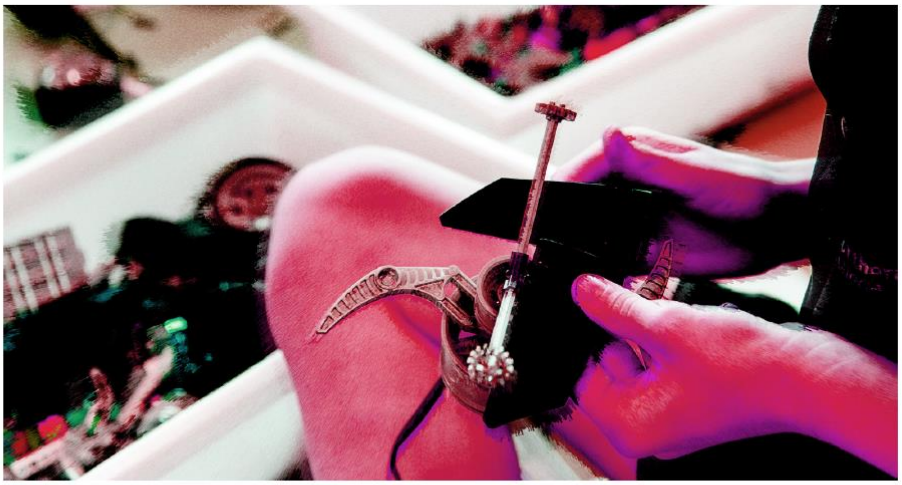
VET HANDBOOK 2021

Northern Bay P–12 College



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Undertaking Vocational Education Training (VET) Courses while at Northern Bay College

Students can elect to complete a VET. Normally VDSS is a two-year course so students can complete a certificate I or II before advancing to a level II or III. Students can include a VET certificate in their VCE program or complete a VET in the VCAL program undertaking training in a specific vocational area. VET in Schools (VDSS) counts within towards a VCE or VCAL program in the same way as any VCE and VCAL subjects.

The Victorian Curriculum and Assessment Authority has developed scored assessment for the majority of VET programs, and students can also include VET programs in their ATAR if undertaking scored assessment.

VET courses skill students in specific industry areas that directly relate to the requirements of a workplace. Students receive a Nationally Accredited Industry Based Certificate at Level II or III and a Statement of Attainment with all industry units listed. VET programs prepare students for their future working lives and is best suited to students who:

- are thinking of obtaining an apprenticeship or traineeship after school.
- would like to gain an industry qualification
- enjoy a more hands-on learning environment
- want to keep their options open for completing Year 12

A number of VDSS offerings can be undertaken in the region. Normally it is advised for Northern Bay College students to complete either a school based VDSS or access a course offered via our partner neighbour the GITTC. A full list of course can be found on the next page.

In this booklet you will find an outline of each VET course. This outline provides you with the course overview, pathways, outcomes, and venue. All VET courses attract fees for materials and these are payable prior to commencement of the course. Students at Northern Bay College can make arrangements to pay these course costs by setting up a Centerpay or Direct Debit on Course Confirmation day.

For further information on any of these courses, please see VET co-ordinator Mrs Inderberg.

Geelong VET Delivered to Secondary Students Application Form 2021

(TO APPLY FOR COURSES AT THE GORDON– see page 27)

Use this link for all GEELONG VET delivered to secondary students

https://docs.google.com/forms/d/e/1FAIpQLScfMg2H3T8SXy_Vwn8CGmUsc0xUHfXi_DxyHIxk_GEg5YJvhQ/viewform

VDSS Courses 2021

Several VDSS offerings can be undertaken in the region. Normally it is advised for Northern Bay students to complete either a school based VDSS or access a course offered via our partner neighbor the GITTC or cluster school. If applying with the Gordon this needs to be completed via their website online. Please make sure you have your USI number. For any more information on any of these courses, please see Mel Inderberg. Costs are subject to change – in particular for second year.

Program Name	Practical v/s Theory	Program Length	Cost Year 1	Cost Year 2
Delivered at Northern Bay College (NBC)				
Cert III Music Industry (Performance)	50% - 50%	2 Years	$350	$350
Cert II Outdoor Recreation	70% - 30%	1 Year	$250	~
Cert III Sport and Recreation	50% - 50%	2 Years	$350	$350
Delivered at Geelong Industry Trade Training Centre (GITTC)				
Cert II Automotive	60% -40%	2 Years	$290	$290
Cert II Building & Construction	70% - 30%	2 Years	$350	$350
Cert II Salon Assistance	60% -40%	1 Year	$250	~
Cert II Retail Cosmetics	60% - 40%	1 Year	$250	~
Cert II Engineering Studies	60% -40%	2 Years	$270	$270
Cert II Engineering Studies (Ford Program)	60% -40%	2 Years	$270	$270
Cert II Hospitality - Kitchen Operations	70% - 30%	2 Years	$450	$450
Delivered at Covenant College				
Cert II Agriculture	50% - 50%	2 Years	$525	$525
Cert II Horticulture	50% - 50%	2 Years	$525	$525
Cert II Animal Studies	50% - 50%	2 Years	$525	$525
Delivered at Oxygen College				
Cert III Visual Arts - Photography	60% -40%	2 Years	$750	$750
Delivered at the Gordon (City Campus)				
Cert III Screen & Media (Game design)	TBC	1 year	$140	~
Cert III Early Childhood Education & Care	TBC	2 years	$210	$430
Cert III Community Services	TBC	2 years	$330	$120
Cert III Beauty Services	TBC	2 Years	$415	$385
Cert III Laboratory Skills	TBC	2 Years	$160	$160
Cert III Allied Health Assistance	TBC	2 Years	$130	$175
Cert III Screen and Media	TBC	2 Years	$140	$140
Cert III Tourism	TBC	2 Years	$310	$385
Delivered at the Gordon (East Geelong Campus)				
Cert II Plumbing (Pre-Apprenticeship)	TBC	2 Years	$473	$230
Cert II Automotive Vocational Preparation Paint and Panel	TBC	2 Years	$135	$135
Cert II Building & Construction (Bricklaying) Pre-Apprenticeship	TBC	2 Years	$383	$140
Cert II Electrotechnology (Pre-Vocational)	TBC	2 years	$333	$130
Cert III Information, Digital Media and Technology	TBC	2 years	$125	$125
Cert II Warehousing Operations	TBC	2 Years	$100	$100

VCE VET Music Industry Unit 1 – 4

CUA30915 Certificate III in Music Industry (Performance)

(Delivery Site: Northern Bay College)

Northern Bay College invites applications from students with a keen interest in the Music industry

Music Industry (Performance)

DO YOU …

- Want to learn more about how the music industry works?
- Have an interest in performing in a band, as a soloist or composing your own music?
- Want to learn how to operate a PA system for busking and gigs?
- Want to know how you can earn money by writing songs?
- Want to know how to how to negotiate a recording deal?
- Have an interest in playing in venues?

OUTCOMES

- Complete the Certificate III over two years. Nationally accredited training.
- Can be undertaken as a VCE subject (scored assessment)

COURSE OVERVIEW

This certificate provides students with music industry knowledge such as copyright regulation, OHS and practical skills in preparing for performances, and recordings. Students rehearseassoloistsor within a group and organise performances at school and within thecommunity

ENROLMENT

Students must have up to a Year 10 standard in literacy and numeracy, and have a keen interest in music performance. It is recommended for students to have completed a year 9 music performance elective (or equivalent) before undertaking thiscourse

PATHWAYS

- Further education in Music Industry Skills/Music Business at TAFE or University
- Musician
- Music teacher
- Professional performer / composer
- Band manager
- Agent
- Event Organiser
- Road Crew
- Music Journalism
- Stage and Production Management

Enrolments via your home school VET Coordinator

Further information: Your home school VET Coordinator or Melissa Inderberg, Goldsworthy Campus
Tel: 5224 9700

Northern Bay P–12 College

NBC recognises the AQF qualifications and Statement of Attainments issued by Other Registered Training Organisations.

RTO: 21230 Ripponlea Institute, 2021 Delivery

CUA30915 - Certificate III in Music Industry (Performance)

VCE VET Units 1 & 2

CODE	***UNIT OF COMPETENCE***
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry BSBWHS201 Contribute to health and safety of self and others
CUAMPF203	Develop ensemble skills for playing or singing
music CUAMPF302	Write song lyrics
CUAMLT302	Apply knowledge of style and genre to music industry practice

70% Prac, 30% Theory

VCE VET Units 3 & 4

CODE	***UNIT OF COMPETENCE***
CUAMPF301	Develop technical skills in performance
CUAMPF305	Develop improvisation skills
CUAMLT302	Prepare for performances
CUAMPF402	Develop and maintain stagecraft skills
CUAMPF404	Perform music as part of a

group 70% Prac,

30% Theory

Queries regarding any fees payable for this course should be directed to VET Coordinator or Melissa Inderberg, Goldsworthy Campus Tel: 5224 9700

Certificate II Outdoor Recreation Unit 1–2

SIS20419

RTO: IVET 40548
(Delivery Site: Northern Bay College)

Northern Bay College invites applications from students with a keen interest in the Outdoors

Outdoor Recreation

DO YOU …

- Want to learn more about opportunities in Outdoor Education?
- Have an interest Sports, Camps and organised Outdoor activities
- Want to learn about safety outdoors?
- Want to wider aspects of the industry

OUTCOMES

- Conducting outdoor recreation sessions
- First Aid and emergency situations
- Safety in the outdoors
- Environmental sustainability
- Working effectively in the outdoors

PATHWAYS

- Outdoor activity assistant
- School Camp activity assistant
- Watersports activity assistant
- Outdoor supplier retail assistant
- Outdoor participant
- Certificate III in Sport and Recreation (SIS30115)
- Diploma or University

COURSE OVERVIEW

Students undertaking this course will explore the outdoor recreat5ion environment. They will develop the skills and knowledge to assist with a range of outdoor activities.

