2015 Shepparton, Benalla, Wangaratta & Seymour

VET in Schools Course Guide

- 2 Introduction
- 2 Who can enrol?
- 2 How, when and where do I enrol?
- 2 What course costs do I pay?
- 2 Transport
- 2 Induction
- 2 Further information
- 3 Summary of Courses and Materials Fees
- 4 Agriculture
- 6 Automotive
- 8 Beauty Services
- 10 Building and Construction
- 12 Cabinet Making
- 14 Community Services
- 16 Conservation & Land Management and Horticulture
- 20 CISCO CCNA
- 22 Design Fundamentals
- 24 Electrical
- 26 Engineering
- 28 Equine
- 30 Hairdressing
- 32 Health
- 34 Horticulture
- 36 Hospitality
- 38 Information, Digital Media & Technology
- 40 Joinery
- 42 Laboratory
- 44 Media – Games Development
- 46 Plumbing
- 48 Sport and Recreation
- 50 Wine Industry Operations

gotafe.vic.edu.au/tec

1300 GOTAFE (1300 468 233)

The 2015 VETiS Course Guide provides information on the range of courses available across our Shepparton, Benalla, Wangaratta and Seymour campuses. Courses are listed in alphabetical order and include an overview of all courses, a description of the course, duration and career opportunities. For full details on courses please refer to the website.

The information in this Guide is correct at the time of publication (July 2014), however, courses may change or new courses may be offered.

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INTRODUCTION

GOTAFE Campuses in Shepparton, Wangaratta, Seymour and Benalla offer VET in Schools (VETiS) programs. We accept enrolments from students aged 15-19, wanting to undertake Vocational Education and Training (VET) as part of their senior secondary school certificates (VCE and VCAL). Students attend classes one day per week. Courses like Animal Studies and Equine have a large component of on-line learning which can be undertaken off campus with selected days of practical activities which are held at the Wangaratta Tone Road Campus.

Some courses will provide full completion of the certificate whereas some will only provide partial completion. Some courses will also contribute towards a student’s ATAR. Please check the information for each course regarding partial or full completion of the qualification and the ATAR contribution. A ready reckoner is available on page three of the course guide for easy reference.

GOTAFE VETiS programs accept enrolments from:

- Secondary school students
- GOTAFE students
- Students from non-school settings (eg Adult Community & Education Centres)

WHO CAN ENROL?

School students. School students will attend one day a week at the relevant GOTAFE campus while continuing at school. As a part-time student you stay enrolled at your home school and combine your chosen VET training with your Year 10, 11 or 12 VCE or VCAL course.

GOTAFE students

Students enrolling in GOTAFE VCAL (Victoria Certificate of Applied Learning) can combine a VET course into their VCAL program. They will attend one day a week for their VET course at the relevant campus.

Students from non-school settings

Students enrolling in non-school setting can combine VET training for one day a week at the relevant campus with programs offered by their provider.

HOW, WHEN AND WHERE DO I ENROL?

School students

Secondary school students wishing to participate in a GOTAFE VET course should complete the normal course selection process with their school. Upon completion of your school course selection the school will forward this information to GOTAFE and you will be contacted to attend an interview. All course referrals must be endorsed by the school.

GOTAFE students

GOTAFE students wishing to undertake a VET course should notify their VCAL Co-ordinator. Upon receipt of your expression of interest from the Co-ordinator you will be contacted to attend an interview by GOTAFE VETiS staff.

Students from non-school settings

Students undertaking their education in non-school settings should discuss their proposed program with their educational provider. Students should then contact the GOTAFE VETiS staff on 1300 468 233.

WHAT COURSE COSTS DO I PAY?

School students

If enrolling in a VET course at GOTAFE through your school, GOTAFE will charge your school directly for tuition and materials. Each secondary school then determines the amount they will pass onto families. Your school may ask you to pay a portion or all the fees up front to secure your position in the VETiS program. Most government schools ask families to pay the material charges for VET courses. Private schools can determine their own fee structure.

GOTAFE students

If you are enrolling directly with GOTAFE you are responsible for paying the tuition and materials fees upon enrolment. Information about the fees and charges is available on the GOTAFE website under “Fees and Charges” in the “Courses” menu. Fees are determined individually as they are impacted by eligibility for government funding.

Students from non-school settings undertaking VCAL or VCE

Students enrolling from non-school setting enrol directly with GOTAFE and are responsible for paying fees upon enrolment. Information about the fees and charges is available on the GOTAFE website under “Fees and Charges” in the “Courses” menu. Fees are determined individually as they are impacted by eligibility for government funding.

LOCATIONS & TRANSPORT

GOTAFE VET courses are delivered at a variety of locations including:

Shepparton:
Fryers St Campus: 152-200 Fryers St, Shepparton
William Orr Campus: Wanganui Rd, Shepparton
GV Health, Graham St, Shepparton

Wangaratta:
Dockers Street Campus: Docker St, Wangaratta
Rural Industries Campus: Tone Rd, Wangaratta
National Centre for Equine Education: Tone Rd, Wangaratta
HP Barr Reserve Campus, Wangaratta
Northeast Health 35-47 Green St, Wangaratta

Seymour:
Seymour Campus: Wallis St, Seymour

Benalla:
Benalla Health 45-53 Coster St, Benalla
Course delivery location will be confirmed at your interview.
Shepparton Transit currently has a regular bus service between William Orr, Fryers St and GV Health.

Students are responsible for their own transport to and from the relevant campuses.

INDUCTION

All students are required to complete an induction prior to commencing their course. This advises students of their rights and responsibilities whilst attending the GOTAFE VET courses.

Induction must be completed prior to course commencement.

COURSE WITHDRAWALS

Any student who withdraws after being referred by their Secondary school must do so via an official GOTAFE withdrawal form. The form must be sent to GOTAFE by the students Secondary school. No other notification will be accepted. The GOTAFE withdrawal form must be received within seven days of the withdrawal date. The students nominated Secondary school will be held liable for all costs associated with the student’s program if a withdrawal form is not received by census date.

FURTHER INFORMATION

For further information contact 1300 GOTAFE (1300 468 233) or visit www.gotafe.vic.edu.au/tsc
In 2015, the GOTAFE VET (Vocational Education & Training) in schools (VETiS) programs held at Benalla, Seymour, Shepparton and Wangaratta, will be accepting enrolments from students aged 15-19. Students attend classes one day per week over the course of two years. On-line options are available for some courses. Some courses provide full completion of the certificate whilst others only provide partial completion.

Please check the list below for course titles, locations, costs, delivery and ATAR contribution.

<table>
<thead>
<tr>
<th>INDUSTRY</th>
<th>COURSE</th>
<th>CODE</th>
<th>CAMPUS</th>
<th>MATERIALS FEE</th>
<th>Qualification obtained over 2 years</th>
<th>Work placement</th>
<th>Possible ATAR contribution</th>
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</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>Certificate II in Agriculture (VCE VET)</td>
<td>AHC20110</td>
<td>S-W</td>
<td>$75 $75</td>
<td>Yes Highly recommended</td>
<td>Compulsory 80 hours</td>
<td>1 x 10%</td>
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<tr>
<td>ANIMAL STUDIES</td>
<td>Certificate II in Animal Studies (VCE VET) (Continuing Students only)</td>
<td>ACM20110</td>
<td>O</td>
<td>Compulsory workshop-on-campus (W-R) - $90</td>
<td>Yes Compulsory 80 hours</td>
<td>Highly recommended</td>
<td>1 x 10%</td>
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<tr>
<td>AUTOMOTIVE</td>
<td>Certificate II in Automotive Studies (Pre-Vocational) (VCE VET)</td>
<td>22015/VIC</td>
<td>S-W</td>
<td>$90 $90</td>
<td>Yes Highly recommended</td>
<td>-</td>
<td>1 x 10%</td>
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<tr>
<td>BEAUTY</td>
<td>Certificate III in Beauty Services (New Students 2015)</td>
<td>SIB30110</td>
<td>S-F</td>
<td>$685</td>
<td>No Partial completion Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
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<tr>
<td>BUILDING</td>
<td>Certificate II in Building &amp; Construction (Carpentry) (Pre-Apprenticeship)** (VCE VET)</td>
<td>22216/VIC</td>
<td>S-W</td>
<td>$350 $180</td>
<td>No Partial completion Highly recommended</td>
<td>1 x 10% Block Credit</td>
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<tr>
<td>CABINET MAKING</td>
<td>Certificate II in Furniture Making ***◊</td>
<td>LM20309</td>
<td>S-W</td>
<td>$300 $310</td>
<td>No Partial completion Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
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<td>COMMUNITY SERVICES</td>
<td>Certificate II in Community Services (New Students - VFE)</td>
<td>CHC20112</td>
<td>W-D</td>
<td>$170 -</td>
<td>Yes Highly recommended</td>
<td>1 x 10% Block Credit</td>
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<td>CONSERVATION LAND MANAGEMENT (CLM) &amp; HORTICULTURE</td>
<td>Certificate II in Conservation Land Management &amp; Certificate II In Horticulture (Combined) (VCE VET)</td>
<td>AHC20110/ACH20410</td>
<td>S-W</td>
<td>$70 $70</td>
<td>Yes Highly recommended</td>
<td>-</td>
<td>1 x 10%</td>
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<tr>
<td>CLAY/ HORTICULTURE - ONLINE</td>
<td>Certificate II in Conservation Land Management &amp; Certificate II In Horticulture (Combined) (VCE VET)</td>
<td>AHC20110/ACH20410</td>
<td>O</td>
<td>Compulsory workshop-on-campus (S-W) - $70</td>
<td>Yes Highly recommended</td>
<td>-</td>
<td>1 x 10%</td>
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<td>CISCO CCNA</td>
<td>Certificate IV Shared Technologies*** (VCE VET)</td>
<td>22263/VIC</td>
<td>S-F</td>
<td>$300</td>
<td>No Partial completion Highly recommended</td>
<td>2 x 10%</td>
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<td>DESIGN FUNDAMENTALS</td>
<td>Certificate III in Design Fundamentals (VFE)</td>
<td>CLU30311</td>
<td>W-D</td>
<td>$300</td>
<td>No Partial completion Highly recommended</td>
<td>2 x 10%</td>
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<tr>
<td>ELECTRICAL</td>
<td>Certificate II in Electrotechnology Career start)</td>
<td>UE22011</td>
<td>S-F</td>
<td>$260 $110</td>
<td>Yes Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
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<tr>
<td>ENGINEERING</td>
<td>Certificate II in Engineering Studies (VCE VET)</td>
<td>22209/VIC</td>
<td>S-W</td>
<td>$220</td>
<td>$190</td>
<td>Yes Highly recommended</td>
<td>Scored Assessment</td>
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<tr>
<td>EQUINE</td>
<td>Certificate II in Equine Industry (VCE VET)</td>
<td>22246/VIC</td>
<td>O</td>
<td>Compulsory workshop-on-campus (W-R)</td>
<td>$1,250 $1,070</td>
<td>Yes Compulsory</td>
<td>Scored Assessment</td>
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<tr>
<td>GAMES DEVELOPMENT</td>
<td>Certificate III in Media (Games Development) (VFE)</td>
<td>CLF30107</td>
<td>Do</td>
<td>$70 $70</td>
<td>Yes Highly recommended</td>
<td>-</td>
<td>1 x 10% Block Credit</td>
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<td>HAIRDRESSING</td>
<td>Certificate II in Hairdressing (incl. selected units from Certificate III Hairdressing)</td>
<td>SH2011</td>
<td>S-F</td>
<td>$640</td>
<td>Yes Certificate II Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
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<tr>
<td>HEALTH</td>
<td>Certificate III in Health Services Assistance &amp; Certificate III in Allied Health HLT32412* (Combined) (VCE VET)</td>
<td>HLT32512 / HLT32412</td>
<td>Se</td>
<td>$200</td>
<td>$120</td>
<td>Yes Compulsory with health provider 2 x 10%</td>
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<tr>
<td>HORTICULTURE</td>
<td>Certificate II in Production Horticulture (VCE VET)</td>
<td>AHC20310</td>
<td>S-W</td>
<td>$70</td>
<td>$70</td>
<td>Yes Highly recommended</td>
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<tr>
<td>HOSPITALITY</td>
<td>Certificate II in Hospitality (Kitchen Operations) (VCE VET)</td>
<td>SIT20132</td>
<td>S-F</td>
<td>$380</td>
<td>$200</td>
<td>Yes Highly recommended</td>
<td>Scored Assessment</td>
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<tr>
<td>IT</td>
<td>Certificate III in Information, Digital Media &amp; Technology (VCE VET)</td>
<td>ICA30111</td>
<td>W-D</td>
<td>$70</td>
<td>$70</td>
<td>Yes Highly recommended</td>
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<tr>
<td>JOINERY</td>
<td>Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-Apprenticeship)**</td>
<td>22145/VIC</td>
<td>W-D</td>
<td>$290</td>
<td>$190</td>
<td>Yes Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
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<tr>
<td>LABORATORY SKILLS</td>
<td>Certificate III in Laboratory Skills (VCE VET)</td>
<td>MSL30109</td>
<td>W-R</td>
<td>$150</td>
<td>$150</td>
<td>Yes Highly recommended</td>
<td>Scored Assessment</td>
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<tr>
<td>PLUMBING</td>
<td>Certificate II in Plumbing (Pre-Vocational)**</td>
<td>22138/VIC</td>
<td>S-W</td>
<td>$230</td>
<td>$230</td>
<td>No Partial completion Highly recommended</td>
<td>Credit Unit 1 &amp; 2 Level Nil ATAR Credit</td>
</tr>
<tr>
<td>SPORT &amp; RECREATION</td>
<td>Certificate II &amp; III in Sport and Recreation (Dual Qualification) (VCE VET)</td>
<td>SIS20313 / SIS30513</td>
<td>Se</td>
<td>$470</td>
<td>$370</td>
<td>Yes Highly recommended</td>
<td>Scored Assessment</td>
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<tr>
<td>WINE MAKING</td>
<td>Certificate II in Wine Industry Operations</td>
<td>FDF20411</td>
<td>W-R</td>
<td>$70</td>
<td>$70</td>
<td>Yes Highly recommended</td>
<td>Credits 1 &amp; 2 Level Nil ATAR Credit</td>
</tr>
</tbody>
</table>

* Includes First Aid training to the value of $180
** Includes CPR Update course to the value of $80
*** Includes CI Card
**** PM class: 6-9pm, 1 night per week. Partial completion of Certificate IV
◊ Course currently under review, subject to change

Please note: VFE block credit may be used in calculation of the ATAR. Please refer to VTAC and/or your school.
Certificate II in Agriculture

COURSE CODE: AHC20110
CAMPUS: Shepparton, Wangaratta
MATERIALS FEE: Year 1 $75, Year 2 $75

The Industry
The agricultural industry provides the opportunity to work on the land, in farming, natural resources sustainability and associated primary production. Agriculture offers a diverse range of pathways in various industries like: beef, sheep, goat, pig, poultry, dairy, horse breeding, bee keeping, rural operations, sugar production, cotton and grain production.

