>TOTAL</b>	<b>295</b>

These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.

## CERTIFICATE II IN ENGINEERING

Certificate II in Engineering provides students with a solid foundation in the basic principles of engineering. It provides an overview of engineering, fabricating and electrical components that would be experienced and expanded on in the manufacturing and engineering industries.

The aims of the VCE VET Engineering Studies program are to:

- Provide participants with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the engineering or engineering related industries.
- Enable participants to gain a recognised credential and make a more informed choice of vocation and career paths at apprenticeship, traineeship and higher education levels.

The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship. On completion of the certificate students are eligible for 4 VCE units, 2 at Unit 1-2 level and 2 at Unit 3-4 level. There is scored assessment at Unit 3-4 level that contributes to the ATAR.

UNIT OF COMPETENCE	Nominal Hours
Apply principles of Occupational Health and Safety in work environment	10
Develop an individual career plan for the engineering industry	20
Perform basic machining processes	40
Apply basic fabrication techniques	40
Interact with computing technology	20
Organise and communicate information	20
Use hand tools	20
Use power tools/hand held operation	20
Subtotal	<b>190</b>
<b>VCE VET Units 3-4</b>	
Perform computations	30
Participate in environmentally sustainable work practices	20
Produce basic engineering sketches and drawings	20
Handle engineering materials	20
Apply 5S procedures	30
Produce engineering components/products using fabrication/machining	60
<b>Subtotal</b>	<b>200</b>
<b>TOTAL</b>	<b>390</b>

**These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.**

## CERTIFICATE II IN HOSPITALITY

This course provides students with skills and knowledge of the hospitality industry, students gain practical experience in commercial cookery, front office management, food and beverage service as well as an understanding of communication, health and safety and hygiene procedures for a caterer in the industry. The program gives an ideal preparation for an apprenticeship or further study in the industry.

### VET IN SCHOOLS PROGRAM STRUCTURE

The VET in Schools Hospitality program has been designed to allow for two exit points for students; that is:

1. In year one of the course Certificate II in Hospitality is attained and provides two VCE VET units at Unit 1 and 2 level.
2. In the second year students attain Certificate II in Kitchen Operations and qualify for two VCE Units at 3/4 level and a scored assessment score that will contribute to their ATAR.

The course has been designed to articulate with Certificate IV in Hospitality and the Advanced Diploma of Hospitality and Events and can also lead to cookery apprenticeships. Work placement is compulsory and must be a minimum of 12 shifts. In 2017 the course was delivered at HDSC on Tuesdays for 2<sup>nd</sup> year students and Thursdays for 1<sup>st</sup> year students.

### HOSPITALITY PROGRAM

VCE VET units 1 and 2	
Units of competence	Nominal hours
Use hygienic practices for food safety	15
Participate in safe work practices	12
Use food preparation equipment	25
Prepare dishes using basic methods of cookery	45
Clean kitchen premises & equipment	13
Maintain the quality of perishable items	10
Work effectively with others	15
Interact with customers	20
Show social and cultural sensitivity	20
Source & use information on the hospitality industry	25
<b>Total nominal hours for 1<sup>st</sup> year only</b>	<b>200</b>

### CERTIFICATE II IN KITCHEN OPERATIONS

VCE VET units 3 and 4	
Units of competence	Nominal hours
Prepare appetisers and salads	25
Prepare stocks, sauces and soups	35
Prepare vegetable, fruit, egg and farinaceous dishes	45
Use cookery skills effectively	50
Prepare poultry dishes	25
<b>Total nominal hours for 2<sup>nd</sup> year only</b>	<b>180</b>
<b>Total</b>	<b>380</b>

These modules are indicative only and may change within the course. These course changes are determined by industry or VCAA.



## VET Application for Year 10 course selection 2018

If you wish to undertake a VET course OR an Agriculture Traineeship as an additional course of study please indicate your choice below:

Name

**VET Course**

- Certificate II Automotive
- Building & Construction
- Certificate II Community Services
- Certificate II Conservation & Land Management
- Certificate II Creative Industries
- Certificate II Engineering
- Certificate II Hospitality

OR  **Certificate II in Agriculture Traineeship (RIST)**

Employer Name:

Employer Contact Details:

Reason why you are interested in studying this course:

I have read and understood all the requirements and arrangements stated in the 2018 VET Selections Guide involved in doing a VET course (e.g. costs, times and place of study, work placement, etc.). I am aware there may be a fee involved should my child withdraw from their VET course after **2nd March, 2018**. The courses listed in the handbook are 2017 prices and will be subject to change for 2018. 2018 costs will be communicated to families during Term 4, 2017. Families will then confirm their enrolment with the VET/VCAL Coordinator. All students applying for VET Courses will be interviewed by the VET/VCAL Coordinator who will determine their suitability for the course. Final approval for VET courses will be granted by the VET/VCAL Coordinator in consultation with the Director of Studies.

Student Signature

Parent Signature

Approval granted by the VET/VCAL Coordinator

- Yes
- No

Signature VET/VCAL Coordinator

Date

**Return this form to the Front Office by Friday 15<sup>th</sup> September, 2017**

Office Use ONLY

Date Received

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## ARRANGEMENTS FOR ALL STUDENTS DOING VET COURSES

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### TAFE and HDSC

- Classes commence for VET students studying at TAFE on the second Tuesday of Term 1.
- Classes at HDSC run on Tuesday for 2nd year students and Thursday for 1st year students.
- Students are bussed to TAFE and HDSC from the Monivae College bus exchange and are responsible for making their own way home at the conclusion of classes between 4.30 and 5.30pm.
- Students MUST sign out at the Front Office before going to the bus exchange.
- Students who have to leave a VET class early due to a special need (e.g. medical appointment) need to bring a note to school and have it signed by either the Year Level Coordinator or the VET Coordinator. They must present this note at the Front Office when signing out to have it stamped by the school. This authorised note can then be given to TAFE/HDSC staff.
- Students going to TAFE and HDSC are expected to gather their bags, lunches and materials needed for the course and be at the Monivae bus exchange on time for a prompt departure as indicated below:
  - 1st Year Automotive, Building and Hospitality – HDSC Friday 11.20am – 4.30pm  
Students leave Monivae at the end of recess
  - Screen & Media, 2<sup>nd</sup> Year Automotive, 2<sup>nd</sup> Year Building and 2<sup>nd</sup> Year Hospitality  
Tuesday 1pm-4.30pm  
Students leave class at 12.30 and leave Monivae at 12.40pm
- It is the students' responsibility to catch up on the work of any classes missed while off campus doing these VET studies. Thus students need to develop a good working relationship with the teacher of classes missed in order to complete the required work.

**TAFE** payments for materials need to be taken to TAFE on the first day so that students can be issued with their books and other such materials. To obtain the VET invoice your parent/guardian must go into the website [www.swtafe.vic.edu.au/VETis](http://www.swtafe.vic.edu.au/VETis) then click on your VET course icon and go into course requirements.

### RIST

This program is undertaken by means of a training contract with an employer, a Training Plan is signed by the school and formally registered with the Victorian Registration and Qualifications Authority (VRQA) and leads to a nationally recognised qualification. On occasions there will be sessions at RIST, where the students are required to find their own transport.

### Other Providers

Students are generally responsible for arranging their transport to the facility. Arrangements regarding times, etc. are confirmed in consultation with the school.