ENROLMENT

The certificate is a one year course suitable for students in year 10 and year 11

Enrolments via your home school VET Coordinator
Further information: Your home school VET Coordinator or Melissa Inderberg, Goldsworthy Campus
Tel: 5224 9700

Northern Bay P–12 College

NBC recognises the AQF qualifications and Statement of Attainments issued by Other Registered Training Organisations.

RTO: IVET 40548

2021 Delivery SES – SIS 20419 Certificate II in Outdoor Recreation

VET Units 1 & 2 Only - One year

Competencies

HIIWHS001	Participate in workplace health and safety (Core)
SIS0PLN002	Plan outdoor activity sessions
SIS0FL0001	Assist in conducting recreation sessions•(Core)
SIS0FL0002	Minimise environmental Impact*(Core)
SISXCAf001	Provide equipment for activities
SISXFAC001	Maintain equipment for activities
HITAI0003	Provide first aid
SISXINIJ002	Maintain sport, fitness and recreation industry knowledge (Core)
SIS0CYT002	Ride bicycles on roads and pathways, easy conditions
SIS0BWG001	Bushwalk In tracked environments
SIS0FL0006	Navigate in tracked environments

All students must undertake the Core Elements and electives will make up the remainder of the required course hours. Additional electives may be available in the above list.

Pathway

Certificate II Outdoor Recreation ⟹ Certificate III Sport & Recreation ⟹ Diploma / University

Queries regarding any fees payable for this course should be directed to VET Coordinator or Melissa Inderberg, Goldsworthy Campus Tel: 5224 9700

VET Sport and Recreation

Two year course

SIS30513 Certificate III in Sport and Recreation

(Delivery Site: Northern Bay College)

Northern Bay College invites applications from students with a keen interest in Sport and Recreation.

Sport and Recreation

DO YOU ...

- think about a career in the Sport and Recreation industry?
- like to plan and organise activities?
- enjoy working in a team situation?
- want to broaden your skills for future employment?

OUTCOMES

- complete Certificate III in Sport and Recreation over two years.
- eligible for up to four unit credits at VCE Units 1 & 2 level.
- credit towards a VCAL certificate

PATHWAYS

- pool lifeguard
- sports retail
- sports trainer
- swim teacher
- after school sports p rogra m s
- recreation officer
- sport and recreation attendant
- leisure services officer

COURSE OVERVIEW

This course provides students with the skills and knowledge that will enhance their employment prospects in the sport and recreation industries.
Students can choose from a range of electives including teaching the fundamental skills of athletics, basketball,
gymnastics or squash, maintaining sport and recreation facilities and applying legal and ethical coaching practices.

ENROLMENT

There are no pre-requisites for VET Sport and Recreation first year

.

Enrolments via your home school VET Coordinator
Further information: Your home school VET Coordinator or Melissa Inderberg, Goldsworthy Campus
Tel: 5224 9700

Northern Bay P–12 College

NBC recognise the AQF qualifications and Statement of Attainment issued by other Registered Training Organisations.

RTO: VFA Learning
#: 22360
2021 Delivery

SIS30513 Certificate III in Sport and Recreation

First Year Units 1 and 2

BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide First Aid
SISXEMR001	Respond to emergency situations
SISPAR009	Participate in conditioning for sport
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXCAI001	Provide equipment for activities
ICTWEB201	Use social media tools for collaboration and engagement
HLTWHS001	Participate in workplace health and safety

Second Year Units 3 and 4

BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control
SISSSCO001	Conduct sport coaching with foundation level participants
SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

Queries regarding any fees payable for this course should be directed to the Your home school VET Coordinator or Melissa Inderberg, Goldsworthy Campus Tel: 5224 9700

VET Automotive

AUR20716 Certificate II in Automotive Vocational Preparation

(Delivery Site: Geelong Industry Trade Training Centre)

The Geelong Industry Trade Training Centre invites applications from students with an interest in Automotive studies.

Automotive

DO YOU …

- Think about a career in the Automotive Retail, Service & Repair industry?
- Have a desire to work with advanced systems and technologies?
- Enjoy using practical skills?
- Enjoy working with others in a team environment?
- Want to broaden your skills for future employment?

OUTCOMES

- Completion of a Certificate II.
- Be 'work ready' for the Automotive industry.
- A 10% increment towards the ATAR score on successful completion, or a credit towards a VCAL certificate.
- Gain valuable Industry specific knowledge and work skills allowing further opportunities such as Retail sales or Apprenticeships such as panel beating, Auto electrician, marine etc.

COURSE OVERVIEW

Automotive Certificate II gives training for the automotive industry and is aimed at making students work ready or equipped for further study. When students complete the full Year 11 and 12 course they will receive dual credits – both for VCE units (1, 2, 3 and 4) and VET. VCAL hour requirements are also met. Whether you are interested in a career in the motor industry or just want to learn about cars, you will enjoy this subject.

ENROLMENT

There are no pre-requisites for Automotive first year. Students must complete first year prior to enrolling in second year Automotive.

PATHWAYS

Career and employment opportunities in one of the largest industries, the industry employs more than 270,000 people with an annual turnover of over $80 Billion.

TAFE: for certificate level courses

University: when combined with your VCE. Degree and Diploma courses available through most universities.

Note: This Course is approximately 40% theory and 60% practical

Enrolments via your home school VET Coordinator

Further information: Your home school VET Coordinator or Bryan Timms GITTC Indiana Avenue, Corio, 3214 Telephone (03) 52249700

GITTC | GEELONG INDUSTRY TRADE TRAINING CENTRE

Northern Bay P-12 College

NBC and the GITTC recognise the AQF qualifications and Statement of Attainment issued by other Registered Training Organisations.

RTO: AIET
TOID: 121314
2021 Delivery

AUR20716 Certificate II in Automotive Vocational Preparation

First Year Units 1 and 2

AURASA002	Follow safe working practices in an automotive workshop
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURAFA003	Communicate effectively in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURTTA027	Carry out basic vehicle servicing operations
AURTTD006	Remove and replace front suspension springs
AURTTJ003	Remove and replace wheel and tyre assemblies

Second Year Units 3 and 4

AURAFA004	Resolve routine problems in an automotive workplace
AURAEA002	Follow enviro & sustainability best practice in automotive workplace
AURETK003	Operate electrical test equipment
AURTTA003	Use and maintain basic mechanical measuring devices
AURTTD006	Remove and replace vehicle front suspension springs
AURTTJ003	Remove and replace wheel and tyre assemblies
AURTTX012	Dismantle and assemble conventional manual transmissions
AURETR047	Recharge vehicle batteries

Queries regarding any fees payable for this course should be directed to the VET Coordinator at your home school.

VET Building & Construction

Units from 22338VIC Certificate II in Building & Construction
Including Industry Induction Card CPCCWHS1001
(Delivery Site: Geelong Industry Trade Training Centre)

The Geelong Industry Trade Training Centre invites applications from students with a keen interest in the building industry.

Building & Construction

DO YOU …

- Enjoy building things made out of timber?
- Like working outdoors?
- Enjoy working with others?
- Want a range of career choices?
- Pay attention to detail?
- Willingly follow instructions?
- Communicate well with others?

OUTCOMES

- Complete two-thirds of pre-apprenticeship in Building & Construction (Carpentry).
- Meets all VCE unit and VCAL hour requirements.
- Extra units of competency are offered at the end of the year to complete full Pre-Apprenticeship.
- Gain valuable skills and experience.
- Gain industry Induction Card (at additional cost)
- The option of gaining a Limited Height Scaffolding Certificate and Safe Working at Heights Certificate. (at additional cost)

COURSE OVERVIEW

This course offers students the opportunity to complete 16+ modules of pre-Apprenticeship Building & Construction (Carpentry).

It combines accredited VET curriculum and credit of VCE units 1, 2, 3 and 4 or the required VCAL VET hours while pursuing an interest in the Building industry.

ENROLMENT

Students must have successfully completed a minimum of Year 9. Selection will be based on application and interview.

PATHWAYS

TAFE:
Certificate level courses
University: Combined with your completed VCE. Degree and Diploma courses at most universities.