A career in agriculture is extremely diverse. You could work as: a farm manager, farm hand, rural business manager, or agricultural adviser. Work in agricultural sciences, landcare worker, environmental field officer, jackeroo or jillaroo, station hand, wool classer, agronomist, agricultural biotechnologist or entomologist, the list goes on.

Course Summary
This course provides students with the basic skills and knowledge required to enter the agricultural industry and to undertake supervised farm work. On completion of the course students will be able to work safely and effectively on their farms or in their farm workplace.

Duration and Attendance
Students will need to attend each Wednesday for two years during term time to complete the full qualification. This course can also be undertaken as an Australian School-based Apprenticeship.

Work Placement
Students should plan to complete their work placement during designated work placement weeks and school holiday times over the next two years. Hours for placement should reflect hours worked in the industry. Students must complete a minimum of 80 hours (approximately two weeks) of industry work placement as part of this course.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

ATAR Information
Students who receive a Units 3 and 4 sequence VCE VET Agriculture, Horticulture, Conservation and Land Management will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website: www.vtac.edu.au. The VCE VET Agriculture program does not offer scored assessment.

Personal Requirements
Most people who work in these industries enjoy a rural lifestyle, working on the land with Australia’s natural resources. They possess physical fitness, good communication skills, enjoy working outdoors in all kinds of weather, enjoy practical work, mechanical aptitude and are able to endure isolation and limited social contact. People in these industries have the ability to handle animals with confidence and patience, and often enjoy science and maths.

Pre-Entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen area through school before joining the program. This program is targeted at years 10-12.
Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry.

Sturdy work boots (leather upper or WorkSafe accredited footwear)
- Work overalls/coveralls or cotton long pants; and long sleeved shirt – no baggy clothing
- Broad brim hat
- Sun protection
- No dangling or protruding jewellery
- Long hair tied back: not impeding vision

Additional safety equipment is also required for specialised activities and these will be supplied by GOTAFE.

Complementary Studies
Horticulture, Conservation and Land Management and Business.

Career Opportunities
This VET program and associated further study can lead to careers as a
- Farm Manager
- Farm Worker
- Agronomist
- Overseer
- Livestock Buyer
- Stock Agent
- Rural Merchandiser
- Farmer
- Animal Scientist
- Livestock / Crop Overseer
- Livestock / Crop Production Assistant

Course Structure
Blended delivery over 2 year program

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
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<tr>
<td>AHCCHM201A</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCINF202A</td>
<td>Install, maintain and repair fencing</td>
</tr>
<tr>
<td>AHCSOL201A</td>
<td>Determine basic properties of soil/growing media</td>
</tr>
<tr>
<td>AHCLSK209A</td>
<td>Monitor water supplies</td>
</tr>
<tr>
<td>AHCLSK204A</td>
<td>Carry out regular livestock observation</td>
</tr>
<tr>
<td>AHCMOM202A</td>
<td>Operate tractors</td>
</tr>
<tr>
<td>AHCMOM212A</td>
<td>Operate quad bikes*</td>
</tr>
<tr>
<td>AHCLSK209A</td>
<td>Handle livestock using basic technique</td>
</tr>
<tr>
<td>AHCMOM202A</td>
<td>Operate tractors</td>
</tr>
<tr>
<td>AHCMOM212A</td>
<td>Operate quad bikes*</td>
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<td>AHCLSK205A</td>
<td>Handle livestock using basic technique</td>
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* Please note: this unit will not be available for enrolment on VASS but will be delivered to meet industry expectations.

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One &amp; Year 2</th>
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<tbody>
<tr>
<td>Certificate II in Agriculture</td>
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</tbody>
</table>

Diploma of Agriculture & Advanced Diploma of Agriculture

Bachelor of Agricultural Science

1300 GOTAFE (1300 468 233)
Certificate II in Automotive Studies (Pre-Vocational)

COURSE CODE 22015VIC
CAMPUS Shepparton, Wangaratta
MATERIALS FEE Year 1 $90, Year 2 $90

The Industry
With changes in automotive technology, there are now more electronic controls and computers fitted to vehicles. As a result, technicians are becoming more specialised in their areas of work and are required to keep up with changes in motor industry technology. Technicians may progress to positions such as service manager, service adviser, technical sales representative, Technical officer or diagnostic specialist. The Automotive industry provides individuals with an opportunity to develop skills in areas such as vehicle body repairs, servicing, auto electrics, and retail dealerships.

Course Summary
A career in the automotive industry allows you to work in a specialist trade area providing a secure future with great potential for self employment. If you’re looking for an apprenticeship in the automotive trades, this course may give you an advantage over other applicants. Combining theory and practical training, this course will teach you how to use workplace tools and equipment and dismantle and assemble engines. Gain skills in dismantling and assembling carburettors, fuel pumps and transmissions, and in basic automotive electrical tasks. This course will provide sound basic skill development whilst you decide if you wish to pursue a career in light or heavy vehicles, marine or motorcycles, or agricultural or mobile plant.

Duration & Attendance
Students will need to attend each Wednesday for two years during term time to complete the full qualification.

Work Placement
It is encouraged that students undertake work placement as part of this course during designated work placement weeks and during school holidays to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

ATAR information
Students who receive a Units 3 and 4 sequence for 22015VIC Certificate II in Automotive Studies (pre-vocational) or any of the School-based Apprenticeship and Traineeship program qualifications from the Automotive Training Package AUR05 (at Certificate II or III level) will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website at: www.vtac.edu.au. The VCE VET Automotive program does not offer scored assessment.

Personal Requirements
Automotive studies will be suited to those who like practical activities involving dismantling and rebuilding auto parts. You will enjoy working with hand tools. This trade requires you to be good at technical activities and have problem-solving skills and be constantly willing to update your knowledge with further training.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program. This program is targeted at years 10-12.
Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.
Items to be worn at all times and need to be purchased by the student:
- Safety work boots (leather upper or WorkSafe accredited footwear)
- Work overalls or cotton long pants and long sleeved shirt – no baggy clothing
- Hair nets will be required for long hair
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)

Complementary Studies
Other specialist studies in Electrical, Engineering or Business would compliment this course.
Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a:
- Automotive Technician
- Heavy Vehicle Technician
- Paint or Panel Technician
- Auto Electrical Technician
- Motor Bike Technician
- Outdoor Power Technician
- Automotive sales

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>VBN644 Carry out industry research</td>
<td>VBN646 Set up and use welding equipment</td>
</tr>
<tr>
<td>AURC270103A Apply safe working practices</td>
<td>VBN652 Dismantle and assemble 4 stroke multi cylinder</td>
</tr>
<tr>
<td>AURT270278A Use and maintain workplace tooling and equipment</td>
<td>VBN663 Remove and replace suspension, front springs</td>
</tr>
<tr>
<td>VBN658 Remove and replace transmission manual (convent.)</td>
<td>VBN665 Remove and replace brake assemblies</td>
</tr>
<tr>
<td>VBN662 Remove and replace clutch assembly</td>
<td>VBN655 Remove and assemble carburettor</td>
</tr>
<tr>
<td>VBN675 Recharge batteries</td>
<td>VBN669 Construct lighting circuits</td>
</tr>
<tr>
<td>VBN668 Operate electrical test equipment</td>
<td>VBN692 Remove and replace steering assembly</td>
</tr>
<tr>
<td>VBN666 Remove and replace wheel and tyre assemblies</td>
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Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
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</thead>
<tbody>
<tr>
<td>Certificate II in Automotive Technology Studies</td>
<td>Certificate II in Automotive Technology Studies</td>
</tr>
<tr>
<td>Certificate II as an Australian School Based Apprenticeship</td>
<td>Certificate II in Automotive Vehicle Servicing</td>
</tr>
<tr>
<td>Certificate III Full-time Apprenticeship</td>
<td>Certificate II in Vehicle Body</td>
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<tr>
<td></td>
<td>Diploma of Automotive Technologies</td>
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</tbody>
</table>
Certificate III in Beauty Services  
(Partial Completion)

COURSE CODE: SIB30110
CAMPUS: Shepparton, Wangaratta
MATERIALS FEE: Year 1 $685, Year 2 $350

The Industry
Careers in the Beauty Industry can include:

- Sales assistants – selling goods to customers in a retail and wholesale environment.
- Make-up artists - apply make-up to fashion and photographic models, actors and other performers involved in stage, film and television productions, as well as brides and other clients for special occasions.
- Cosmetic consultant advises on, and demonstrates, the correct use of cosmetics. They classify skin types (normal, dry or oily), taking into account a customer’s age, facial structure and colouring.
- Beauty therapists - apply face and body treatments, and provide advice on skin care.
- Nail Technician - perform manicures and pedicures including decorative nail art, application of artificial nails, nail repair, and other specialised hand and foot treatments.
- Body artist - Body artists decorate or modify the face or body of their customers using Techniques such as tattooing and piercing.

Course Summary
This course provides an entry level qualification for a career in the beauty industry by developing fundamental skills and knowledge.

Duration & Attendance
Students undertaking this qualification program over two years attend each Wednesday during term time. Students will only attain partial completion of the full qualification.

Work Placement
It is encouraged that students undertake work placement throughout the course in order to develop an insight into the industry and establish employer networks. Hours worked during placement should reflect hours worked in the industry.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on demonstration of skills, written and verbal assignments and tests, practical work, class participation and projects.

ATAR Information
The course does not provide credit towards ATAR. Attainment of units of competence/modules at AQF level II provides credit at Units 1 and 2 level.

Personal Requirements
Students well suited to this profession are often artistic, have good colour perception, patience, tact, good communication skills and hand-eye co-ordination. Participants will be well groomed with excellent personal hygiene, posture and body language. They will possess a responsible attitude to work and excellent customer service to work in our operating beauty salon.

Pre-entry Requirements
All students are required to attend a personal interview prior to acceptance into this course. Literacy and numeracy to a Year 10 standard will be required. It is desirable to have completed some work experience through school prior to undertaking this course.
Compulsory Dress Requirements

These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:

- Black long pants or knee-length skirt (NO LEGGINGS, JEANS OR MINI SKIRTS)
- Black closed in leather shoes
- GOTAFE T-shirt and apron included in materials cost

Complementary Studies

Hairdressing Courses, Nail and Waxing Courses, Business Management, Workplace Training and Assessment.

Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities

This VET program and associated further study can lead to careers as a:

- Hairdresser
- Salon Owner
- Salon Manager
- Stylist
- Beautician

Course Structure

Year 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
</tr>
<tr>
<td>SIRXCOM001A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>SIRXOHS001A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>SIBBNLS201A</td>
<td>Work in a nail services framework</td>
</tr>
<tr>
<td>SIBXFAS201A</td>
<td>Design and apply make-up</td>
</tr>
<tr>
<td>SIBBNLS202A</td>
<td>Provide manicure and pedicure services</td>
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Year 2

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<th>Code</th>
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<tbody>
<tr>
<td>SIBXCCS202A</td>
<td>Provide service to clients</td>
</tr>
<tr>
<td>SIBBFA5302A</td>
<td>Provide lash and brow treatments</td>
</tr>
<tr>
<td>SIBBHR5301A</td>
<td>Perform waxing treatments</td>
</tr>
<tr>
<td>SIBBNLS205A</td>
<td>Apply Nail Art</td>
</tr>
<tr>
<td>SIBXFAS202A</td>
<td>Design and apply make up for photography</td>
</tr>
<tr>
<td>SIBBSK302A</td>
<td>Apply cosmetic tanning products</td>
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</tbody>
</table>

Pathways and Further Study

Year One & Year 2

- Certificate III in Beauty Services
- Completion of Certificate III in Beauty Services
- Certificate IV in Beauty Services
- Diploma in Beauty Services
- Certificate II in Hairdressing
- Certificate II in Hairdressing
- Certificate III as Full-time Apprenticeship

1300 GOTAFE (1300 468 233)
Certificate II in Building & Construction (Pre-Apprenticeship Carpentry) (Partial Completion)

COURSE CODE 22216VIC

CAMPUS Shepparton, Wangaratta

MATERIALS FEE Year 1 $350***, Year 2 $180***
Includes CI Card, tape measure & 1 metre ruler

The Industry
A qualified builder will use carpentry tools and equipment, set out building sites and perform levelling operations, carry out measurements and calculations and work at heights. A builder should be able to read and interpret plans and specifications, erect and dismantle scaffolding, carry out concreting, flooring, construct wall and ceiling frames, erect roof trusses, construct pitched roofs and eaves, install and replace windows and doors.

Related jobs in the industry include bricklayer, floor finisher and coverer, painter and decorator, plasterer, surveyor, roof tiling, tiler, surveyor, civil engineer. Leading growth areas like environmentally sound building practices, energy-efficient remodelling and renovating offer further employment opportunities.

Course Summary
This course focuses on Carpentry within the Building and Construction industry. Carpenters work with wood to construct, install and maintain buildings. The course will give you some basic fundamental skills and knowledge to support a job application for an apprenticeship in carpentry, joinery, furnishing or the allied trades.