- **Carpentry**
- **Builder**
- **Cabinet Maker**

This Course is approximately 30% theory and 70% practical

GITTC | GEELONG INDUSTRY TRADE TRAINING CENTRE

Enrolments via your home school VET Coordinator
Further information: Your home school VET Coordinator or
Bryan Timms GITTC Indiana Avenue, Corio, 3214
Telephone (03) 52249700

Northern Bay P-12 College

NBC and GITTC recognises the AQF qualifications and Statement of Attainments issued by other Registered Training Organisations.

RTO: Northern Bay College
RTO #: 22518
2021 Delivery

Units from 22338VIC Certificate II in Building and Construction

First Year Units 1 & 2

CPCCWHS1001	Prepare to work safely in the construction industry.
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM2006	Apply basic levelling procedures
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
VU22014	Prepare for work in the construction industry
VU22016	Erect and safely use working platforms
VU22022	Identify and handle carpentry tools and equipment
VU22027	Install basic external cladding

Second Year Units 3 and 4

CPCCCM1015A	Carry out measurements and calculations
HLTAID002	Provide basic emergency support
VU22015	Interpret and apply basic plans and drawings
VU22023	Perform basic setting out
VU22024	Construct basic sub floor
VU22025	Construct basic wall frames
VU22029	Install interior fixings
VU22030	Carry out basic demolition of timber structures

Note: Students in this course will be issued with a Statement of Attainment and not the completed 22338VIC Certificate II in Building and Construction.
The normal school timetable does not allow enough hours to complete the entire certificate but students wishing to complete can enrol at any RTO conducting 22338 in Certificate II Building and Construction.

Queries regarding any fees payable for this course should be directed to the VET Coordinator at your home school.

VET Hospitality

SIT20416 Certificate II in Hospitality (Kitchen Operations)

(Delivery Site: Geelong Industry Trade Training Centre)

The Geelong Industry Trade Training Centre invites applications from students with a keen interest in food

Hospitality

DO YOU …

- Have a passion for cooking?
- Love food and its' preparation?
- Want to be a chef?
- Plan to work in hospitality?
- Enjoy working in a team?
- Have creative flair?

UNITS OF STUDY

Year 1

- VET Hospitality Units 1 & 2, including:
  - Basic Cookery methods
  - Basic Hygiene in the Kitchen
  - Basic Health & Safety
  - How to maintain perishable items
  - Working effectively with others
  - How to maintain and clean premises and equipment

Year 2

- VET Hospitality Units 3 & 4 including: Working with appetisers, salads, sauces vegetables, eggs, poultry and cooking skills

Meets requirements for all VCAL courses

PATHWAYS

- Chef
- Restaurants
- Tourism
- Domestic science
- Catering
- Kitchen hand

COURSE OVERVIEW

Students in the first year of the VET Hospitality course will gain skills and knowledge in the kitchen, including hygiene awareness, time management, and leadership, organisation of activities, using ingredients, strategies, communication, and cultural awareness. The course is designed to skill students to work in a commercial kitchen

By the end of the first year they will have work-ready skills and have established the foundation for succeeding at Units 3 & 4 level.

ENROLMENT

There are no prerequisites for VET Hospitality, although students completing the Year 10 Taster Program will have an advantage.

Units 1 & 2 need to be completed before attempting Units 3 & 4.

GITTC | GEELONG INDUSTRY TRADE TRAINING CENTRE

Further information: home school or GITTC Bryan Timms
Indiana Avenue, Corio, 3214 Telephone **(03) 52249700**
Applications only via VET Coordinator at your home school

Northern Bay P-12 College

SIT20416– Cert II in Kitchen Operations

RTO: AIET
RTO#: 121314

2021 Delivery

First Year
VCE Units 1-2

BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITHCCC002	Prepare and present simple dishes
SITHIND002	Source and use information on the hospitality industry

Second Year
VCE Units 3 and 4

SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC011	Use cookery skills effectively
SITHCCC012	Prepare poultry dishes

Queries regarding any fees payable for this course should be directed to the VET Coordinator at your home school.

VET Engineering

22470VIC Certificate II in Engineering Studies

(Delivery Site: Geelong Industry Trade Training Centre)

Geelong Industry Trade Training Centre invites applications from students with a keen interest in engineering.

DO YOU …

- Think about a career in the engineering industry?
- Have good hand eye coordination?
- Have good practical skills?
- Enjoy working in a team?
- Have a desire to work with up-to-date trade equipment?
- Want to broaden your skills for future employment?

OUTCOMES

- Completion of a Certificate II in Engineering
- Contributes to VCE with Units
- 1, 2, 3, and 4
- Eligible to gain a study score contributing towards your ATAR results.
- Credit towards a VCAL certificate
- Gain valuable work skills in an industry work place.

COURSE OVERVIEW

The course provides the basic knowledge of practical skills at an entry level necessary to work effectively in a wide range of engineering environments. Students will study basic engineering and perform practical hand skills as well as welding, lathe operation and milling. It focuses on four main areas: Production, Mechanical, Engineering and Fabrication.

ENROLMENT

There are no pre-requisites for VET Engineering first year. However, students must have a keen interest in the engineering industry and be supported by good literacy and numeracy levels with at least a pass at Year 9 level.

Engineering

PATHWAYS

There are many career opportunities for students who have completed a VET Engineering Certificate, including
TAFE: for certificate level courses
University: when combined with your VCE ATAR. Degree and Diploma courses available through most universities.

VET Engineering is approximately 40% theory and 60% practical

GITTC | GEELONG INDUSTRY TRADE TRAINING CENTRE

Further information: home school VET Coordinator or at GITTC Bryan Timms
Indiana Avenue, Corio, 3214 Telephone **(03) 52249700**
Applications only via your home school

Northern Bay P-12 College

NBC recognises the AQF qualifications and Statement of Attainments issued by other Registered Training Organisations.

RTO: Northern Bay College

RTO: 22518

2021 Delivery

22470VIC Certificate II in Engineering

First Year Delivery (VCE Units 1 and 2)

MEM13014A	Apply principles of Occupational Health & Safety in work environment
MEM18001C	Use hand tools
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques
MEM18002B	Use power tools/hand held operations
VU22339	Create engineering drawings using computer aided systems

Second Year Delivery (VCE Units 3 and 4)

MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22334	Produce basic engineering components and products using fabrication and machining operations

Queries regarding any fees payable for this course should be directed to the VET Coordinator at your home school.

Young Engineers Program

-Supported by Ford Australia-

22470VIC Certificate II in Engineering Studies

(Delivery Site: Geelong Industry Trade Training Centre)

Geelong Industry Trade Training Centre invites applications from students with a keen interest in automotive engineering.

DO YOU ...

- Think about a career in the automotive engineering and design industry?
- Have good problem solving skills?
- Have good practical skills?
- Enjoy working in a team?
- Have a desire to learn about current engineering and design practice?

COURSE OVERVIEW

The certificate course provides the basic knowledge of practical skills at an entry level necessary to work effectively in the automotive engineering and design environment. Students will study basic engineering and design with an automotive focus.

Ford Australia will support the course with the provision of class resources and the opportunity for students to visit Ford sites and apply for optional work placement with Ford

ENROLMENT PREREQUISITES

Students must be currently enrolled at a senior secondary college.
Students should be VCE enrolled have a keen interest in the automotive industry and be supported by good literacy and numeracy levels. Year 10 students with a solid academic record will be considered. VCAL students aspiring to working the automotive field will be assessed on interview and/or school reference

Young Engineers Program

OUTCOMES

- Completion of a Certificate II in Engineering
- Equivalency to VCE Units
- 1, 2, 3, and 4
- A study score contributing towards your ATAR results.
- A unique insight into Ford Australia's engineering processes.
- Gain valuable work skills in an industry work place.

PATHWAYS

There are many broad career opportunities for students who have completed a VET Engineering Certificate, although this course has a strong automotive focus

TAFE: for certificate level courses
University: when combined with your VCE ATAR. Degree and Diploma courses available through most universities.

VET Engineering is approximately 40% theory and 60% practical

GITTC | GEELONG INDUSTRY TRADE TRAINING CENTRE

Further information: home school VET Coordinator or at GITTC
Bryan Timms Indiana Avenue, Corio, 3214 Telephone **(03) 52249700**
Bryan.Timms@education.vic.gov.au **Applications only via your home school**

Northern Bay P–12 College

NBC recognises the AQF qualifications and Statement of Attainments issued by other Registered Training Organisations.

RTO: Northern Bay P-12 College

RTO#: 22518

2021 Delivery

22470VIC Certificate II in Engineering

First Year Delivery (VCE Units 1 and 2)

MEM13014A	Apply principles of Occupational Health & Safety in work environment
MEM18001C	Use hand tools
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques
MEM18002B	Use power tools/hand held operations
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Second Year Delivery (VCE Units 3 and 4)

MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22334	Produce basic engineering components and products using fabrication and machining operations

Queries regarding any fees payable for this course should be directed to the VET Coordinator at your home school.

THE CENTRE OF EXCELLENCE
Providing Quality Training
for more than 35 years
SHB20216
Certificate II in
Salon Assistant
(NEW PACKAGE)
About the Course
This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.
The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.
No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.
Entry Requirements
There are no entry requirements for this qualification.
ENROL NOW!
Get the tools you need to start a new career
www.coe.vic.edu.au | info@coe.vic.edu.au
ABN 17 141 599 635 | TOID: 3687 | CRICOS: 03512G

VET is starting date

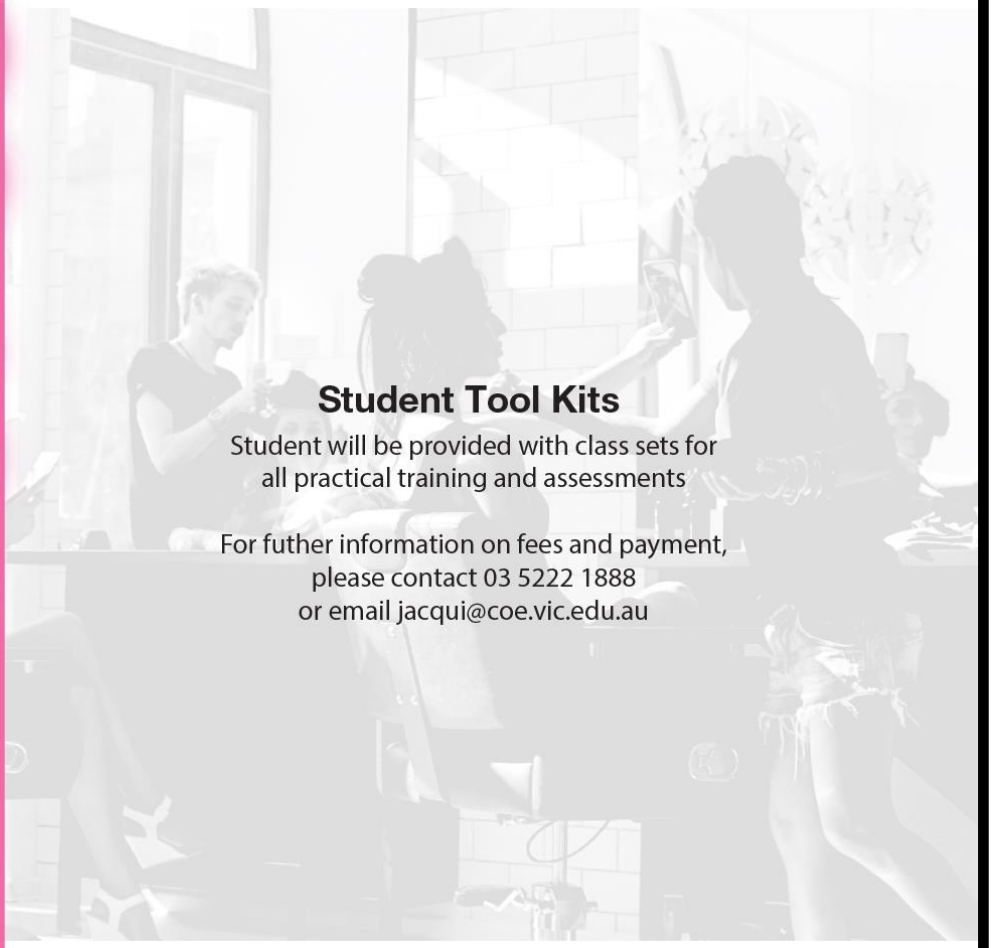
The 1st week of Feb after school commences for 2021

Salon Assistant

Cert II

Course Structure

Cluster 1 WORKPLACE PRACTICES			**Hour**
Core	BSBWHS201	Contribute to health and safety of self and others	20
Core	SHBHIND001	Maintain and organise tools, equipment and work areas	20
Core	SHBXIND001	Comply with organisational requirements within a personal services environment	45
Core	SHBXIND002	Communicate as part of a salon team	30
Cluster 2 RETAIL SERVICES			
Core	SHBXCCS001	Conduct salon financial transactions	25
Elective	SHBXCCS004	Recommend products and services	20
Elective	SIRRMER001	Produce visual merchandise displays	35
Cluster 3 HAIR SCIENCE			
Core	SHBHBAS001	Provide shampoo and basin services	40
Core	SHBHDES001	Dry hair to shape	40
Core	SHBXCCS003	Greet and prepare clients for salon services	10
Elective	SHBHDES002	Braid hair	30
Elective	SHBHCLS001	Apply hair colour products	30



Student Tool Kits

Student will be provided with class sets for all practical training and assessments

For futher information on fees and payment, please contact 03 5222 1888 or email jacqui@coe.vic.edu.au

Nationally Recognised Training

Contact us: Phone: +61 3 5222 1818 | +61 3 8638 8900
Geelong Campus (Head Office) : 126 Yarra Street Geelong, Victoria 3220
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THE CENTRE OF EXCELLENCE
Providing Quality Training
for more than 35 years
SHB20116
Certificate II in
Retail Cosmetics
About the Course
This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision.
This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.
No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.
Entry Requirements
There are no entry requirements for this qualification.
ENROL NOW!
Get the tools you need to start a new career
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VETis starting date

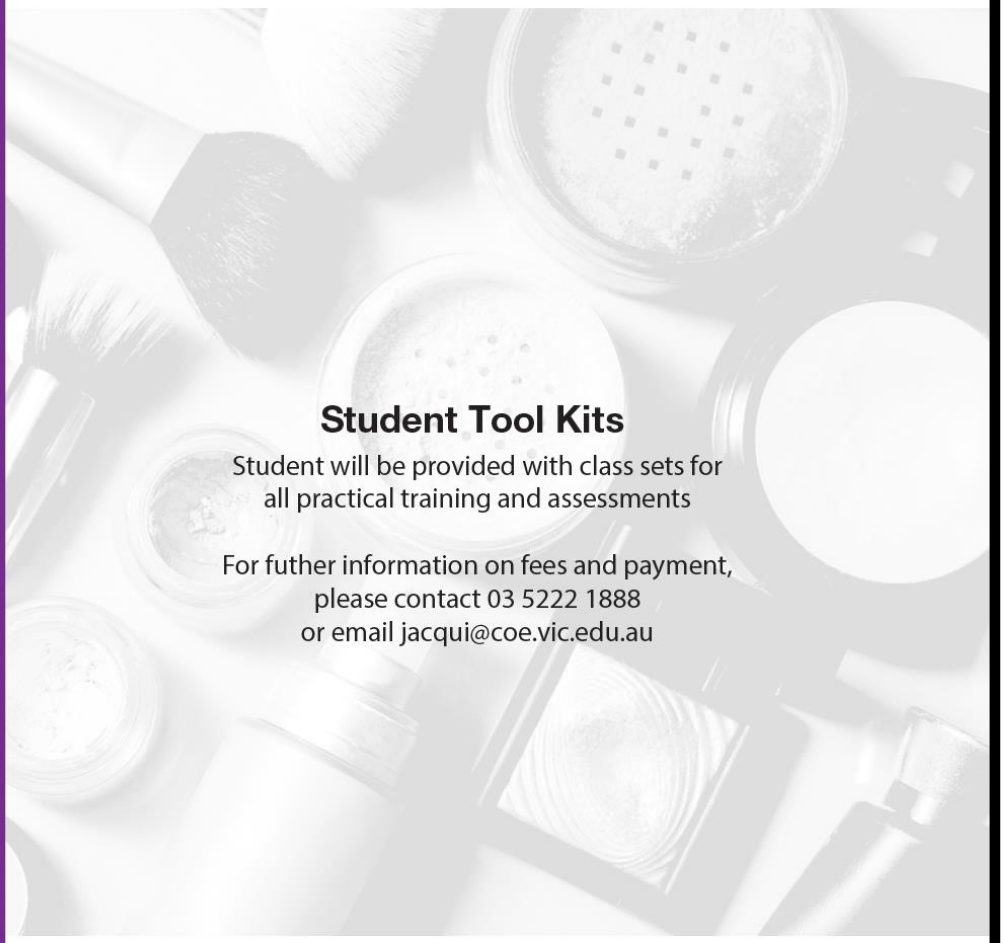
The 1st week of Feb after school commences for 2021

Retail Cosmetics

Cert II

Course Structure

UNIT	DESCRIPTOR		
BSBWHS201	Contribute to health and safety of self and others	20	Core
SHBBBINF001	Maintain Infection Control	75	Elective
BSBSUS201	Participate in environmentally sustainable work practices	20	Elective
SHBBRES001	Research and apply beauty industry information	20	Elective
SHBBCCS001	Advise on beauty products and services	30	Core
SHBXCCS004	Recommend products and services	20	Core
SHBXIND002	Communicate as part of a salon team	30	Core
SHBXCCS001	Conduct salon financial transactions	25	Core
SHBXIND001	Comply with organizational requirements within a personal services environment	45	Core
SIRXIND003	Organise personal work requirements	30	Core
SIRRINV001	Receive and handle retail stock	35	Elective
SIRRMER001	Produce visual merchandise displays	35	Core
SIRXSLS001	Sell to the retail customer	20	Core
SHBBBOS001	Apply Cosmetic Tanning Products	16	Elective
SHBBMUP002	Design and apply make-up	45	Core



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OXYGEN COLLEGE

CUA31115 Certificate III in Visual Arts

VET DELIVERED TO SECONDARY SCHOOLS (VDSS)

Photography, video & content creation

Contact Lauren Mullen for further enquiries lauren@oxygencollege.com.au or 1300 195 303

The 2021- 2022 VDSS program at Oxygen College is a vibrant and creative course that has been carefully designed to deliver meaningful, industry content that allows secondary school students to obtain a qualification and head start towards a career in the digital arts industry. Over the two-year program students will gain a variety of technical skills covering a range of digital mediums. These include practical skills related to photography, videography, lighting, graphic design, website curation and the promotion and exhibition of their work.