Students who go on to Certificate III and further training could work as a qualified builder, joiner, shop fitter or painter and decorator. The course will assist you with work readiness, communication, hand skills and knowledge of work ethics. Some of the course units will assist students in allied trades include scaffolding, work from plans and specifications, building structures, working with angles, marking out and cutting, using saws, chisels, power tools, fitting hinges, locks etc. Upon successful completion of this course, students may be entitled to some credit into their Certificate III.

Duration & Attendance
Students undertaking this qualification as a VET in School program over two years will attend each Wednesday during term time. Students will only attain partial completion of the full qualification.

Work Placement
Students are encouraged to undertake work placement as part of this course to extend their experience and employer networks. Students should plan to complete their work placement during designated work placement weeks or school holiday times over the next two years. Hours for placement should reflect hours worked in the industry. Work placement is not mandatory but strongly encouraged.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

ATAR Information
Students who receive a Units 3 and 4 sequence for the VCE VET Building and Construction program will be eligible for an increment towards theirATAR (10% of the average of the primary four scaled studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). For further information visit www.vtac.edu.au. The VCE VET Building and Construction program does not offer scored assessment.

Personal Requirements
Building suits people who have good communication skills, organisational ability and are good at technical activities. You will enjoy manual labour and working outdoors. A sound foundation in maths is advantageous for building calculations used to order and calculate material quantities, work to plans, calculate angles, and quote jobs. Students should be able to work at heights and in all weather conditions, be able to follow written instructions, have good hand eye co-ordination and be free from allergies to dust.
Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted. It is desirable for students to have completed work experience in their chosen trade through school before joining the program. This program is targeted at years 10-12.

Compulsory Dress Requirements
These requirements take into account the Occupational Health and Safety requirements and professional presentation required for this industry.
Items to be worn at all times and need to be purchased by the student
- Safety work boots (leather upper or WorkSafe accredited footwear)
- Close fitting High Visual safety vest or High Visual shirt and windcheater
- Work overalls or cotton shorts/long pants – no baggy clothing
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Hair nets will be required for long hair.

Complementary Studies
Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a
- Builder
- Carpenter
- Foreman
- Housing Inspector

Course Structure
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<td>VU20957</td>
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<td>VU20975</td>
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<tr>
<td>VU20979</td>
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<tr>
<td>VU20981</td>
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Pathways and Further Study
Year One & Year Two
- Certificate II in Building & Construction (pre-apprenticeship)
- Completion of Certificate II in Building & Construction (pre-apprenticeship)
- Certificate III as an Australian School Based Apprenticeship
- Certificate III Full-time Apprenticeship
- Certificate IV in Building & Construction
- Diploma of Building & Construction

1300 GOTAFE (1300 468 233)
Certificate II in Furniture Making
(Partial completion)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>LMF20309 0</th>
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<tbody>
<tr>
<td>CAMPUS</td>
<td>Shepparton</td>
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<tr>
<td>MATERIALS FEE</td>
<td>Year 1 $300***, Year 2 $310</td>
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<td>***Includes CI Card</td>
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The Industry

The Australian furnishings sector offers a wide variety of jobs. Upon successful completion of Certificate II you will gain credits towards your trade apprenticeship schooling. With further training you could find yourself working as a qualified cabinet maker, furniture maker, wood machinist, kitchen fitter or upholsterer.

Course Summary

It reflects vocational outcomes for those performing assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture or fitted cabinets, such as those used in kitchens and bathrooms. Skills are also included that cover assisting in the installation or renovation of kitchens and bathrooms and other fitted cabinets, which involves collaboration with others through members of a group or team.

Duration & Attendance

Students undertaking this qualification will attend each Wednesday over two years during term time. Students will only attain partial completion of the full qualification.

Work Placement

It is encouraged that students undertake work placement as part of this course to extend their experience and employment networks. Students should plan to complete this during school holiday times over the 2 years. All students must have their CI Card before undertaking work placement.

Assessment

Students will be assessed as being competent or not competent. Assessment will be based on demonstration of skills, written and verbal assignments and tests, practical work, class participation and projects.

ATAR Information

This course is being reviewed. It currently provides credit at Units 1 & 2 level and no ATAR contribution. The course content and ATAR contribution cannot be confirmed until January 2015.

Personal Requirements

Furnishing suits people who enjoy practical and manual activities. You should be able to follow written instructions, be patient, accurate and have an eye for detail. You will be able to perform mathematical calculations, problem solve and have design skills as well as good team ethics and a high level of customer service. This industry suits people who are free from allergies to dust.

Pre-entry Requirements

Students will be asked to attend a personal interview prior to being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program. This program is targeted at Years 10-12.

Compulsory Dress Requirements

These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and purchased by the student:
- Safety work boots (leather upper or Work Safe accredited footwear)
- Close fitting high visual safety vest or high visual shirt and windcheater (must be worn when required)
- Work overalls or cotton shorts / long pants. No baggy clothing
- Clear safety glasses (complying with AS/ NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Hair nets are required for long hair

Please note that this course is under review and details may change prior to course commencement in 2015.
Complementary Studies
Carpentry, plumbing, bricklaying, electrical or business. Students should seek careers advice to ensure they meet course pre-requisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to a career in:
- Joinery
- Cabinet Making
- Furniture Making
- Soft Furnishings
- Glass and Glazing

Course Structure - Currently under review

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSAPMOPS101A</td>
<td>Make measurements</td>
</tr>
<tr>
<td>LMFFM2001B</td>
<td>Use furniture making hand and power tools</td>
</tr>
<tr>
<td>MSAPMSUP102A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>MSAPMSUP106A</td>
<td>Work in a team</td>
</tr>
<tr>
<td>LMFFM2006B</td>
<td>Hand make timber joints</td>
</tr>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFFF2004B</td>
<td>Prepare surfaces for finishing</td>
</tr>
<tr>
<td>LMFFM2003B</td>
<td>Select and apply hardware</td>
</tr>
<tr>
<td>LMFFF2006B</td>
<td>Apply surface coatings by spray gun</td>
</tr>
<tr>
<td>LMFFF2002B</td>
<td>Assemble furnishing components</td>
</tr>
<tr>
<td>LMFFM3002B</td>
<td>Construct furniture using Leg and Rail method</td>
</tr>
</tbody>
</table>

Pathways and Further Study
Years One & Two

- Certificate II in Furniture Making
- Post Secondary completion Cert II in Furniture Making
- Certificate III in Cabinet Making
- Certificate IV in Furnishing Technology
- Associate Degree in Design (Furniture)
- Degree in Design (Industrial Design)
Certificate II in Community Services

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**Course Code** | CHC20112  
**Campus** | Wangaratta  
**Materials Fee** | Year 1 $170

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**The Industry**

The community services sector provides individuals with fulfilling and rewarding work. The roles of community workers include assisting the community to meet its own needs, enhancing the skills of individuals and/or groups within the community and developing and maintaining programs and strategies which focus on individual or systematic change.

Community services work may apply specifically to workers who support individuals by providing a first point of contact in a crisis situation and referral to a broad range of services or workers in residential facilities and/or community services under direct or regular supervision. With further training you could find yourself working as a community support worker, social worker, youth worker, childcare worker or in the area of aged care.

**Course Summary**

Students attend each Wednesday for two years to obtain their qualification.

This qualification may be used as a pathway qualification into community services work. The course provides a broad base which touches on particular streams of Community Service work to assist students in their future selection of a targeted stream in the Community Services Sector. Eg aged care, children services, disability etc.

**Duration & Attendance**

Students attend each Wednesday over the course of 2 years to obtain their qualification.

---

**Work Placement**

Students should plan to complete their work placement during the school holidays. Work placement is not mandated in the course. Students are encouraged to extend their experience and employer networks by undertaking further work placements.

**Assessment**

Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests. From this students are assessed as being competent or not competent.

**ATAR Information**

This course does not provide credit towards ATAR. It will provide a credit at units 1, 2 and 3 level.

**Pre-entry Requirements**

Students will be invited to a personal interview. This program is targeted at years 10, 11 and 12.

**Compulsory Dress Requirements**

These requirements take into account the OHS requirements of the industry and professional presentation required for this industry. Items to be worn at all times and need to be purchased by the student:

- Black long sleeve pants or skirt
- Black closed in leather shoes

**Complementary Studies**

Disability Services, Community Services, Children’s Services, Aged Care.
Career Opportunities

- Support worker
- Assistant community services workers
- Employment services support
- Housekeeping assistant
- Care service employee
- Laundry assistant
- Contact officers
- Night/community patrol workers
- Customer service staff
- Personal care assistant
- Domestic assistant
- Neighborhood house staff
- Provision of emergency relief
- Gardener/grounds person
- Reception/front desk staff
- Home helper

Course Structure

**Year 1**
- CHCCS211B Prepare for work in the community sector
- CHCCOM201C Communicate with people accessing the services of the organisation
- CHCORG201C Follow policies, procedures and programs of the organisation
- CHCWHS312A Follow WHS safety procedures for direct care work
- CHCAC318B Work effectively with older people
- CHCDIS301C Work effectively with people with a disability

**Year 2**
- CHCORG202C Work with others
- CHCCS421B Undertake community sector work within own community
- CHCCS411C Work effectively in the community sector
- HLTFA311A Apply first aid
- CHCYTH301E Work effectively with young people

Pathways and Further Study

Year One & Year Two

- Certificate II in Community Services
- Certificate III in Childrens Services
- Certificate III in Aged Care
- Certificate III in Home and Community Care
- Certificate IV in Community Services
- Certificate IV in Community Services
- Certificate IV in Aged Care
- Certificate IV in Home and Community Care
- Certificate IV in Disability
- Diploma of Community Services
- Diploma of Childrens Services
- Bachelor of Early Childhood Education
- Bachelor of Health, Aging and Community Services
- Advanced Diploma of Community Sector Management
- Credit towards a Bachelor of Human Services

1300 GOTAFE (1300 468 233)
Dual Certificate: Certificate II in Conservation and Land Management & Certificate II in Horticulture *(Online)*

**COURSE CODE** AHC21010 / AHC20410  
**CAMPUS** Online with compulsory practical workshop at Shepparton  
**MATERIALS FEE** Year 1 $70, Year 2 $70

### The Industry
Conservation and Land Management incorporates land, parks and wildlife sectors comprising of both government and non-government agencies with a primary responsibility to manage places and areas of natural cultural significance. The main area of work are conservation of ecosystems, working in community conservation, managing introduced pests and diseases, supporting and overseeing tourism activities in parks and supporting indigenous heritage and involvement in land management.

The Horticultural industry provides individuals with an opportunity to work in a wide variety of fields including parks maintenance, retail and wholesale nurseries, landscaping, land care or local government. Horticultural tradespersons maintain plants and planted areas, construct horticultural features and identify and treat pests and diseases and they apply treatments to improve plant growth. They also use machinery, service tools and operate and install irrigation and drainage systems.

### Course Summary
This specially designed course allows students to be awarded a dual qualification in both Conservation and Land Management and Horticulture. It provides students with the basic skills and knowledge required to enter either industry. With further study, specialised skills for their industry of choice will be developed.

### Duration & Attendance
This course is 24 months duration. You will be required to attend additional on campus training of 2 weeks per year during school holidays. One week in April and one week in September. This additional training will be practically focussed to enable you to demonstrate the practical skills necessary to pass the units you have been studying.

You will need to attend in order to obtain competency in both qualifications.

### Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

### Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and/or written tests.

### ATAR information
Students who receive a Units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies). Students who receive two Units 3 and 4 sequences will be eligible for two 10% increments towards their ATAR (10% of the average of the primary four scaled studies).

Secondary schools should seek advise for VASS enrolment.

### Personal Requirements
Horticulture and Conservation and Land Management suits people who enjoy working outdoors in all climates, are flexible and adaptable to changing working environments, have a high level of interpersonal skills and a passion for the environment. Studying on-line requires discipline as you are undertaking self directed learning.

### Pre-entry Requirements
It is desirable for students to have completed work experience through school before joining the program. Students studying on-line will need to have a commitment to on-line learning and be prepared to study at home to the Certificate II level.

The course requires you to attend an online webinar for one hour per week each Wednesday. You will need a computer, internet connection, Adobe Connect, Adobe Reader, head phones for the weekly webinars, knowledge of how to use Word and upload photos. The on-line programs are targeted at years 10-12.
Compulsory Dress Requirements for on-campus activities
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Sturdy work boots (leather upper or WorkSafe accredited footwear)
- Work overalls/coveralls or cotton long pants; and long sleeved shirt – no baggy clothing
- Broad brim hat
- Sun protection
- Ear muffs or ear plugs (Class 5)
- No dangling or protruding jewellery
- Long hair tied back: not impeding vision
- Safety glasses (complying with AS/NZS 1337)
- Gloves for gardening activities

Additional safety equipment is also required for specialised activities and these will be supplied by GOTAFE.

Complementary VET Studies
Other specialist studies in Production Horticulture and Wine Industry Operations. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a
- Catchment Management Officer
- Field Officer
- Park Ranger
- Landcare Coordinator
- Water Management Officer
- Environmental Planner

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCPMG201A Treat weeds</td>
<td>AHCPCM201A Recognise plants</td>
</tr>
<tr>
<td>AHCPMG202A Treat pests, diseases and disorders</td>
<td>AHCPCM202A Collect prepare and preserve plant specimens</td>
</tr>
<tr>
<td>AHCNSY203A Undertake propagation activities</td>
<td>MEM18001C Use hand tools</td>
</tr>
<tr>
<td>AHCWRK204A Work effectively in the industry</td>
<td>HLTADM002 Provide basic emergency life support</td>
</tr>
<tr>
<td>AHCWRK205A Participate in workplace communications</td>
<td>AHCARB205A Operate chainsaws</td>
</tr>
<tr>
<td>AHCNSY201A Pot up plants</td>
<td>AHCMOM203A Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCINF202A Install, maintain and repair fencing</td>
<td>AHCCHM201A Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCSOL201A Determine basic properties of soil and/or growing media</td>
<td>AHCWRK209A Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>AHCCHS201A Follow OHS processes</td>
<td></td>
</tr>
</tbody>
</table>

Pathways and Further Study

Year One & Year Two

- Certificate II in Conservation & Land Management
- Certificate III in Conservation & Land Management
- Certificate IV in Conservation & Land Management
- Diploma of Conservation & Land Management
- Graduate Certificate of Environment Management
- Bachelor of Environmental Science

1300 GOTAFE (1300 468 233)
Dual Certificate:
Certificate II in Conservation and Land Management &
Certificate II in Horticulture (On-campus)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>AHC21010 / AHC20410</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS</td>
<td>Shepparton, Wangaratta</td>
</tr>
<tr>
<td>MATERIALS FEE</td>
<td>Year 1 $70, Year 2 $70</td>
</tr>
</tbody>
</table>

The Industry
Conservation and Land Management incorporates land, parks and wildlife sectors comprising of both government and non-government agencies with a primary responsibility to manage places and areas of natural cultural significance. The main area of work are conservation of ecosystems, working in community conservation, managing introduced pests and diseases, supporting and overseeing tourism activities in parks and supporting indigenous heritage and involvement in land management.