Students will explore the Adobe Creative Suite and build excellent skills in photographic and video post-production along with the ability to implement graphic design techniques for business branding and online content. Throughout the course students develop an awareness of current trends, industry professionals, influential artists, and the importance of developing original concepts in their work.

COURSE OVERVIEW

QUALIFICATION: CUA31115 CERTIFICATE III IN VISUAL ARTS

Duration: 2 years. Delivery: Part - time, face to face 3 hours per week (1 class)
Year 1 - Wednesday 1:30pm - 4:30pm & Year 2 - Mondays 1:30pm - 4:30pm
Outside of class time: approximately 6-10 hours per week including:

- Location photoshoots and practice
- Post production editing using Adobe software
- Completion of bookwork and creative brief research

PATHWAY

The program also creates a pathway into applying for year 2 of Oxygen Colleges full-time digital arts programs -
Professional Photography Program (CUA51115 Diploma of Photography) or Digital Content Creation program (CUA51015 Diploma of Screen and Media). Students who choose to complete a diploma (following their VDSS studies) will be ready to work in creative industries such as photography, video production and digital content creation. In addition, these comprehensive courses are an excellent resource to build an extensive folio for students that are focused on entry into a degree qualification and are preparing an extensive range of creative artworks for interviews.

LEARNING OUTCOMES

By the end of the two-year program students will be able to:

- Use the functions and features of their DSLR camera to take quality still images and shoot short video clips
- Respond to a broad range of professional photography and videography creative briefs
- Consider and incorporate design elements and principles along with composition techniques to produce visually pleasing imagery
- Modify natural light to enhance still or video images
- Modify lighting in response to a variety of styles for photography and video
- Use the functions and features of professional studio lighting
- Implement professional lighting styles and patterns
- Use basic functions of a speedlight
- Efficiently manage an Adobe Lightroom workflow and post-production
- Apply a range of basic Adobe Photoshop techniques
- Efficiently manage a video editing workflow using Adobe Premiere Pro
- Curate a digital portfolio and present final artworks
- Apply a range of graphic design fundamentals for branding, social media, and advertising layouts
- Consider and operate DSLR video and tripods
- Record basic audio for video productions
- Apply pre-production preparation and paperwork for video production planning
- Apply post-production methods and techniques to video footage

RESOURCES

All students must have access to the following resources (approximate prices included) upon commencement of the program. Note: These resources are additional to the materials cost.

DSLR CAMERA

Digital Single Lens Reflex (DSLR) camera or Mirrorless (with DSLR style operation)
$450 upwards (prices fluctuate)

Options to lease a DSLR camera from the College may be available upon successful application.
For more detail contact Oxygen College.

In the DSLR's range any current model is recommended however we suggest you choose a Canon or Nikon body as the college has a series of lenses from both manufacturers. Students with Nikon or Canon can access these lenses during class.
If you wish to purchase Mirrorless camera, we recommend Sony or Panasonic.
You must ensure the camera you have or buy is a Digital Single Lens Reflex (DSLR) or Mirrorless and that it includes the following key features:

- A Detachable or interchangeable lens (or lenses) (ranging from 18mm-200mm)
- A hotshoe mount (mount on the top of the camera to attach a flash)
- The ability in the settings to work in full manual mode
- Capability of shooting raw
- Capability of shooting video

ADOBE CC

• Adobe Creative Cloud - $30 per month student price (if not provided by host school)

Your school may provide access to an Adobe Cloud subscription for you, we advise that you research this with your schools' IT technician before purchasing your own subscription.
During your VDSS two-year course, you will learn how to use Adobe applications, including Photoshop, Lightroom, Premiere Pro and Illustrator. You will be required to subscribe to Adobe Creative Cloud for the duration of your course, which enables you to run each application on two computers (one at home and one in class) and on mobile devices.
A subscription also ensures you always have the latest version of each application.
All Oxygen College learners are eligible for the student version of this software and may use the college issued invoice for their institutional affiliation document (if required).

HARD DRIVE

• 2TB portable hard drive with a USB 3.0 connection - $100

You will be using your hard drive to store all your course files, including photographic images and high definition video footage. A 2TB (2,000 GB) drive is the minimum recommended size. Video editing requires high transfer speeds, so it is essential the drive has a USB 3.0 connection. If you are unsure which hard drive type or brand to purchase, or how to format the drive to work on both PC and Mac computers, your trainer will discuss this during the first week of classes. An additional drive is also highly recommended to back-up your work in case of hard drive failure.

TRIPOD

• Tripod for photography- $150 upwards

We recommend:
• Manfrotto 290 XTRA Tripod + MH804 3 Way Head (MK290XTA3-3W). Approx. $320
• Kent Faith Concept TM2515T Professional 60-inch Camera tripod (horizontal aluminum - 360-degree ball head quick release plate for Canon Nikon Sony DSLR cameras). - Approx. $150
Options to lease a Tripod camera from the College may be available upon successful application.
For more detail contact Oxygen College.

Materials cost -

Throughout class time students have access to professional, industry standard:

Photography and videography studios, including:

- The full range of Nikon and Canon camera lenses
- Nikon and Canon Speedlights
- Still life prop library
- Scrims, reflectors, and diffusion panels
- Foamcore reflection panels
- C-Stands, background systems and clamps
- Materials to create different textured and coloured backgrounds along with a collection of these to choose from
- Tether cables
- Elinchrom lighting, LED Video panels and modifiers
- Large scale paper backdrops
- Portraiture props such as chairs and textured backgrounds
- Coloured gels and Cellophane
- Portable tables for set construction
- Black card for light modification

Stationery and consumables, for example:

- Stanley knives
- Pencils, papers etc
- Perishable supermarket items for still life and food photoshoots
- Glowsticks, fairy lights etc. for light painting

Computer labs equip with:

- Apple Mac desktop computers
- Black & white printer
- Headphones

BLOCK CREDIT RECOGNITION

Students who undertake Vocational Education and Training (VET) or Further Education (FE) qualifications that are not included in the suite of approved VCE VET programs and School-based Apprenticeships and Traineeships may be eligible for credit towards their VCE. This credit is called Block Credit Recognition. To be eligible for credit the student must be enrolled in the VCE. Credit will be available for full or partial completion of a Nationally Recognised Qualification or state accredited curriculum, according to the guidelines below.Under Block Credit Recognition, credit toward the VCE is determined by the AQF level at which the units of competency are recognised, and the nominal hours of training completed.

THE FOLLOWING GUIDELINES APPLY:

• Attainment of units of competency at AQF level III or above provides credit at Units 3 and 4 level • 90 nominal hours of training is required for each VCE Unit. The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.

Geelong Campus
22 Gordon Avenue
Geelong West, Victoria 3218

Ballarat Campus
328 Eureka Street
Ballarat, Victoria 3350

Telephone: 1300 195 303
Email: info@oxygencollege.com.au
www.oxygencollege.com.au

OXYGEN COLLEGE

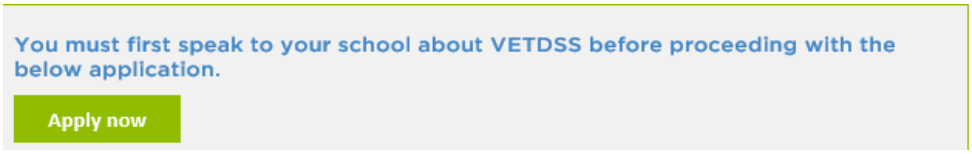
Note: We endeavour to accommodate for all applicants' requirements and maintain consistency; however, all the information in this booklet is subject to change at any time. Please contact the College directly for the most up to date course information.

2021 Year 1 Student Application Instructions

IMPORTANT: Year 2 2021 students DO NOT need to complete the application process.

Please see instructions below to assist with the 2021 VET application. For any problems, please contact the VET Office on PH: 52250593.