The Horticultural industry provides individuals with an opportunity to work in a wide variety of fields including parks maintenance, retail and wholesale nurseries, landscaping, land care or local government. Horticultural tradespersons maintain plants and planted areas, construct horticultural features and identify and treat pests and diseases and they apply treatments to improve plant growth. They also use machinery, service tools and operate and install irrigation and drainage systems.

Course Summary
This specially designed course allows students to be awarded a dual qualification in both Conservation and Land Management and Horticulture. It provides students with the basic skills and knowledge required to enter either industry. With further study, specialised skills for their industry of choice will be developed.

Duration & Attendance
This course is of 24 months duration.
Students will attend each Wednesday during term time.

Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and/or written tests.

ATAR information
Students who receive a Units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies). Students who receive two Units 3 and 4 sequences will be eligible for two 10% increments towards their ATAR (10% of the average of the primary four scaled studies). Secondary schools should seek advice for VASS enrolment.

Personal Requirements
Horticulture and Conservation and Land Management suits people who enjoy working outdoors in all climates, are flexible and adaptable to changing working environments, have a high level of interpersonal skills and a passion for the environment.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. The on-campus program is targeted at years 10-12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Sturdy work boots (leather upper or WorkSafe accredited footwear)
- Work overalls/coveralls or cotton long pants; and long sleeved shirt – no baggy clothing
- Broad brim hat
- Sun protection
- Ear muffs or ear plugs (Class 5)
- No dangling or protruding jewellery
- Long hair tie: not impeding vision
- Safety glasses (complying with AS/NZS 1337)
- Gloves for gardening activities

Additional safety equipment is also required for specialised activities these will be supplied by GOTAFE.

Complementary VET Studies
Other specialist studies in Production Horticulture and Wine Industry Operations. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

1300 GOTAFE (1300 468 233)
Career Opportunities
This VET program and associated further study can lead to careers as a

- Catchment Management Officer
- Field Officer
- Park Ranger
- Landcare Coordinator
- Water Management Officer
- Environmental Planner

Course Structure

Year 1

- AHCPGD201A Plant trees and shrubs
- AHCNSY203A Undertake propagation activities
- AHCWRK205A Participate in workplace communications
- AHCOSL201A Determine basic properties of soil and/or growing media
- AHCINF202A Install and maintain fencing
- AHCWRK204A Work effectively in the industry
- AHCMMOM203A Operate basic machinery and equipment
- AHCPIHT201A Plant horticultural crops
- AHCIOHS201A Participate in OHS processes
- AHCWRK207A Collect and record production data
- AHCWRK209A Participate in environmentally sustainable work practices

Year 2

- AHCPCM201A Recognise plants
- AHCPCM202A Collect prepare and preserve plant specimens
- MEM18001C Use hand tools
- HLTAID002 Provide basic emergency life support
- AHCARB205A Operate chainsaws
- AHCCHM201A Apply chemicals under supervision
- AHCPMG201A Treat weeds
- AHCPMG202A Treat pests, diseases and disorders
- FPIFGM2201B Collect seeds

Pathways and Further Study

Year One & Year Two

- Certificate II in Conservation & Land Management
- Certificate III in Conservation & Land Management
- Certificate IV Conservation & Land Management
- Diploma of Conservation & Land Management
- Graduate Certificate of Environment Management
- Bachelor of Environmental Science

1300 GOTAFE (1300 468 233)
### Certificate IV in Shared Technologies

**Partial Completion**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>22263VIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS</td>
<td>Shepparton****</td>
</tr>
<tr>
<td></td>
<td>*evening class</td>
</tr>
<tr>
<td>MATERIALS FEE</td>
<td>Year 1 $300, Year 2 $300</td>
</tr>
</tbody>
</table>

#### The Industry

A network administrator provides operational support and management of a diverse area. This could include internet and private networks, through to large communication networks within industries such as financial services. Information Technology (IT) administrators manage the day to day operations of IT systems to make sure that they run effectively. IT administrators work with IT managers to make sure that the computer system provides sufficient computing power to deliver the desired level of business performance. IT departments have network support staff that are involved in designing and implementing network systems in a wide range of business situations.

#### Course Summary

Units of competency from the 22263VIC Certificate IV in Integrated Technologies have been identified to satisfy the requirements of the VCE VET Cisco program. The course consists of four topic areas, one per semester. Each Student must complete each semester successfully to progress through to the next semester. An outline of the topics is provided in the Course Structure.

The Certified Network Associate (CCNA) qualification is widely recognised and sought after in the IT industry. It provides the essential skills required to manage and design computer networks. CISCO is one of the largest manufacturers of networking equipment (routers and switches etc.) in the world. CCNA is one of the qualifications that you can gain through CISCO if you want to work in networking. There are various others but CCNA is one of the most sought after.

#### Duration & Attendance

Every Tuesday evening over the course of two years during term time, 6pm - 9pm for partial completion.

#### Work Placement

Students should plan to complete work placement during school holiday times. Placement is not mandatory in this course but is highly recommended. If students have not undertaken work experience through school in this area we would encourage this first.

#### Assessment

The assessment at the end of each semester consists of an online final exam and an in-class skills assessment practical exam. A student must pass both exams in one semester to be able to progress to the next. They get two chances to sit both the online theory exam and the skills exam. To get the actual CCNA qualification you need to sit CISCO’s external CCNA exam once you have completed all four modules.

#### ATAR Information

Students who receive a Units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies). Students who receive two Units 3 and 4 sequences will be eligible for two 10% increments towards their ATAR (10% of the average of the primary four scaled studies).

Secondary schools should seek advise for VASS enrolment.

#### Personal Requirements

A career in the IT industry is suited to those people who like to solve problems, provide high level customer service to computer users and work in a team environment. You will be good at technical activities, be able to quickly understand complex problems and devise effective solutions. You must be willing to maintain and update own knowledge of IT content and direct and oversee the work of others.
Pre-entry Requirements
It is desirable for students to have completed work experience in their chosen area through school before joining the program. Students will need to have commitment to on-line learning and be prepared to study at home to the Certificate IV level. This program is targeted at years 11 and 12. The workload for this course is quite demanding on secondary students as most Certificate IV study is undertaken post secondary school.

Compulsory Dress Requirements
Neat and casual with enclosed footwear.

Complementary VET Studies
VCE Information Technology units.

Career Opportunities
Job Roles this qualification could enable you to move into include Network Support, Helpdesk Support, Network Design, System administration, Network administration.
Most medium to large companies would employ specialised staff to manage their IT systems.

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21561</td>
<td>Build a simple network and establish end to end connectivity</td>
</tr>
<tr>
<td>VU21562</td>
<td>Configure and troubleshoot network switches and routers</td>
</tr>
<tr>
<td>VU21557</td>
<td>Install and configure a home or small office networks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21563</td>
<td>Scale an existing network</td>
</tr>
<tr>
<td>VU21564</td>
<td>Establish connectivity to a wide area network (WAN)</td>
</tr>
<tr>
<td>VU21581</td>
<td>Build a small wireless LAN</td>
</tr>
</tbody>
</table>

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Shared Technology</td>
<td>Certificate IV in Information Technology</td>
</tr>
<tr>
<td></td>
<td>Diploma of Information Technology</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Information Technology</td>
</tr>
<tr>
<td></td>
<td>Associate Diploma in Networking</td>
</tr>
</tbody>
</table>
**Certificate III in Design Fundamentals**

*(Partial Completion)*

**COURSE CODE** CUV30311  
**CAMPUS** Wangaratta  
**MATERIALS FEE** Year 1 $300, Year 2 $300

### The Industry

The creative industries sector includes design skills for application in: advertising, marketing, product design, graphic design, architecture and interior design, landscape design, visual and performing arts.

With Certificate III and further training you could find yourself working as a designer in diverse areas such as the automotive industry, theatre or film production, as an architectural drafts person or a product designer in the manufacturing industry.

### Course Summary

This course is designed to develop and enhance creative skills and concepts through practical tasks that combine traditional Visual and Graphic Art practice with computer design technology. Digital imaging and digital design principles are a major focus of the program. Units within this qualification may provide credit towards further courses of study.

### Duration & Attendance

Students undertaking this qualification program over two years will attend each Wednesday during term time. Students will only attain partial completion of the full qualification.

### Work Placement

It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

### Assessment

Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

### ATAR information

Where available a Unit 3 and 4 sequence will be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by the Victoria Curriculum and Assessment Authority (VCAA). VTAC may award students who receive a Units 3 and 4 sequence through Block Credit Recognition an increment (10% of the average of the Primary Four scaled studies) towards their ATAR. For students enrolled in a VET/FE program, the amount of credit they are eligible for will be calculated and recorded on VASS. It will specify the number and level of units and/or Unit 3 and 4 sequences.

### Personal Requirements

People with creative flair as well as an appreciation of visual and product design would be well suited to working in this area.

### Pre-entry Requirements

Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 10-12.

### Compulsory Dress Requirements

Students must wear covered in leather shoes, a GOTAFE branded polo shirt will be available for purchase by participating students.

### Complementary Studies

Other specialist studies involving computer aided design or drafting in engineering, building and construction.

Students should seek careers advice to ensure that they meet course pre-requisite requirements for further courses of study.
Career Opportunities
This VET program and associated further study can lead to careers as a:
- Graphic Designer
- Visual Artist
- Desktop Publisher
- Graphic Illustrator
- Product Designer
- Interior Decorator
- Industrial Designer
- Arts Project Worker
- Arts Administrator
- Alternative Creative conceptualiser

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBDES301A</td>
<td>Explore the use of colour</td>
</tr>
<tr>
<td>BSBDES201A</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>BSBDES303A</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
<tr>
<td>CUVPHI302A</td>
<td>Capture photographic images</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBDES302A</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td>CUVACD301A</td>
<td>Produce drawings to communicate ideas</td>
</tr>
<tr>
<td>CUVGRD302A</td>
<td>Use Typographic Techniques</td>
</tr>
<tr>
<td>CUVPRP301A</td>
<td>Produce creative work</td>
</tr>
</tbody>
</table>

Pathways and Further Study

Year One & Year Two
Certificate III in Design Fundamentals → Completion of Certificate III in Design Fundamentals → Certificate IV in Design → Diploma of Arts or Diploma of Graphic Design
Certificate III in Media → Certificate IV in Interactive Digital Media → Diploma of Interactive Digital Media

1300 GOTAFE (1300 468 233)
Certificate II in Electrotechnology
(Career start) (Partial completion)

- **COURSE CODE**: UEE22011
- **CAMPUS**: Shepparton, Wangaratta
- **MATERIALS FEE**: Year 1 $260***
  - ***Includes CI Card

The Industry
Electricians may work in confined spaces and at heights on masts, towers and roofs. Electricians will read electrical, architectural and mechanical diagrams, drawings or specifications and determine job requirements. They plan and layout wiring systems, test for, locate and repair electrical malfunctions, install electrical and electronic control systems, heaters, signs, switchboards and motors. They also assemble and fabricate electrical and electronic components and appliances, connect to power supplies, install switches, fittings and circuit breakers and maintain automated production processes.

Course Summary
This course provides training in basic electrical theory, electrical workshop practices, wiring and basic installation skills, the use of hand and power tools and an overview of the Electrotechnology industry and the range of occupations within it e.g.: Electrician, Electrical Mechanic or Fitter, Electrical Instrumentation, Electrical Linesperson, Refrigeration Mechanic. The course has been designed for people who want to enter the electrical field or to prepare people for entry into an electrical apprenticeship. If you gain an apprenticeship in the electrical field after successfully completing this course the schooling component of the training may be reduced.

Duration & Attendance
Students undertaking this qualification program over two years will attend every Wednesday during term time.

Work Placement
It is encouraged that students undertake work placement as part of this course to extend their experience and employer networks. Students should plan to complete placement during designated work placement weeks or school holiday times.

Assessment
Participants are assessed via completion of required tasks and a demonstration of skills, e.g. written and verbal assignments, practical work, classroom participation, projects and/or written tests.

ATAR Information
This course is being reviewed. It currently provides credit at Units 1 & 2 level and no ATAR contribution. We aim to offer the VCE VET Industry Program in 2015 which will provide some credit in the VCE. The course content and ATAR contribution however, cannot be confirmed until January 2015.

Personal Requirements
You should have a genuine interest in electrical work if you want to undertake this course. You will be required to problem solve in potentially dangerous situations, have an eye for detail and will work in a range of physical environments. You will enjoy mathematical and Technical activities with an aptitude for electronics and mechanics. Studying physics and higher level maths at school may be seen as advantageous. You will possess good hand eye co-ordination and eyesight and be a logical thinker with diagnostic ability. Good communication skills to deal with the public and physical fitness are important. You will be comfortable working with heights and in confined spaces.

Pre-entry Requirements
Students will be required to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 11 and 12 students.
due to its mathematical complexity. Students will be asked to sit a pre-test.

**Compulsory Dress Requirements**

These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:

- Safety work boots (leather upper or WorkSafe accredited footwear)
- Work uniform that is issued by the employer (as long as it meets the Institute’s safety requirements)
- Work overalls or cotton long pants and cotton shirt – no baggy clothing
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs
- Hair nets will be required for long hair.

**Complementary Studies**

Other specialist studies in Engineering, Building and Construction and Business.

Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

**Career Opportunities**

This VET program and associated further study can lead to careers as a

- Electrician
- Electrical Contractor
- Electrical Lineworker
- Refrigeration Mechanic

**Course Structure - Currently under review**

These units will be delivered over two years. The exact year delivery is yet to be determined.

### Year 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Provide CPR</td>
</tr>
<tr>
<td>UEENEEE101A</td>
<td>Apply occupational health and safety regulations, codes and practices in the workplace</td>
</tr>
<tr>
<td>UEENEEE102A</td>
<td>Fabricate, assemble and dismantle utilities industry components</td>
</tr>
<tr>
<td>UEENEEE103A</td>
<td>Solve problems in ELV single path circuits</td>
</tr>
<tr>
<td>UEENEEE105A</td>
<td>Fix and secure electrotechnology equipment</td>
</tr>
<tr>
<td>UEENEEE180A</td>
<td>Provide solutions and report on routine electrotechnology problems</td>
</tr>
<tr>
<td>UEENEEE142A</td>
<td>Produce products for carrying out energy sector work activities</td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEENEEE104A</td>
<td>Solve problems with d.c. circuits</td>
</tr>
<tr>
<td>UEENEEE148A</td>
<td>Carry out routine work activities in an energy sector environment</td>
</tr>
<tr>
<td>UEENEEE179A</td>
<td>Identify and select components, accessories and materials for energy sector work activities</td>
</tr>
<tr>
<td>UEENEEE122A</td>
<td>Use routine equipment/plant/technology in an energy sector environment</td>
</tr>
</tbody>
</table>

**Pathways and Further Study**

**Year One & Year Two**

- Certificate II in Electro-Technology
- Completion of Certificate III in Electro-Technology
- Certificate III as an Australian School-based Apprenticeship
- Certificate III Full-time Apprenticeship
- Certificate III as an Australian School-based Apprenticeship
- Certificate III Full-time Apprenticeship
- Certificate IV Electro-Technology

**1300 GOTAFE (1300 468 233)**
Certificate II in Engineering Studies

COURSE CODE 22209VIC
CAMPUS Shepparton, Wangaratta
MATERIALS FEE Year 1 $220, Year 2 $190

The Industry
Fabrication and Mechanical Engineering requires skills including the ability to examine detailed drawings or specifications to find out job, material and equipment requirements. You will cut, roll, shape, bend, mould, spin, heat or hammer metal products to fabricate parts or sub-assemblies, heat treat metal parts and components, set up and/or operate hand and machine tools, welding equipment or Computer Numerically Controlled (CNC) machines. You will assemble parts and structures by lining up and joining them by welding, bolting or riveting, finish products by cleaning, polishing, filing or bathing them in acid solutions, or by applying protective or decorative coatings.

Course Summary
A career in engineering allows you to work in a specialist trade area providing a secure future with great potential for self employment and a skill set that equips you to enter a diverse range of manufacturing industries locally, interstate and overseas. This course provides students with the skills and knowledge to assist them in gaining an apprenticeship in the engineering trade.

Duration & Attendance
This course is of two years duration. Students will attend each Wednesday during term time.

Work Placement
It is encouraged that students undertake work placement as part of this course to extend their experience and employer networks. Students should plan to complete this during the designated work placement weeks and school holiday times over the two years.

Assessment
Participants are assessed via completion of required tasks and a demonstration of skills e.g. written, verbal, assignments, practical work, classroom participation and projects.

ATAR Information
Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Engineering Studies must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

Personal Requirements
People who like practical, mechanical and manual tasks, are good with their hands and have an aptitude for technical tasks will be well suited to this course. The work is physically demanding and requires a sound understanding of mathematical fundamentals.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program. This program is targeted at years 10 and 12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Safety work boots (leather upper or WorkSafe accredited footwear)
- Work overalls or cotton long pants and long sleeved shirt – no baggy clothing
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Hair nets will be required for long hair.

Complementary Studies
Other specialist studies in Electrical, Building and Construction or Design.
Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

This program is subject to change in 2015
Career Opportunities
This VET program and associated further study can lead to careers as a
- Welder
- Metal Worker
- Boiler Maker
- Fitter and Machinist
- Maintenance Fitter
- Engineering Supervisor
- Draftsman
- Plant Engineer

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13014A</td>
<td>Apply principles of OHS in work environment</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>Use power tools /hand held operations</td>
</tr>
<tr>
<td>VU20909</td>
<td>Develop an individual career plan for the engineering industry</td>
</tr>
<tr>
<td>VU20912</td>
<td>Perform basic machining processes</td>
</tr>
<tr>
<td>VU20913</td>
<td>Apply basic fabrication techniques</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>Interact with computing technology</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>Organise &amp; communicate information</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>VU20903</td>
<td>Provide basic engineering components &amp; products using fabrication &amp; machining</td>
</tr>
<tr>
<td>VU20910</td>
<td>Produce basic engineering sketches &amp; drawings</td>
</tr>
<tr>
<td>VU20911</td>
<td>Handle engineering materials</td>
</tr>
<tr>
<td>MSS402040A</td>
<td>Apply 5S procedures</td>
</tr>
</tbody>
</table>

Pathways and Further Study

**Year One**
- Certificate II in Engineering
- Certificate II in Process Manufacturing

**Year Two**
- Certificate III as an Australian School-based Apprenticeship
- Certificate III Full-time Apprenticeship
- Certificate II in Process Manufacturing
- Diploma & Advanced Diploma of Engineering

1300 GOTAFE (1300 468 233)
Certificate II in Equine Industry*

COURSE CODE 22246VIC
CAMPUS Online with compulsory residential workshop (Wangaratta)
MATERIAL FEE Year 1 $1,250, Year 2 $1,070 Includes text book, first aid certificate, uniform and residential camp

The Industry

The horse industry is multi-disciplined and represents a variety of activities including primary production, sport (eg performance horses, thoroughbred and standard bred racing) and recreational interests.

Equestrian Australia has a membership of 18,000 with 70,000 horses in the Federation’s database. Australia is recognised internationally as a producer of outstanding race horses. Australia has excelled in performance horse events including winning Olympic gold medals over many decades.

There are many opportunities for employment in working with horses. These include the performance horse industry, racing industry and horse breeding industry.

Quality care of horses requires good knowledge and sound skills to handle horses in a safe manner respecting the health and welfare concerns of each horse. This course provides a sound base from which to develop specialised skills required for the range of employment opportunities within the equine industry. This range includes elite performance horse competitors; equine event organisers; horse breeding farm workers; equine facility managers; equine nurses; jockeys; track riders; racehorse trainers; stable hands; performance horse grooms to name a few.

Course Summary

The Certificate II in Equine Studies aims to prepare students for work in the horse industry and provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the equine or equine related industries. Students will learn about horse handling, feeding and husbandry, safe work practices as well as learning about the breadth of equine industry and the employment opportunities.

Duration & Attendance

This certificate course is of two years duration and is delivered part-time through a combination of on-line tuition, practical sessions and practical placement.

There is an accelerated option for students to undertake Units 3 and 4 sequence of VCE VET without having completed the first year of the qualification, provided they can demonstrate skills and knowledge equivalent to the first part of the course. To be considered for this option, students must apply for Recognised Prior Learning (RPL) for the first year units.

Assessments must be completed by November 2014 to gain entry into Year 2. There will be an additional fee for RPL.

Work Placement

Students are required to undertake a MINIMUM of 40 hours practical placement in the equine industry to successfully complete the first year units.

Residential Practical workshops

There will be a Residential Practical Workshops held in each year of the course. Students are expected to attend the workshops.

Year 1 Residential Practical Workshop will be held in last week of January, during the school holiday break. The purpose of this workshop is to:
- Induct students into the online learning platform
- Introduce students to OHS and safe handling of horses
- Counsel each student over their selection of elective streams
- Prepare for Practical Placement
- Meet staff and fellow students in the program

Year 2 Residential Practical Workshop will be held in July during the mid-year school holiday break. The purpose of this workshop is for students to:
- Complete practical assessment tasks
- Demonstrate horse handling skills for assessment
- Work collaboratively as a team in a simulated workplace
- Revise course content in preparation for VCE exam

Assessment

Assessment will be based on a demonstration of skills via completion of required online activities, quizzes and assignments, practical assessment and practical placement.

ATAR Information

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Equine Industry must undertake scored assessment for the purpose of achieving a study score. 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.
Personal Requirements
All students must have turned 15 by January 1st 2015. Personal attributes such as being observant, organised and having stamina and persistence are essential due to the practical nature of the industry. The ability to get up early and work for long hours in an outdoor environment is required in this industry.

Pre-entry Requirements
Students require a moderate level of physical stamina, strength, agility and coordination in order to meet the physical demands and be safe when handling horses and performing stable management duties.

Students will be required to handle horses under supervision as part of this course. For those who have no prior experience with horses, the compulsory practical workshop in January will allow teachers to introduce students to horses and to provide an individualised plan for them to gain confidence with horses to complete their Practical Placement. In addition, a range of skills are required in writing, reading, speaking and calculating that would enable an individual to:

- read and interpret conditions of employment
- provide information to animal health care professionals
- establish, maintain and develop relationships with team members
- maintain vaccination and drenching records
- perform simple calculations related to drench dosage rates by body weight
- interview a person

Good computer skills are desirable as lessons are facilitated through online delivery.

Students must have computer and internet access to complete this course.

Compulsory dress requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn when working with horses and outside and need to be supplied by the student are:

- Work boots
- Long pants
- Minimal jewellery
- Hair pulled back
- Long sleeved shirts

Pathways and Further Study

Complementary Studies
Other specialist studies in Agriculture (horse breeding) or Animal Studies. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Course Structure

### Year 1
- AHCWKR204A Work effectively in the industry
- SISOEQO201A Handle horses
- VU21401 Work safely in an equine organisation
- HLTFA211A Provide basic first aid
- AHCHBR203A Provide daily care for horses
- VU21405 Equine anatomy

### Year 2
- VU21402 Implement horse health and welfare practices
- VU21403 Implement and monitor a horse feeding program
- VU21404 Relate equine form and function
- VU21406 Equine Physiology

#### Electives

**Basic riding stream**
- VU21409 Assist in the preparation of a horse for an event
- VU21408 Demonstrate novice horse riding or driving skills

**Breeding stream**
- VU21411 Horse breeding principles and practices
- VU21411 Care for pregnant mares and foals

**Event Management**
- VU21409 Assist in the preparation of a horse for an event
- VU21410 Assist in the conduct of an event in the equine industry

**Novice Riding Stream**
- VU21407 Demonstrate basic horse riding or driving skills
- VU21408 Demonstrate novice riding or driving skills
Certificate II in Hairdressing
(Including some Certificate III units)

COURSE CODE SIH20111
CAMPUS Shepparton, Wangaratta
MATERIALS FEE Year 1 $640

The Industry
Hairdressers cut, style, colour, straighten and permanently wave hair with chemical solutions, and provide clients with hair and scalp treatments. Hairdressers talk to clients about their requirements, use clippers, scissors or razors, shampoo, condition and rinse hair, provide services such as bleaching, conditioning, permanent waving, straightening and tinting. They dry and style hair, shave and trim beards and moustaches, advise clients on hair care and sell products. A hairdresser is required to have skills in cash handling, computer operation, maintaining client records and reception type duties. Cleaning and hygiene of the salon and equipment are ongoing. You should keep in mind that hairdressers stand for long periods and work long days and weekends servicing their clientele.

Course Summary
This course is designed to provide students with the skills and knowledge to become valued salon assistants. This course is the pre-apprenticeship qualification for Hairdressers and opens the pathway into Apprenticeships including School Based Apprenticeships. This will enable students to gain valuable skills and experience and receive credit towards their apprenticeship.

Duration & Attendance
Students attend every Wednesday over 2 years during term time to obtain the Certificate II qualification.

Work Placement
It is encouraged that students undertake work placement in order to develop an insight into the industry and establish employer networks. Work placement is undertaken during designated work placement weeks and school holiday times. Hours for placement should reflect hours worked in the industry and could include Thursday and Friday evenings and Saturdays.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on demonstration of skills, written and verbal assignments and tests, practical work, class participation and projects.

ATAR Information
The course does not provide credit towards ATAR. Attainment of units of competence/modules at AQF level II provides credit at Units 1 and 2 level.

Personal Requirements
Students that thrive in this industry enjoy working with the public and providing a high level of customer service. You will be well groomed with good eye contact and a welcoming smile and easily engage people in conversation. Students that often thrive in this industry are creative with good hand eye co-ordination. This career is suited to someone with good health, no skin allergies, and the ability to work under pressure and follow instructions.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed some work experience through school prior to undertaking this course. This program is targeted at years 10 and 12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Black long pants or skirt (no leggings)
- Black closed in leather shoes
- GOTAFE/TEC T-shirt and Apron included in materials cost.

Items to be worn at all times and will be provided as part of the course fees:

30 2015 Shepparton, Benalla, Wangaratta & Seymour VETiS Course Guide
Complementary Studies
Beauty Courses, Business Management.

Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a:
- Hairdresser
- Salon Owner
- Salon Manager
- Stylist
- Beautician

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIHHBAS201A</td>
<td>Perform shampoo and basin services</td>
</tr>
<tr>
<td>SIHHCCS201A</td>
<td>Greet and prepare clients for salon services</td>
</tr>
<tr>
<td>SIHHHDS201A</td>
<td>Apply salon safety procedures</td>
</tr>
<tr>
<td>SIHHOHLS201A</td>
<td>Apply hair braiding Techniques</td>
</tr>
<tr>
<td>SIHHBAS202A</td>
<td>Perform head, neck and shoulder massage</td>
</tr>
<tr>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
</tr>
<tr>
<td>SIHHIND201A</td>
<td>Maintain and organise tools, equipment and work areas</td>
</tr>
<tr>
<td>SIRXCOM001A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>SIHHIND202A</td>
<td>Develop hairdressing industry knowledge</td>
</tr>
<tr>
<td>SIHHCL5201A</td>
<td>Apply hair colour products</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIBXCCS201A</td>
</tr>
<tr>
<td>SIBXCCS202A</td>
</tr>
<tr>
<td>SIHHCCS302A</td>
</tr>
<tr>
<td>SIHHHDS304A</td>
</tr>
<tr>
<td>SIRXIND001A</td>
</tr>
<tr>
<td>SIHHHRS201A</td>
</tr>
<tr>
<td>SIRXRPK002A</td>
</tr>
</tbody>
</table>

Pathways and Further Study

Year One
Certificate II in Hairdressing
Certificate II in Hairdressing (with units from Certificate III in Hairdressing)

Year Two
Certificate III in Hairdressing as an Australian School Based Apprenticeship
Certificate III Full-time Apprenticeship

1300 GOTAFE (1300 468 233)
**Dual Qualification - Certificate III in Health Services Assistance & Certificate III in Allied Health Assistance**

**COURSE CODE**  HLT32512 & HLT32412

**CAMPUS**  Shepparton, Wangaratta Benalla & Seymour

**MATERIALS FEE**  Year 1 $200, Year 2 $120

**The Industry**
The health sector provides individuals with fulfilling and rewarding work within the health industry and may include nursing and allied health.