1. Search the internet for the Gordon website OR click here: https://www.thegordon.edu.au/courses/vetdss
2. Select: Youth Education
3. Select: VET Delivered to Secondary Students
4. Select: 2021 programs
5. Select: The course you want to apply for
6. Once you arrive at the course scroll down to the bottom and click **Apply Now.**



New students ONLY follow steps below:

7. Create account
8. A screen will appear that requires you to enter all personal information, once answered select: Proceed with Registration
9. Proceed to enter further personal information, once answered select: Proceed with registration
10. Check all of your information and update where needed – read and agree to terms & conditions, scroll to the bottom and select: Proceed with Application
11. You will then receive notification of successful registration and advising your Student ID & Password has been emailed to you (keep this safe!) select: Proceed with Application
12. Check the course is correct and select: Apply, beside the course with the correct location you are enrolling into. This will take you to another screen, select: Proceed with Application
13. Answer all questions until finished. Once all completed select: Save and continue
14. Read and tick the terms and conditions

That will complete your application.

Current and past students ONLY follow steps below:

15. A Log in screen will appear, enter your student ID and password
16. Check all of your information and update where needed – scroll to the bottom and select: Proceed with Application
17. Check the course is correct and select: Apply, beside the course with the correct location you are enrolling into. This will take you to another screen, select: Proceed with Application
18. Answer all questions until finished. Once all completed select: Save and continue
19. Read and tick the terms and conditions.

That will complete your application.

PARTIAL QUALIFICATION

HLT33015

Certificate III in Allied Health Assistance

Duration	Training location	Structure Workplace Learning	VCE
2 years	Geelong City, Wyndham	Mandatory	Scored Assessed Program

Program description

This course provides you with foundation skills and knowledge to work in Allied Health Industries under the supervision of a qualified Allied Health professional.

Program content

This program consists of 10 units that cover the following topics:

- Communicate and work in health or community services
- Comply with infection and prevention control policies and procedures
- Participate in Workplace Health and Safety
- Recognise healthy body systems
- Interpret and apply medical terminology appropriately
- Assist with movement
- Organise personal work priorities and development
- Maintain high service standards
- Respond effectively to behaviours of concern
- Take clinical measurements.

Contribution to VCE

Upon successful completion of the program, you may be eligible for up to one unit at 1-2 level and a minimum of three units at 3-4 level, together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon successful completion, you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit, into further study in allied health, remedial massage and nursing.

- Patient Services Assistant
- Therapy Assistant. Eg: Physiotherapy, Occupational Therapy, Speech Pathology, Community Rehabilitation.

The need-to-know stuff:

Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

Further study options

For the latest information visit thegordon.edu.au | Call 5225 0600

FULL QUALIFICATION | PRE-APPRENTICESHIP

AUR20716

Certificate II in Automotive Vocational Preparation "Paint and Panel"

Duration	Training location	Structured Workplace Learning
2 years	East Geelong	Recommended

Program description

This course will equip you with broad automotive knowledge as well as entry-level skills in paint and panel work (vehicle body), so that you are 'work ready' and prepared for employment as an apprentice in the automotive or associated industries. The program covers essential skills in spray painting, panel beating, welding steel and plastic coating, metal finishing and car detailing.

Program content

This program consists of 12 units that cover the following topics:

- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- Use and maintain tools and equipment in an automotive workplace
- Remove and realign vehicle body panels
- Carry out basic repairs to vehicle body panels
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components
- Apply refinishing primers to vehicle surfaces
- Apply paint to vehicle body panels
- Set up and use welding equipment.

Contribution to VCE

Upon successful completion of the program, you will receive two units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry - paint and panel sector. It can also provide credit towards an apprenticeship qualification. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, including protective clothing, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

AUR20716 **Certificate II in Automotive Vocational Preparation "Paint and Panel"**	Certificate III apprenticeship course in: - Automotive Body Repair - Automotive Refinishing - Automotive Glazing - Automotive Sales	AUR40712 Certificate IV in Automotive Body Repair Technology

PARTIAL QUALIFICATION

SHB30115

Certificate III in Beauty Services

Duration	Training location	Structured Workplace Learning
2 years	Geelong City	Recommended

Program description

This course will equip you with the hands-on skills and knowledge required to work in a salon and provide core beauty services including manicures, pedicures, make-up services, lash and brow treatments, and tanning services. Participants will also gain skills in merchandising, sales, customer service, and housekeeping duties.

Program content

This program consists of 13 units that cover the following topics:

- Apply cosmetic tanning products
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Apply safe hygiene, health and work practices
- Design and apply make-up for photography
- Provide lash and brow services
- Comply with organisational requirements within a personal services environment
- Advise on beauty products and services
- Provide salon services to clients
- Apply eyelash extensions
- Use social media tools for collboration and engagement.
- Maintain personal health and wellbeing

Please note: The student is expected to experience all treatments and to provide their own models for assessment.

Contribution to VCE

Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into SHB40115 Certificate IV in Beauty Therapy or SHB50115 Diploma of Beauty Therapy.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the beauty therapy or related cosmetic industries, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

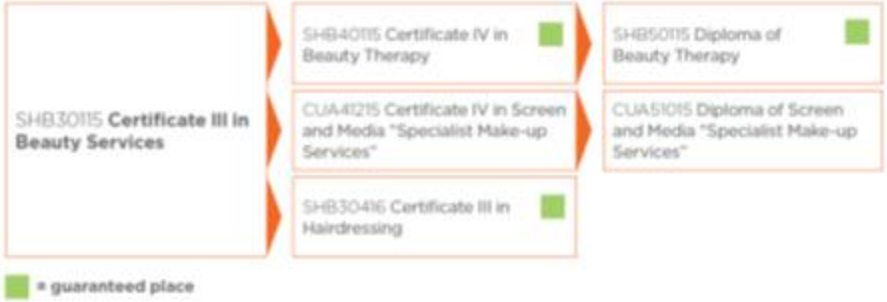
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options



FULL QUALIFICATION | PRE-APPRENTICESHIP

22338VIC

Certificate II in Building and Construction (Bricklaying) Pre-Apprenticeship

Duration	Training location	Structured Workplace Learning
2 years	East Geelong, Wyndham	Recommended

Program description

This course will equip you with the basic skills and knowledge to enter the bricklaying industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

Program content

This program consists of 15 units that cover the following topics:

- Apply OHS requirements policies and procedures in the construction industry
- Prepare to work safely in the construction industry
- Identify and handle bricklaying tools and equipment
- Conduct workplace communications
- Work effectively and sustainably in the construction industry
- Provide basic emergency life support
- Apply basic levelling procedures
- Apply basic bricklaying techniques
- Erect and safely use working platforms
- Prepare for work in the building and construction industry
- Interpret and apply basic plans and drawings
- Carry out measurements and calculations
- Apply brick veneer construction techniques
- Apply cavity brick construction techniques
- Apply masonry blockwork techniques.

Contribution to VCE

Upon successful completion of the program, you will receive up to five units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in bricklaying or an associated building trade.

Other career pathways within the construction industry could include: site supervisor, building administration, estimation and building inspection.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

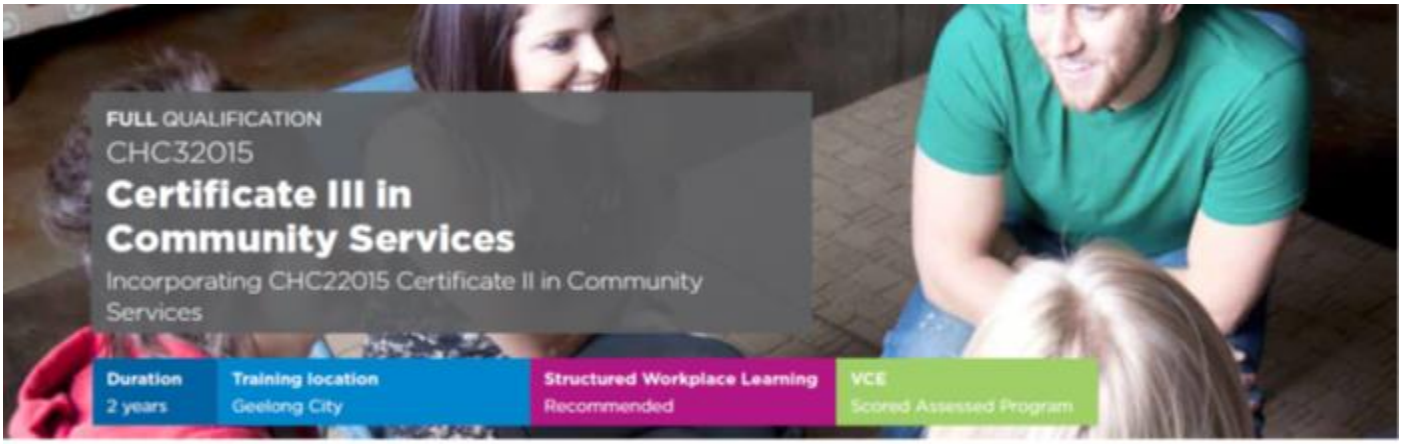
This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

22338VIC **Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship**

- CPC30111 Certificate III in Bricklaying/Blocklaying
  - CPC40110 Certificate IV in Building and Construction (Building)
- Certificate III in an associated building trade



FULL QUALIFICATION

CHC32015

Certificate III in Community Services

Incorporating CHC22015 Certificate II in Community Services

Duration	Training location	Structured Workplace Learning	VCE
2 years	Geelong City	Recommended	Scored Assessed Program

Program description

This course will equip you with entry-level skills and knowledge for employment or further study in the community services sector. The program covers areas such as communication, occupational health and safety, first aid, casework, and needs identification.