**Course Summary**
Work within the health sector provides many opportunities across a diverse range of occupations including nursing, patient care and support, ward assistant and orderly. This dual qualification covers a large range of work roles, which provide assistance to other health professionals with client care. This involves work in direct client care under supervision. Students will be awarded both qualifications by GOTAFE on completion of this program. The units completed as part of this program may also provide credit towards further courses of study.

**Duration & Attendance**
This course is of two years duration.
Students attend every Wednesday during term time.

**Work Placement**
Work placement is embedded as part of the course.

**Assessment**
Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests. From this students are assessed as being competent or not competent.

**ATAR information**
Students who receive a Units 3 and 4 sequence for VCE VET Health will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies). Further information on the ATAR can be found on the Victorian Tertiary Admissions Centre (VTAC) website: www.vtac.edu.au The VCE VET Health program does not offer scored assessment.

Secondary schools should seek advise for VASS enrolments.

**Pre-entry Requirements**
Students will be offered a place in this course based on their performance in a selection process involving school referral, submission of their resume and career plan and a personal interview. Course numbers are restricted. The program is targeted at years 11-12 due to the maturity required for placement with health providers. Students undertaking this program must have up to date immunisations and be willing to update these as required.

**Personal Requirements**
Health services work suits people who are compassionate, patient and supportive of others.

**Compulsory Dress Requirements**
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Black pants or skirt
- Black closed-in leather shoes
- Hospital shirt
- Hospital name tag

No jewellery or nail polish to be worn on placement.

This program is subject to change in 2015
Career Opportunities
This VET program and associated further study can lead to careers as a:

- Wards Assistant
- Theatre Technician
- Division 1 or 2 Nurse
- Community Service worker
- Aged Care Worker
- Disability Worker
- Allied Health Worker
- Children’s Services

Students should seek careers advice to ensure that they meet course pre-requisite requirements for further courses of study.

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR301C Communication and work effectively in health</td>
</tr>
<tr>
<td>HLTHIR301C Comply with infection control policies and procedures in health work</td>
</tr>
<tr>
<td>HLTWHS208A Participate in WHS processes</td>
</tr>
<tr>
<td>BSBMED305C Apply the principles of confidentiality, privacy and security within a medical environment</td>
</tr>
<tr>
<td>BSBMED301B Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>HLTAP301B Recognise medical terminology appropriately</td>
</tr>
<tr>
<td>HLTCSD201D Assist with client movement</td>
</tr>
<tr>
<td>HLTCSD208D Transport clients</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM303C Contribute to effective workplace relationships</td>
</tr>
<tr>
<td>HLTCSD201D Maintain high standard of client service</td>
</tr>
<tr>
<td>HLTCSD304D Support the care of clients</td>
</tr>
<tr>
<td>HLTAP301C Assist with an Allied Health program</td>
</tr>
<tr>
<td>BSBINM301A Organise workplace information</td>
</tr>
<tr>
<td>HLTKF301A Apply first aid</td>
</tr>
<tr>
<td>HTTH303D Identify and move to maintain a sterile field</td>
</tr>
</tbody>
</table>

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Health Services Assistance 1st Year</td>
<td>Diploma of Nursing</td>
</tr>
<tr>
<td>Certificate III in Allied Health Assistance 1st Year</td>
<td>University Allied Health Assistance</td>
</tr>
<tr>
<td>Certificate III in Allied Health Assistance 2nd Year</td>
<td>Certificate IV in Allied Health Assistance</td>
</tr>
<tr>
<td>Year One</td>
<td>Year Two</td>
</tr>
<tr>
<td>Certificate III in Aged Care</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Childrens Services</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Disability Services</td>
<td></td>
</tr>
</tbody>
</table>

1300 GOTAFE (1300 468 233)
Certificate II in Production Horticulture

COURSE CODE AHC20310
CAMPUS Shepparton
MATERIALS FEE Year 1 $70, Year 2 $70

The Industry
Australia’s horticulture industry comprises fruit, vegetables, nuts, flowers, turf and nursery products. The industry is labour intensive and mostly seasonal. It comprises mainly small-scale family farms—however, there is a growing trend towards medium to larger scale operations. Australia’s horticulture industry has long enjoyed a domestic and international reputation for quality—primarily due to our high standards across all stages of the supply chain, from farm to consumer.

This VET program and associated further study can lead to careers in:
- Food Processing Companies
- Fruit Industry
- ProTective Cropping Industry
- Greenhouse Production
- Cut Flowers Industry
- Vegetable Industry
- Rural Merchandising
- Chemical Wholesalers
- Government Departments
- Irrigation Companies
- On Farm Quality Assurance
- Fertiliser Companies
- Education
- Horticulture Allied Industries

Course Summary
This course provides students with the basic skills and knowledge required to enter the Production horticultural industry. It provides students with information on general work skills and specific industry skills within the Production Horticulture Industry.

Duration & Attendance

This course is of 24 months duration. Students will attend each Wednesday during term time. This course can be undertaken via on campus delivery, or as a School Based New Apprentice.

Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on demonstration of skills, written and verbal assignments and tests, practical work, class participation and projects.

ATAR Information
The VET Production Horticulture program does not offer scored assessment. Students who receive a units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program. This program is targeted at years 10-12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:

- Sturdy work boots (leather upper or WorkSafe accredited footwear)
- Work overalls/coveralls or cotton long pants; and long sleeved shirt – no baggy clothing
- Safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Broad brim hat
- Sun protection
- No dangling or protruding jewellery
- Long hair tied back: not impeding vision
- Riggers gloves

Additional safety equipment is also required for specialised activities these will be provided by GOTAFE.

**Complementary Studies**

Other specialist studies exist in Conservation and Land Management, Wine Industry Operations and Horticulture. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

**Course Structure**

**Pathways and Further Study**

**Year One & Two**

|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|

**Year 1**

- AHC0HS201A Follow OHS procedures
- AHCWTK209A Participant in environmentally sustainable work practices
- AHCMOM203A Operate basic machinery and equipment
- AHC0MG201A Treat weeds
- AHCCHM201A Apply chemicals under supervision
- AHCSOL201A Determine basic properties of soil/growing media
- AHCARB205A Operate and maintain chainsaws
- AHCMOM202A Operate tractors
- AHCNPHT201A Plant horticulture crops
- AHCNPHT203A Support horticultural crop harvesting

**Year 2**

- AHCNPHT205A Carry out post – harvest operations
- MEM18001C Use hand tools
- AHC01MG202A Treat plant pests, diseases and disorders
- HLTFA201B Provide basic emergency life support
- AHCPCM201A Recognise plants
- AHCPWTK205A Participate in workplace communications
- AHC01RG206A Maintain pressurised irrigation systems
- AHCNSY203A Undertake propogation activities
Certificate II in Hospitality (Kitchen Operations)

COURSE CODE SIT20312
CAMPUS Shepparton & Seymour
MATERIALS FEE Year 1 $380, Year 2 $200

The Industry
Hospitality is a fast moving international industry which provides opportunities to work with food, coffee, wine and people. Chefs perform the following duties: plan and cost menus, plan staff rosters and supervise the activities of cooks and assistants. They discuss food preparation issues with managers, dieticians and other staff members, order food, kitchen supplies and equipment, demonstrate cooking techniques, prepare and cook food, explain and enforce hygiene regulations and select and train staff. With AQF Certificate II and further training you could find yourself working in a hotel, motel, sports club or restaurant.

Course Summary
This course will provide you with the skills and knowledge to responsibly prepare and serve food. The course is designed to reflect the role of hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills. Shepparton students will participate in the annual Culinary Challenge and prepare food for paying customers in Covers Restaurant located on site at GOTAFE.

Duration & Attendance
The course is of two years duration.
Students will attend each Wednesday during term time.

Work Placement
It is encouraged that students undertake work placement as part of this course to extend their experience and employer networks. Students should have completed work experience at school prior to undertaking work placement. Students should plan to complete practical placement during designated work placement weeks and school holiday time over the two years.

Assessment
Participants are assessed via completion of required tasks and a demonstration of skills eg written, verbal, assignments, practical work, classroom participation and projects.

ATAR Information
Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence VCE VET Hospitality must undertake scored assessment for the purpose of achieving a study score. 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.

Secondary schools should seek advise for VASS enrolments.

Personal Requirements
The hospitality industry suits people who like mixing with a diverse range of people, have a commitment to high levels of customer service and are prepared to work in a variety of environments. You will possess a high level of personal cleanliness, be able to organise efficient work schedules, be punctual and flexible to perform shift work as required. The ability to work under pressure and stay calm in difficult situations is required for this industry.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program.

Compulsory Dress Requirements
First year material fee includes uniform, to be worn when required in kitchen cookery operations. Students will need to purchase and wear:

- Leather upper shoes or boots (fully enclosed, rubber soles)
- Hairnet (no hair to be exposed)

Minimal jewellery is to be worn.
Complementary Studies
Other specialist studies in cookery, business or viticulture.
Students should seek careers advice to ensure that they meet
course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to
careers as a:
- Food & Beverage Assistant
- Restaurant Manager
- Chef
- Event Manager
- Bar Attendant
- Kitchen Hand

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate II in Hospitality</strong></td>
<td><strong>Certificate III</strong></td>
</tr>
<tr>
<td>(Kitchen Operations) 1st Year</td>
<td>Full-time Apprenticeship</td>
</tr>
<tr>
<td>BSBWOR203B Work effectively with</td>
<td>SITHCCC207</td>
</tr>
<tr>
<td>others</td>
<td>Use cookery skills effectively</td>
</tr>
<tr>
<td>SITHCCC101 Use food preparation</td>
<td>SITXINV301 Purchase goods</td>
</tr>
<tr>
<td>equipment</td>
<td></td>
</tr>
<tr>
<td>SITHCCC201 Produce dishes using</td>
<td>SITHCCC203 Produce stocks,</td>
</tr>
<tr>
<td>basic methods of cookery</td>
<td>sauces and soups</td>
</tr>
<tr>
<td>SITHIND201 Source and use</td>
<td>SITHCCC204 Produce</td>
</tr>
<tr>
<td>Information on Hospitality Industry</td>
<td>vegetable, fruit and</td>
</tr>
<tr>
<td>SITHKOP101 Clean kitchen premises</td>
<td>farinaceous dishes</td>
</tr>
<tr>
<td>and equipment</td>
<td>SITHCCC202 Produce</td>
</tr>
<tr>
<td>SITXFSA101 Use hygienic practices</td>
<td>appetisers and salads</td>
</tr>
<tr>
<td>for food safety</td>
<td>SITHFAB206 Prepare and</td>
</tr>
<tr>
<td>SITXINV202 Maintain the quality of</td>
<td>serve espresso coffee</td>
</tr>
<tr>
<td>perishable items</td>
<td></td>
</tr>
<tr>
<td>SITXWHS101 Participate in safe</td>
<td></td>
</tr>
<tr>
<td>work practices</td>
<td></td>
</tr>
<tr>
<td>SITXCCC102 Prepare simple dishes</td>
<td></td>
</tr>
<tr>
<td>BSBCMM201A Communicate in the</td>
<td></td>
</tr>
<tr>
<td>workplace</td>
<td></td>
</tr>
<tr>
<td>SITHCCC103 Prepare sandwiches</td>
<td></td>
</tr>
</tbody>
</table>

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Hospitality</td>
<td>Certificate III</td>
</tr>
<tr>
<td>(Kitchen Operations) 1st Year</td>
<td>Full-time Apprenticeship</td>
</tr>
<tr>
<td>Certificate II in Hospitality</td>
<td></td>
</tr>
<tr>
<td>(Kitchen Operations) 2nd Year</td>
<td>Certificate III</td>
</tr>
<tr>
<td>Certificate III as an Australian</td>
<td></td>
</tr>
<tr>
<td>School-based Apprenticeship</td>
<td>Diploma of Hospitality or</td>
</tr>
<tr>
<td>Certificate III Full-time</td>
<td>or Diploma of Events</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Certificate III Full-time</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
</tbody>
</table>

1300 GOTAFE (1300 468 233)
## Certificate III in Information, Digital Media & Technology (IDMT)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>ICA30111</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS</td>
<td>Wangaratta</td>
</tr>
<tr>
<td>MATERIALS FEE</td>
<td>Year 1 $70, Year 2 $70</td>
</tr>
</tbody>
</table>

### The Industry
Information Digital Media & Technology is an integral part of the global economy, with IT systems underpinning almost all industry sectors. Reliance upon Information Technology for critical business functions places a great importance on the need for qualified and skilled employees in IT. A career in IT provides an exciting, challenging job with a huge range of options. IT allows you to develop skills in the basic use of networking technologies, diagnostic support and the administration of hardware and software in a networked environment. Working in IT does not mean you are limited to working in the Information and Communications Technology (ICT) industries themselves, because IT is used by all business, government and schools, the choice of industry to work in is as large as the economy itself.

### Course Summary
This course provides an introduction to Information Technology industry with a focus on installing and configuring computer networks to meet identified client needs. Units within this qualification may provide credit towards further courses of study.

### Duration & Attendance
This course is of two years duration.
Students will attend each Wednesday during term time.

### Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

### Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and/or written tests.

### ATAR information
This program provides a VCE VET unscored 10% increment. Students must complete both years of study to obtain the credit. Secondary schools should seek advice for VASS enrolment.

### Personal Requirements
Information Technology suits people with good analytical and critical thinking skills. An ability to think laterally and creatively, some mathematical ability and a commitment to high level customer service are also required.

### Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 10-12.

### Compulsory Dress Requirements
Students must wear covered-in leather shoes, a GOTAFE branded polo shirt we be available for purchase by participating students.

### Complementary Studies
Students studying within Information Technology will also complete the course in Cisco CCNA Discovery, an internationally recognised program in networking and networking products. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

This program is subject to change in 2015
Career Opportunities
This VET program and associated further study can lead to careers as a:

- Network Administrator
- Computer Technical
- Technical Support
- Help Desk

Course Structure
2015 - Year 1 & 2 class

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSUS301A</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICAICT302A</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICASAS305A</td>
<td>Provide IT advice to clients</td>
</tr>
<tr>
<td>ICAICT306A</td>
<td>Migrate to new technology</td>
</tr>
<tr>
<td>ICANWK301A</td>
<td>Provide network systems administration</td>
</tr>
<tr>
<td>ICANWK302A</td>
<td>Identify &amp; resolve network problems</td>
</tr>
<tr>
<td>ICANWK305A</td>
<td>Install and manage network protocols</td>
</tr>
<tr>
<td>ICASAS304A</td>
<td>Provide basic system administration</td>
</tr>
</tbody>
</table>

2016 - Year 1 & 2 class

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS304A</td>
<td>Participate effectively in OHS communication and consultative processes</td>
</tr>
<tr>
<td>ICAICT202A</td>
<td>Work and communicate effectively in an IT environment</td>
</tr>
<tr>
<td>ICASAS301A</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICANWK304A</td>
<td>Administer network peripherals</td>
</tr>
<tr>
<td>ICASAS306A</td>
<td>Maintain equipment and software</td>
</tr>
<tr>
<td>ICAICT303A</td>
<td>Connect internal hardware components</td>
</tr>
<tr>
<td>ICASAS303A</td>
<td>Care for computer hardware</td>
</tr>
<tr>
<td>ICANWEB303A</td>
<td>Produce digital images for the web</td>
</tr>
<tr>
<td>ICAICT301A</td>
<td>Create user documentation</td>
</tr>
</tbody>
</table>

* This unit must be undertaken by all commencing students in both years - eg. student who starts in 2015 must undertake this unit in their first year and a student who starts in 2016 must undertake this unit in their first year.

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in IDMT</td>
<td>Certificate III in IDMT</td>
</tr>
<tr>
<td>Certificate IV in Information Technology Networking</td>
<td>Diploma of Information Technology Networking</td>
</tr>
<tr>
<td>Bachelor of Applied Science (Info Tech)</td>
<td>1300 GOTAFE (1300 468 233)</td>
</tr>
</tbody>
</table>
Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-Apprenticeship)
(Partial completion)

COURSE CODE 22145VIC
CAMPUS Wangaratta
MATERIALS FEE Year 1 $290***, Year 2 $190
***Includes CI Card

The Industry
The building and construction industry is constantly adding to and changing our world and providing many people with exciting and diverse careers. With Certificate II in Joinery and further training you could find yourself working as a joiner or carpenter.

Course Summary
This Pre-apprenticeship course covers a wide range of work areas, particularly joinery of all types. This pre-apprenticeship training program will provide you with a high degree of skills, knowledge of timber and other joinery materials and an ability to read plans and working drawings of a range of projects.

Duration & Attendance
Students will attend every Wednesday for 2 years during term time. Students will only attain partial completion of the full qualification.

Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designated work placement weeks and during the school holidays.

Assessment
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

ATAR information
The course does not provide credit towards ATAR. Attainment of units of competence/modules at AQF level II provides credit at Units 1 and 2 level.

Personal Requirements
Joinery suits people who are enthusiastic, dedicated and motivated, who enjoy physically demanding work, are adaptable to changing work environments, have an eye for detail and an ability to understand and assess technical issues. Good team ethics and highly developed interpersonal skills are essential.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 10-12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Safety work boots (leather upper or WorkSafe accredited footwear)
- Close fitting High Visual safety vest or High Visual shirt and windcheater (must be worn when required)
- Work overalls or cotton shorts/long pants – no baggy clothing
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Hair nets will be required for long hair

Complementary Studies
Carpentry, plumbing, bricklaying, electrical or business. Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a:
- Joiner
- Carpenter
- Bricklayer
- Painter and decorator

Course Structure

Pathways and Further Study
Year One & Year Two

Certificate II in Joinery

Completion of Certificate II in Joinery

Certificate III as an Australian School-based Apprenticeship

Certificate III Full-time Apprenticeship

Certificate IV in Building & Construction

Diploma of Building & Construction

Year 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>Apply OHS requirements, policies and procedures in the construction industry</td>
</tr>
<tr>
<td>CPCCCM1002A</td>
<td>Work effectively and sustainably in the construction industry</td>
</tr>
<tr>
<td>CPCCCM1004A</td>
<td>Conduct workplace communication</td>
</tr>
<tr>
<td>CPCCCA2002A</td>
<td>Use carpentry tools and equipment</td>
</tr>
<tr>
<td>CPCCCM1005A</td>
<td>Carry out measurements and calculations</td>
</tr>
</tbody>
</table>

Year 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCA2001A</td>
<td>Handle carpentry materials</td>
</tr>
<tr>
<td>CPCCCM2001A</td>
<td>Read and interpret plans and specifications</td>
</tr>
<tr>
<td>CPCCCM2006A</td>
<td>Apply basic levelling procedures</td>
</tr>
<tr>
<td>VU20560</td>
<td>Carry out basic construction processes for the joinery/shopfitting/stairbuilding industries</td>
</tr>
</tbody>
</table>
Certificate III in Laboratory Skills  
(New Course)

COURSE CODE: MSL30109
CAMPUS: Wangaratta Rural Industries Campus
MATERIALS FEE: Year 1 $150, Year 2 $150

The Industry
The Certificate III in Laboratory Skills offers entry level technical training in laboratory skills across a range of industries. This qualification covers the skills and knowledge required to perform a limited range of laboratory operations. Laboratory Technicians work in a variety of industries.

Completing the Certificate III in Laboratory Skills will assist you in pursuing a career in a range of enterprises and industry sectors in areas such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, pathology testing and scientific glassblowing.

Course Summary
Delivery of the Certificate III in Laboratory Skills will be at GOTAFE’s Rural Industries campus in Tone Road Wangaratta. Charles Sturt University, in partnership with GOTAFE has built and commissioned a 40 student chemistry, biology and microbiology laboratory. This facility offers state of the art training to all participants, in both the laboratory and theory rooms. Modern technology is used to provide a complete learning experience. Each participant is given the opportunity for hands on learning of fundamental laboratory techniques such as microscopy, making of working solutions and aseptic techniques.

Laboratory technicians perform straightforward laboratory work. They follow set procedures and recipes, and apply well developed technical skills and basic scientific knowledge. They generally work inside a laboratory but may also perform technical tasks in the field or within production plants. They may also perform a range of laboratory maintenance and office tasks.

Laboratory technicians prepare and test samples, use precision measurements and pay attention to detail with accuracy. The operate test equipment and use instruments and make adjustments to their controls. As a laboratory technician you will be required to process and record your findings and identify trends.

Examples of the work a laboratory technician may perform are given below.

- A laboratory technician working at a dairy factory may gather samples from the milk tankers, vats and the processing line, and perform routine chemical and bacteriological tests on the samples.
- A laboratory technician in a pathology laboratory may receive and prepare tissue samples.
- A school laboratory technician may set up for classes, prepare chemicals and instruments for students to undertake practical work.

Employment opportunities exist in positions such as an environmental field assistant or laboratory assistant. Certificate III in Laboratory Skills also provides opportunities for para professional careers through vocational and higher education pathways which can lead to employment opportunities in positions such as Laboratory Technician, Health Care Scientist or Pathology Technical Officer.

This qualification is typically used to prepare new employees or develop the skills of existing workers performing a laboratory technician or instrument operator role across all industry sectors. MSL30109 Certificate III in Laboratory Skills is designed to maximise the portability of this qualification, which is the entry level required for laboratory personnel across all industry sectors.

Duration & Attendance
Students are required to attend every Wednesday during term time for two years.

Work Placement
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during the school holidays. Some placement may be available in the school science laboratory.

Assessment
For the units 1 and 2 sequence, (year 1) Students will be assessed as being competent or not competent. Assessment will be based on practical work, classroom participation, projects and written tests.
For the units 3 and 4 sequence assessment is through a combination of 3 projects and assignments. An exam completes the units 3 and 4 sequence.

It is recommended that students complete the unit 1 and 2 sequence before attempting the unit 3 and 4 sequence.

**ATAR information**
VCE: you will be eligible for up to four units towards your VCE: two units at Units 1 and 2 level, and a Units 3 and 4 sequence. A study score is available for this program, which can contribute directly towards your ATAR – either as one of your best four studies (the primary four) or as the fifth or sixth study.

**Personal Requirements**
An interest in science is recommended.

**Pre-entry Requirements**
Students will be asked to attend a personal interview before being accepted into the program. This program is targeted at years 10-12.

**Compulsory Dress Requirements**
Students must wear covered in leather shoes and clothing appropriate to working in laboratory environment. Students need to provide their own laboratory coat and safety glasses. Long hair needs to be tied back.

**Complementary Studies**
Secondary College studies in mathematics, science, biology and chemistry subjects.

**Requirements for further courses of study:**
This course leads to further training in the Certificate IV in Laboratory Techniques. On successful completion of the Certificate IV in laboratory techniques the client will be a highly valued member of the team in a testing laboratory. They will be able to perform a complex range of testing and administrative tasks. Certificate IV graduates may progress to the Diploma of Laboratory Technology. The student can choose to specialise in biology, chemistry or other streams of study. Application for credits at university level can be made on a case by case basis to each university once the Diploma of Laboratory Technology has been achieved.

**Career Opportunities**
This VET program and associated further study can lead to careers as a laboratory technician, instrument operator and similar personnel in food testing, environmental testing, materials testing and school and university laboratories.

**Course Structure**

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>MSL913001A</td>
<td>Communicate with other people</td>
</tr>
<tr>
<td>MSL913002A</td>
<td>Plan and conduct laboratory/field work</td>
</tr>
<tr>
<td>MSL922001A</td>
<td>Record and present data</td>
</tr>
<tr>
<td>MSL933001A</td>
<td>Maintain the laboratory/field workplace fit for purpose</td>
</tr>
<tr>
<td>MSL953001A</td>
<td>Receive and prepare samples for testing</td>
</tr>
<tr>
<td>MSL973001A</td>
<td>Perform basic tests</td>
</tr>
<tr>
<td>MSL943002A</td>
<td>Participate in laboratory/field workplace safety</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSL973002A</td>
<td>Prepare working solutions</td>
</tr>
<tr>
<td>MSL973003A</td>
<td>Prepare culture media</td>
</tr>
<tr>
<td>MSL973004A</td>
<td>Perform aseptic techniques</td>
</tr>
<tr>
<td>MSL973007A</td>
<td>Perform microscopic examination</td>
</tr>
<tr>
<td>MSL933002A</td>
<td>Contribute to the achievement of quality objectives</td>
</tr>
</tbody>
</table>

**Pathways and Further Study**

**Year One & Year Two**

- Certificate III in Laboratory Skills
- Certificate IV in Laboratory Techniques
- Diploma of Laboratory Technology

1300 GOTAFA (1300 468 233)
Certificate III in Media (Games Development)

**COURSE CODE**: CUF30107

**CAMPUS**: Wangaratta

**MATERIALS FEE**: Year 1 $70, Year 2 $70

**The Industry**
With the fast evolution of technology today, the industry of interactive digital media is rapidly growing, and almost as quickly, changing. Certificate III in Media with GOTAFE introduces students to the exciting and technological world of digital media and specifically introduces the student to the digital games industry. The games industry in Australia boasts income and earnings greater than the film industry and is a multi-billion dollar sector. A career in the games industry provides the opportunity to work in a creative, fast paced, exciting and challenging work environment. Media courses allow you to develop skills in 3D modelling for characters and environments, games programming and design, 2D and 3D animation and digital design. Working in the games industry can involve either working as an independent game developer or working for a game development house.

**Course Summary**
This course provides an introduction to the games industry and developing and designing games. It focuses on using a game engine to create games, 2D and 3D modelling and animation of game elements. You will use audio production for sound effects and music for games and visual design creation for game environments.

**Duration & Attendance**
The course is of two year duration.
Students will attend each Wednesday during term time.

**Work Placement**
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

**Assessment**
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and/or written tests.

**ATAR Information**
A Unit 3 and 4 sequence will be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by the Victoria Curriculum and Assessment Authority (VCAA). For students enrolled in a VET/FE program, the amount of credit they are eligible for will be calculated and recorded on VASS. It will specify the number and level of units and/or Unit 3 and 4 sequences.
Secondary students should seek advise before enrolment on VASS.

**Personal Requirements**
Game development suits two kinds of people, the programming and technical side suits good analytical and creative thinking skills, with some mathematical ability, the design and creation side suits people with a creative flair and an appreciation of visual and aesthetic design.

**Pre-entry Requirements**
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 10-12.

**Compulsory Dress Requirements**
Students must wear covered in leather shoes, a GOTAFE branded polo shirt will be available for purchase by participating students.