Program content

This program consists of 13 units that cover the following topics:

- Organise and complete daily work activities
- Provide first point of contact
- Communicate and work in health or community services
- Work with diverse people
- Participate in workplace health and safety
- Provide first aid
- Promote Aboriginal & Torres Strait Islander cultural safety
- Manage personal stressors in the work environment
- Use communication to build relationships
- Follow safe work practices for direct client care
- Respond to client needs
- Work within a community development framework
- Implement participation and engagement strategies.

Contribution to VCE

Upon successful completion of the program, you will receive up to three units at 1-2 level (depending on the electives chosen) and two units at 3-4 level. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon successful completion of the first year, you will receive a full Certificate II qualification and the full Certificate III qualification after the second year. You may choose to go on to further study in youth work/community services, disability or aged care.

You may also gain access to a range of entry-level employment opportunities within the following fields: youth work, aged care work, disability services and community development. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Selection requirements

Applicants must have successfully completed Year 10 to be eligible to undertake this program.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

Further study options

CHC32015 **Certificate III in Community Services**

- CHC40413 Certificate IV in Youth Work → CHC52015 Diploma of Community Services
- CHC33015 Certificate III in Individual Support → CHC43015 Certificate IV in Ageing Support
- CHC43115 Certificate IV in Disability
- CHC43315 Certificate IV in Mental Health
- CHC43215 Certificate IV in Alcohol and Other Drugs

PARTIAL QUALIFICATION

CHC30113

Certificate III in Early Childhood Education and Care

Duration	Training location	Structured Workplace Learning
2 years	Geelong City, Hobsons Bay	Mandatory

Program description

This course will equip you with the skills and knowledge to enter the early childhood sector. The program encompasses health, education and sociological aspects to prepare you for work in a range of environments. During the program you'll learn how to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes as required under the national framework.

Program content

This program consists of 12 units that cover the following topics:

- Ensure the health and safety of children
- Provide care for children
- Develop positive and respectful relationships with children
- Work legally and ethically
- Provide an emergency first aid response in an education and care setting
- Use an approved learning framework to guide practice
- Identify and respond to children and young people at risk
- Promote Aboriginal and/or Torres Strait Islander cultural safety
- Develop cultural competence
- Promote and provide healthy food and drinks.
- Participate in workplace health and safety
- Support children to connect with their world.

Contribution to VCE

Upon successful completion of the program, you are eligible for two unit 1-2 sequences and two unit 3-4 sequences. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you will receive a **guaranteed place** into CHC30113 Certificate III in Early Childhood Education and Care or CHC50113 Diploma of Early Childhood Education and Care at The Gordon, along with credit for common units.

Successful completion of this program can also lead you to a range of entry-level employment opportunities which may include working as a childcare assistant, family day carer, nanny, and out of school care assistant.

The need-to-know stuff:

Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Selection requirements

Applicants must have successfully completed Year 10 to be eligible to undertake this program, and must also attend an interview before being selected.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

CHC30113 **Certificate III in Early Childhood Education and Care (SBAT or Traineeship)** → CHC50113 Diploma of Early Childhood Education and Care → Bachelor of Education (Early Years)

= guaranteed place

FULL QUALIFICATION | PRE-APPRENTICESHIP

22499VIC

Certificate II in Electrotechnology (Pre-Vocational)

Duration	Training location	Structured Workplace Learning
2 years	East Geelong, Wyndham, Hobsons Bay	Recommended

Program description

This course will equip you with the basic skills and knowledge to enhance your employment prospects in the electrical industry, and is designed to increase your opportunity to gain an electrical apprenticeship. The program also provides experiences in, and knowledge of, a range of occupations at electrotechnology trade level, helping you to make more informed choices about your career path.

Program content

This program consists of 15 units that cover the following topics:

- Prepare to work safely in the construction industry
- Provide first aid
- Apply OHS regulations, codes and practices in the workplace
- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment
- Establish the basic operating conditions of air conditioning systems
- Perform intermediate engineering computations
- Install a sustainable ELV energy power system
- Carry out basic electrotechnology project
- Provide an overview of the electrotechnology industry
- Use test equipment in the electrotechnology industry
- Carry out basic cabling for ELV equipment devices
- Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
- Conduct in service safety testing of electrical cord connected equipment and cord assemblies.

Contribution to VCE

Upon successful completion of the program, you are eligible for up to three units at 1 – 2 level and a unit 3-4 sequence together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB. These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in electrotechnology.

Other career pathways in the industry include: refrigeration, renewable energy and general electrician.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

22499VIC **Certificate II in Electrotechnology (Pre-vocational)**	UEE30811 Certificate III in Electrotechnology Electrician	Certificate IV level qualification in a specialised area of electrical.

FULL QUALIFICATION

MSL30118

Certificate III in Laboratory Skills

Duration	Training location	Structured Workplace Learning	VCE
2 years	Geelong City, Wyndham, Ballarat	Recommended	Scored Assessed Program

Program description

This course equips you with the skills and knowledge to work in scientific laboratories or in scientific monitoring of processes.

Program content

This program consists of 13 units that cover the following topics:

- Participate in environmentally sustainable work practices
- Communicate with other people
- Plan and conduct laboratory/field work
- Record and present data
- Participate in laboratory/ field work place safety
- Maintain a laboratory fit for purpose
- Contribute to the achievement of quality objectives
- Perform aseptic techniques
- Prepare working solutions
- Perform microscopic examination
- Perform basic tests
- Prepare culture media
- Collect routine sample sites.

Contribution to VCE

Upon successful completion of the program, you are eligible for four units at 1-2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon you can receive a **guaranteed place** into MSL40116 Certificate IV in Laboratory Techniques at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities as an assistant or attendant in laboratories or enterprises including pathology, food, biological, environmental, process and manufacturing sectors.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/ guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

Further study options

MSL30118 **Certificate III in Laboratory Skills** → MSL40118 Certificate IV in Laboratory Techniques ■ → MSL50118 Diploma of Laboratory Technology → Bachelor of Science

■ = guaranteed place

FULL QUALIFICATION | PRE-APPRENTICESHIP

22304VIC

Certificate II in Plumbing (Pre-Apprenticeship)

Duration	Training location	Structured Workplace Learning
2 years	East Geelong, Wyndham	Recommended

Program description

This course will equip you with the basic skills and knowledge to enter the plumbing or associated building industries, and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

Program content

This program consists of 19 units that cover the following topics:

- Carry out measures and calculations
- Read and interpret plans and specifications
- Work safely in the construction industry
- Apply OHS requirements, policies and procedures in the construction industry
- Produce technical drawings
- Provide basic emergency life support
- Carry out interactive workplace communication
- Prepare to work in the plumbing industry
- Use basic electric welding equipment and techniques
- Use plumbing pipes, fittings & fixtures to simulate plumbing installations
- Fabricate simple plumbing pipe systems
- Identify career pathways in the plumbing industry
- Write simple documents
- Perform basic oxy-acetylene welding and cutting
- Use and apply basic levelling equipment for plumbing
- Use basic plumbing hand tools
- Use basic power tools
- Cut and penetrate building materials and structures
- Apply basic sheet metal practices.

Contribution to VCE

Upon successful completion of the program, you will receive recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in plumbing. You will need to secure an employer before you continue your training as an apprentice.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

22304VIC **Certificate II in Plumbing (Pre-apprenticeship)**

→ CPC32413 Certificate III in Plumbing

→ Certificate III in an associated building trade

→ CPC40912 Certificate IV in Plumbing and Services

For the latest information visit thegordon.edu.au | Call 5225 0600

FULL QUALIFICATION

Currently in transition

ICP20115

Certificate II in Printing and Graphic Arts (General)

Duration	Training location	Structured Workplace Learning
2 years	Geelong City	Recommended

Program description

This course will provide you with the core knowledge and skills to enhance your entry-level employment or further study prospects in the printing, desktop publishing and graphic arts industries. The program provides an introduction to computer-based design using industry-standard Adobe software, covering core skills in design development for commercial printing.

Program content

This program consists of 15 units that cover the following topics:

- Inspect quality against required standards
- Maintain a safe work environment
- Communicate in the workplace
- Access and use the internet
- Develop a basic design concept
- Select and apply type
- Produce pages using a page layout application
- Produce graphics using a graphics application
- Participate in environmentally sustainable work practices
- Capture a digital image
- Edit a digital image
- Produce PDF files for online or screen display
- Electronically combine and assemble data
- Digitise images for reproduction
- Produce a typographic image.

Contribution to VCE

Upon successful completion of the program, you may be eligible for a credit at VCE units 1-2 level only. Each completed 90 nominal hours of training, provides one VCE unit of credit. Credit accrues in the following sequence unit 1, 2, 1 and 2 up to a maximum of 6 VCE units.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into CUA50715 Diploma of Graphic Design at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the printing and graphic arts industry, into small or large printing and design businesses. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided with letters sent to successful applicants.