**Complementary Studies**
Students studying within game development would be best suited to undertake either a course in Information Technology or Design Fundamentals.
Career Opportunities
The VET program and associated further study can lead to careers as a

- Game Developer
- Digital Animator
- Game Designer

Course Structure

<table>
<thead>
<tr>
<th>2015 - Year 1 &amp; 2 class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>CUFIND301A</td>
<td>Work effectively in screen and media industries</td>
</tr>
<tr>
<td>CUSOHS301A *</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>ICAU3126B</td>
<td>Use advanced features of computer applications</td>
</tr>
<tr>
<td>BSBDES303A</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
<tr>
<td>BSBDES302A</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2016 - Year 1 &amp; 2 class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFANM301A</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td>CUFDIG304A</td>
<td>Create visual design components</td>
</tr>
<tr>
<td>CUFSOU301A</td>
<td>Prepare audio assets</td>
</tr>
<tr>
<td>CUDIG302A</td>
<td>Author interactive sequences</td>
</tr>
<tr>
<td>CUFAMN302A</td>
<td>Create 3D digital animations</td>
</tr>
</tbody>
</table>

* This unit must be undertaken by all commencing students in both years - eg. student who starts in 2015 must undertake this unit in their first year and a student who starts in 2016 must undertake this unit in their first year.

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Media</td>
<td>Certificate III in Media</td>
</tr>
<tr>
<td>Certificate IV in Interactive Digital Games</td>
<td>Diploma of Digital &amp; Interacte Games</td>
</tr>
<tr>
<td>Bachelor of Applied Science (Info Tech)</td>
<td></td>
</tr>
</tbody>
</table>

1300 GOTAFE (1300 468 233)
Certificate II in Plumbing (Pre-Apprenticeship)
(Partial completion)

COURSE CODE 22138VIC
CAMPUS Shepparton, Wangaratta
MATERIALS FEE Year 1 $230***, Year 2 $230
***Includes CI Card

The Industry
Plumbers lay out, test and maintain pipes, fixtures, metal roofing, fittings, gas meters and regulators. Plumbers may prepare and/or study plans and specifications to work out the layout of plumbing systems and materials needed, find and mark positions for connections, then cut holes through walls and floors to accommodate pipes. They measure pipes and mark cutting or bending lines, cut, thread and bend pipes. Assemble and install piping, valves and fittings, join pipe sections and secure pipes. Test lines as required by local plumbing regulations, install equipment such as boilers, pumps, heating and cooling systems, gas appliances, water tanks, water heaters, solar water heating systems, fixtures such as toilets, wash basins and industrial processing units, maintain and repair plumbing systems. Specialist areas in plumbing are; drainer, gasfitter, heating and ventilation, irrigation and roofing. Plumbing is a licensed trade.

Course Summary
Certificate II in Plumbing (Pre-Apprenticeship) is a pre-employment course that will be highly valued when seeking a plumbing apprenticeship. It provides students with a basic understanding of what a plumbing and gas fitting tradesperson does as part of the normal day-to-day job.

Duration & Attendance
Students undertaking this qualification will attend each Wednesday over two years during term time. Students will only attain partial completion of the full qualification.

Work Placement
It is encouraged that students undertake work placement as part of this course to extend their experience and employer networks. Students should plan to complete this during school holiday times over the two years.

Assessment
Participants are assessed via completion of required tasks and demonstration of skills, eg written, verbal, assignments, practical work, classroom participation, projects.

ATAR Information
The course does not provide credit towards ATAR. Attainment of units of competence/modules at AQF level II provides credit at Units 1 and 2 level.

Personal Requirements
Plumbing suits people who enjoy working outdoors and in other physically demanding environments. Good team ethics and a high level of customer service are also required. You will enjoy practical work and possess good hand-eye co-ordination. You will be required to work in all weather conditions and at heights so good mobility and physical fitness is important.

Having a licence is also advantageous when seeking a plumbing apprenticeship.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted. It is desirable for students to have completed work experience through school prior to joining the program. This program is targeted at years 10-12.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:

- Safety work boots (leather upper or WorkSafe accredited footwear)
- Close fitting High Visual safety vest or High Visual shirt and windcheater
- Work overalls or cotton shorts/long pants – no baggy clothing
- Clear safety glasses (complying with AS/NZS 1337)
- Ear muffs or ear plugs (Class 5)
- Hair nets will be required for long hair.
Complementary Studies
Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a:
- Plumber
- Gas Fitter
- Roofer
- Mechanical Service Contractor

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM1005A Carry out measurements and calculations</td>
<td>CPCCCM2006A Apply basic levelling procedures</td>
</tr>
<tr>
<td>CPCCOHS1001A Work safely in the construction industry</td>
<td>CPCCCM2001A Read and interpret plans and specifications</td>
</tr>
<tr>
<td>CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry</td>
<td>CUVCRS04B Produce Technical drawings</td>
</tr>
<tr>
<td>VU20526 Use basic plumbing hand tools</td>
<td>VU20530 Use plumbing pipes, fittings and fixtures to simulate plumbing installations</td>
</tr>
<tr>
<td>VU20527 Use basic power tools</td>
<td>VU20532 Fabricate simple plumbing pipe systems</td>
</tr>
<tr>
<td>CPCCCM1002A Work effectively and sustainably in the construction industry</td>
<td>VU20533 Cut and penetrate building materials and structures</td>
</tr>
<tr>
<td>VU20531 Apply basic sheet metal practices</td>
<td></td>
</tr>
</tbody>
</table>

Pathways and Further Study

Year One
- Certificate II in Plumbing 1st Year

Year Two
- Certificate II in Plumbing 2nd Year
- Certificate III as an Australian School-based Apprenticeship
- Certificate III Full-time Apprenticeship
- Certificate IV in Plumbing Services
- Diploma of Plumbing Services

1300 GOTAFE (1300 468 233)
Certificate II & III in Sport and Recreation (Dual Qualification)

**COURSE CODE** SIS20313/SIS30513

**CAMPUS** Seymour & Wangaratta

**MATERIALS FEE** Year 1 $470*, Year 2 $370
* includes First Aid training, uniform, excursion, workbooks

**The Industry**
The sport and recreation industry provides an opportunity to develop skills in areas such as community development, recreational and sporting activities and associated business activities.

With Certificate II and III and further training you could find yourself working as a qualified sports coach, personal trainer, fitness instructor or sports administrator.

**Course Summary**
This course develops fundamental skills for students who seek a career in the sport and recreation industry. Students participate in a range of activities such as, sport related client services, OHS and developing sport and recreation industry knowledge.

Units within this qualification may provide credit towards further courses of study.

**Duration & Attendance**
This course is of two years duration. Students will attend each Wednesday during term time. Certificate II will be completed in the first year and followed by Certificate III in the second year.

**Work Placement**
It is encouraged that students undertake work placement as part of the course to extend their experience and employer networks. Work placement is not mandatory but strongly encouraged. Students should plan to complete their work placement during designed work placement weeks and during the school holidays.

**Assessment**
Students will be assessed as being competent or not competent. Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests.

**ATAR information**
Students undertaking SIS20310 Certificate II in Sport and Recreation may be eligible for recognition of up to three units at Units 1 and 2 level.

Students wishing to receive a study score for VCE VET Sport and Recreation must undertake scored assessment in the Units 3 and 4 sequence of Program 3: SIS30513 Certificate III in Sport and Recreation.

**Personal Requirements**
Sport and Recreation suits people who enjoy outdoor activities, working with a wide variety of people, planning and organising group activities and who thrive on working in team environments.

**Pre-entry Requirements**
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience through school before joining the program. This program is targeted at years 10-12.

**Compulsory dress requirements**
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Your fees will provide you with a GOTAFE Sport and Recreation class shirt that is expected to be worn to each class.

You must also wear appropriate sporting attire such as sport shoes, track pants/shorts, etc.
Complementary Studies
Other specialist studies in community services, health or business.
Students should seek careers advice to ensure that they meet course prerequisite requirements for further courses of study.

Career Opportunities
This VET program and associated further study can lead to careers as a

- Sports Coach
- Personal Trainer
- Physical Education Teacher
- Outdoor Education Teacher
- Recreation Manager
- Gym/Fitness Instructor
- Sports Administrator

Course Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR202A Organise and complete daily work activities</td>
<td>SISXIND211 Develop and update sport, fitness and recreation industry knowledge</td>
</tr>
<tr>
<td>HLTAD003 Provide first aid</td>
<td>SISXWHS101 Follow work health and safety policies</td>
</tr>
<tr>
<td>SISXCAI102A Assist in preparing and conducting sport &amp; recreation sessions</td>
<td>SISSAPF203A Participate in conditioning for Australian Football</td>
</tr>
<tr>
<td>SISXEMR201A Respond to emergency situations</td>
<td>SISSSNTB203A Participating in conditional for netball</td>
</tr>
<tr>
<td>SISXIND211 Develop and update sport, fitness and recreation industry knowledge</td>
<td>SISSSCO202 Coach beginner or novice participants to develop fundamental motor skills</td>
</tr>
<tr>
<td>SISXWHS101 Follow work health and safety policies</td>
<td>SISSSCA101A Provide equipment for activities</td>
</tr>
<tr>
<td>SISSAPF203A Participate in conditioning for Australian Football</td>
<td>SISSXAC101A Provide equipment for activities</td>
</tr>
<tr>
<td>SISSSNTB203A Participating in conditional for netball</td>
<td>SISSFAC207A Maintain, sport, fitness and recreation equipment for activities</td>
</tr>
</tbody>
</table>

Year 2

| BSBCRT301A Develop and extend critical and creative thinking skills  |                                                                 |
| BSBWOR301B Organise personal work priorities and development       |                                                                 |
| ICAWEB201A Use social media tools for collaboration and management |                                                                 |
| SISXSCS201A Provide customer service                               |                                                                 |
| SISCRSK301A Undertake risk analysis of activities                  |                                                                 |
| SITCOM401 Manage conflict                                          |                                                                 |
| SISXCAI306A Facilitate groups                                      |                                                                 |
| SISXRES301A Provide public education on the use of resources       |                                                                 |
| SISFFIT301A Provide fitness orientation and health screening       |                                                                 |
| SISFFIT304A Instruct and monitor fitness programs                  |                                                                 |
| SISXCAI303A Plan and conduct sport and recreation sessions          |                                                                 |
| SISSSPT303A Conduct basic warm-up and cool down programs           |                                                                 |

Pathways and Further Study

<table>
<thead>
<tr>
<th>Year One</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Sport &amp; Recreation</td>
<td>Certificate III in Sport &amp; Recreation</td>
</tr>
<tr>
<td>Certificate III in Sport &amp; Recreation</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>Certificate III in Sport &amp; Recreation</td>
<td>Diploma of Outdoor Recreation</td>
</tr>
<tr>
<td>Certificate IV in Fitness</td>
<td>Diploma in Sport Development</td>
</tr>
<tr>
<td>Diploma in Sport Development</td>
<td></td>
</tr>
</tbody>
</table>

1300 GOTAFE (1300 468 233)
Certificate II in Wine Industry Operations

COURSE CODE  FDF20411
CAMPUS        Wangaratta
MATERIALS FEE Year 1 $70, Year 2 $70

The Industry
The wine and viticulture sector involves the production and processing of wine grapes for the manufacturing and sale of wine. The wine industry is a significant employer in the local and wider Australian economy.

Currently wine making employs around 30,000 Australians directly in either wine making or grape growing, with further employment in the wine related retail, wholesale and hospitality industries.

Course Summary
The Certificate II in Wine Industry Operations is designed by the wine industry to develop successful Technical skills and knowledge relevant to the wine industry. The course will develop individual skills in viticulture, laboratory procedures, cellar operations, cellar door operations, and bottling and packaging.

Job roles in the industry often vary in the degree of skill specialisation and the qualification packaging rules reflect this diversity through allowing a choice of specialist electives in one specialisation area or a combination of grape growing, cellar operations, bottling and packaging, warehousing, laboratory and cellar door sales work.

Duration & Attendance
This course is of 24 months duration. Students will attend each Wednesday during term time. This course can be undertaken via on campus delivery or as a School Based New Apprentice.

Work Placement
Work placement is embedded as part of the course. Students are encouraged to extend their experience and employer networks by undertaking further work placements during designed work placement weeks.

Assessment
Assessment will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and or written tests. From this students are assessed as being competent or not competent.

ATAR information
This course does not provide credit towards ATAR. Attainment of units of competence/modules at AQF level II provides credit at units 1 and 2 level.

Pre-entry Requirements
Students will be asked to attend a personal interview before being accepted into the program. It is desirable for students to have completed work experience in their chosen trade through school before joining the program.

Compulsory Dress Requirements
These requirements take into account the OHS requirements of the industry and professional presentation required for this industry.

Items to be worn at all times and need to be purchased by the student:
- Sturdy work boots (leather upper or WorkSafe accredited footwear)
- Work overalls/coveralls or cotton long pants; and long sleeved shirt – no baggy clothing
- Broad brim hat
- Sun protection
- Ear muffs or ear plugs (Class 5)
- No dangling or protruding jewellery
- Long hair tied back: not impeding vision
- Safety glasses (complying with AS/NZS 1337)

Additional safety equipment is also required for specialised activity and student will be advised of these requirements at course induction.

**Career Opportunities**
The course develops practical wine industry skills and prepares successful participants for careers such as vineyard workers, winery staff and wine retail outlet workers.

**Course Structure**

**Certificate II in Wine Industry Operations**

**Certificate III in Wine Industry Operations**

**Diploma of Wine Technology**

**Pathways and Further Study**

**Year One & Two**

- Core Units
  - FDFFS2001A Implement the food safety program and procedures
  - FDOHS52001A Participate in OHS processes
  - FDFOP2063A Apply quality systems and procedures
  - FDFOP2064A Provide and apply workplace information
  - MSAENV272B Participate in environmentally sustainable work practices

- Electives & Additional Training
  - FDFCEL2016A Operate the crushing process
  - FDFCEL2019A Carry out transfer operations
  - FDFCEL2017A Prepare and make additions and finings
  - FDFWGG2024A Pick grapes by hand
  - AHCCHM201A Apply chemicals under supervision
  - FDFCEL2002A Perform fermentation operations
  - FDFCEL2005A Operate the pressing process
  - FDFWGG2023A Carry out basic canopy maintenance
  - FDFWGG3012A Monitor and control vine disorders and damage
  - MSL973001A Perform basic tests
  - AHCMMOM202A Operate tractors
  - HLTFA3011A Apply first aid
  - FDFOP2003A Clean equipment in place

1300 GOTAFE (1300 468 233)