Further study options

ICP20115 **Certificate II in Printing and Graphic Arts (General)** → CUA50715 Diploma of Graphic Design ■ → CUA60315 Advanced Diploma of Graphic Design → Bachelor of Creative Arts (Visual Communication Design)

■ = guaranteed place

FULL QUALIFICATION

CUA31015

Certificate III in Screen and Media

Duration	Training location	Structured Workplace Learning	VCE
2 years	Geelong City	Recommended	Scored Assessed Program

Program description

This course will equip you with entry-level training in the exciting medium of digital technology within the interactive digital media industries. During the program you will be exposed to the roles performed by editing assistants and interactive media author assistants, with a focus on 2D digital art, photography and animation.

Program content

This program consists of 11 units that cover the following topics:

- Develop and extend critical and creative thinking skills
- Produce and prepare photo images
- Maintain interactive content
- Work effectively in the creative arts industry
- Create 2D digital animations
- Write content for a range of media
- Explore and apply the creative design process to 2D forms
- Author interactive sequences
- Create visual design components
- Contribute to health and safety of others
- Follow a design process.

Contribution to VCE

Upon successful completion of the program, you are eligible for credit of up to four units at 1 – 2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon successful completion of this program, you will be prepared for entry-level employment in the interactive digital media industry. This qualification also has pathways into other nationally accredited programs in the screen, interactive digital media, and scenery and set construction areas. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

CUA31015 **Certificate III in Screen and Media**

- CUA50715 Diploma of Graphic Design
- CUA41315 Certificate IV in Visual Arts

FULL QUALIFICATION

CUA31015

Certificate III in Screen and Media (Game Design)

Duration	Training location	Structured Workplace Learning
1 year	Geelong City	Recommended

Program description

This course will equip you with entry-level training in the exciting medium of 2D and 3D animation within the interactive digital media industries with the main focus on game design.

During the program you will learn to plan your creations, sketch your designs, create 2D animations, create 3D designs where you create models, textures and render objects and create characters. You will also learn how to set up lighting and cameras as well as 3D animation principles.

Program content

This program consists of 11 units that cover the following topics:

- Develop and extend critical and creative thinking skills
- Work effectively in the creative arts industry
- Contribute to health and safety of others
- Produce digital Images
- Create 2D digital animations
- Create 3D digital models
- Create 3D digital animation
- Explore and apply the creative design process to 2D forms
- Explore and apply the creative design process to 3D forms
- Create visual design components
- Follow a design process.

Contribution to VCE

Upon successful completion of the program, you are eligible for credit of up to four units at 1 – 2 level and a unit 3-4 sequence.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

Upon successful completion of this program, you will be prepared for entry-level employment in the interactive digital media industry. This qualification also has pathways into other nationally accredited programs in the screen, interactive digital media, and scenery and set construction areas. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 5 days' work placement is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

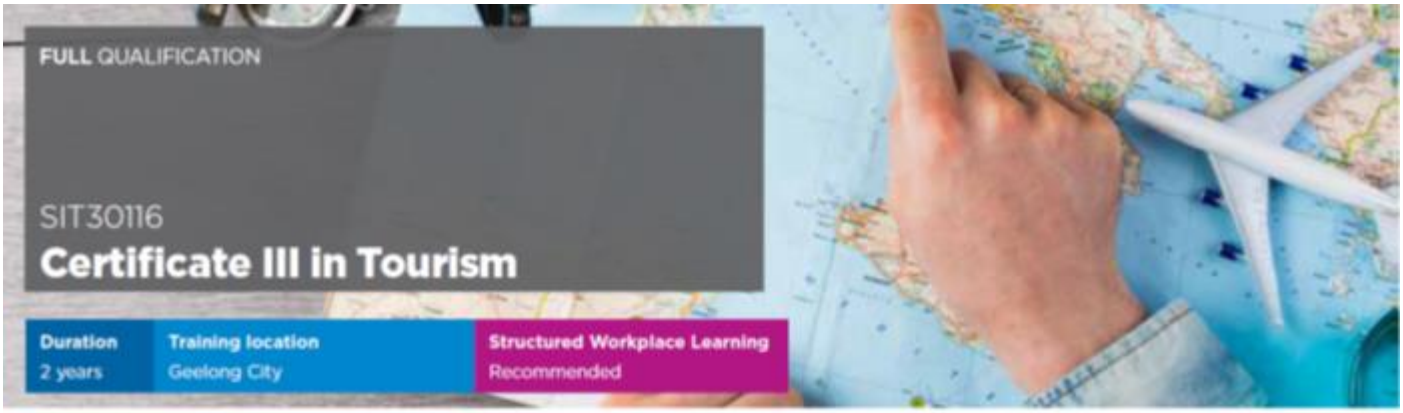
Delivery day

Friday

Further study options

CUA31015 **Certificate III in Screen and media**

- CUA50715 Diploma of Graphic Design
- CUA41315 Certificate IV in Visual Arts



FULL QUALIFICATION

SIT30116

Certificate III in Tourism

Duration	Training location	Structured Workplace Learning
2 years	Geelong City	Recommended

Program description

Tourism is one of the most diverse, exciting, challenging and important industries in Australia, offering a wide range of career options.

This course is designed to give you the relevant skills and knowledge to enter various tourism operational roles, including airlines.

Throughout the program you will gain a good working knowledge and understanding of many sectors of the tourism industry including an emphasis on sustainable tourism.

Program content

This program consists of 15 units that cover the following topics:

- Source and use information on the tourism and travel industry
- Provide service to customers
- Show social and cultural sensitivity
- Participate is safe work practices
- Provide visitor information
- Provide advice on Australian destinations
- Sell tourism products and services
- Process travel-related documentation
- Access and interpret product information
- Process financial transactions
- Participate in environmentally sustainable work practices
- Process reservations
- Lead tour groups
- Prepare quotations
- Prepare & present tour commentaries or activities

Contribution to VCE

Upon successful completion of the program, you may be eligible for two units at 1-2 level and two units at 3-4 level. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/Career Opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into SIT40116 Certificate IV in Travel and Tourism which can lead to SIT50116 Diploma of Travel and Tourism Management at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities including flight attendant, airport operations, information officer, sales and reservations, and customer service.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

SIT30116 **Certificate III in Tourism** → SIT40116 Certificate IV in Travel and Tourism ■ → SIT50116 Diploma of Travel and Tourism Management → Bachelor of Business (Tourism)

■ = guaranteed place

FULL QUALIFICATION | PRE-APPRENTICESHIP

TLI21616

Certificate II in Warehousing Operations

Duration	Training location	Structured Workplace Learning
2 years	East Geelong, Wyndham	Recommended

Program description

This course will equip you with the entry level skills and knowledge to work in the warehousing industry in a range of environments and job roles.

Program content

This program consists of 16 units that cover the following topics:

- Apply Chain of Responsibility legislation, regulations and workplace procedures
- Follow Work Health and Safety procedures
- Complete workplace orientation/ induction procedures
- Identify products and store to specifications
- Follow security procedures when working with goods and cargo
- Participate in environmentally sustainable work practices
- Package goods
- Pick and process orders
- Replenish stock
- Despatch stock
- Participate in stocktakes
- Process workplace documentation
- Work in a socially diverse environment
- Apply quality procedures
- Work effectively with others
- Move materials mechanically using automated equipment.

Contribution to VCE

Upon successful completion of the program, you will receive credit at VCE units 1 and 2 level only. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrued for this qualification is as follows: units 1, 2, 1 and 2.

Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

Pathways/career opportunities

The direct career pathway from this program is into a full-time traineeship in the warehousing industry which can lead to careers as a picker/packer, stocktaking and team leader roles. There are further traineeship study options as outlined in the diagram, which can lead to a Certificate IV in Warehousing.

The need-to-know stuff:

Structured Workplace Learning

A minimum of 10 days work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session

You will be required to attend an information session with a parent/ guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

Further study options

TLI21616 **Certificate II in Warehousing Operations** → TLI31616 Certificate III in Warehousing → TLI41816 Certificate IV in Warehousing

Covenant College

Study at Covenant College Trades Skills Centre!

The VET courses you can study with us include:

- **AHC20116 Certificate II Agriculture**
- **AHC20416 Certificate II Horticulture**
- **ACM20117 Certificate II Animal Studies**

Note: Each course is a two-year program!

How does the course contribution to my VCE/VCAL?

For Certificate II qualifications, credit at VCE is given at Unit 1 and 2 Levels. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: units 1, 2, 1 and 2 up to a maximum of six VCE units.

Where and when will the courses run?

Classes will run at the Covenant College Trades Skills Centre on Monday or Wednesday afternoons from 1:30pm to 5:30pm. Students will also travel to a range of workplaces throughout the Greater Geelong Region throughout the courses.

Structured workplace learning:

Students will also have the opportunity to learn whilst on placement in businesses throughout the region. We work hard to find placements in the areas of student passion and interest. On occasions, this may take place during school holidays. Of course parents/student will be notified of work placement details in advance.

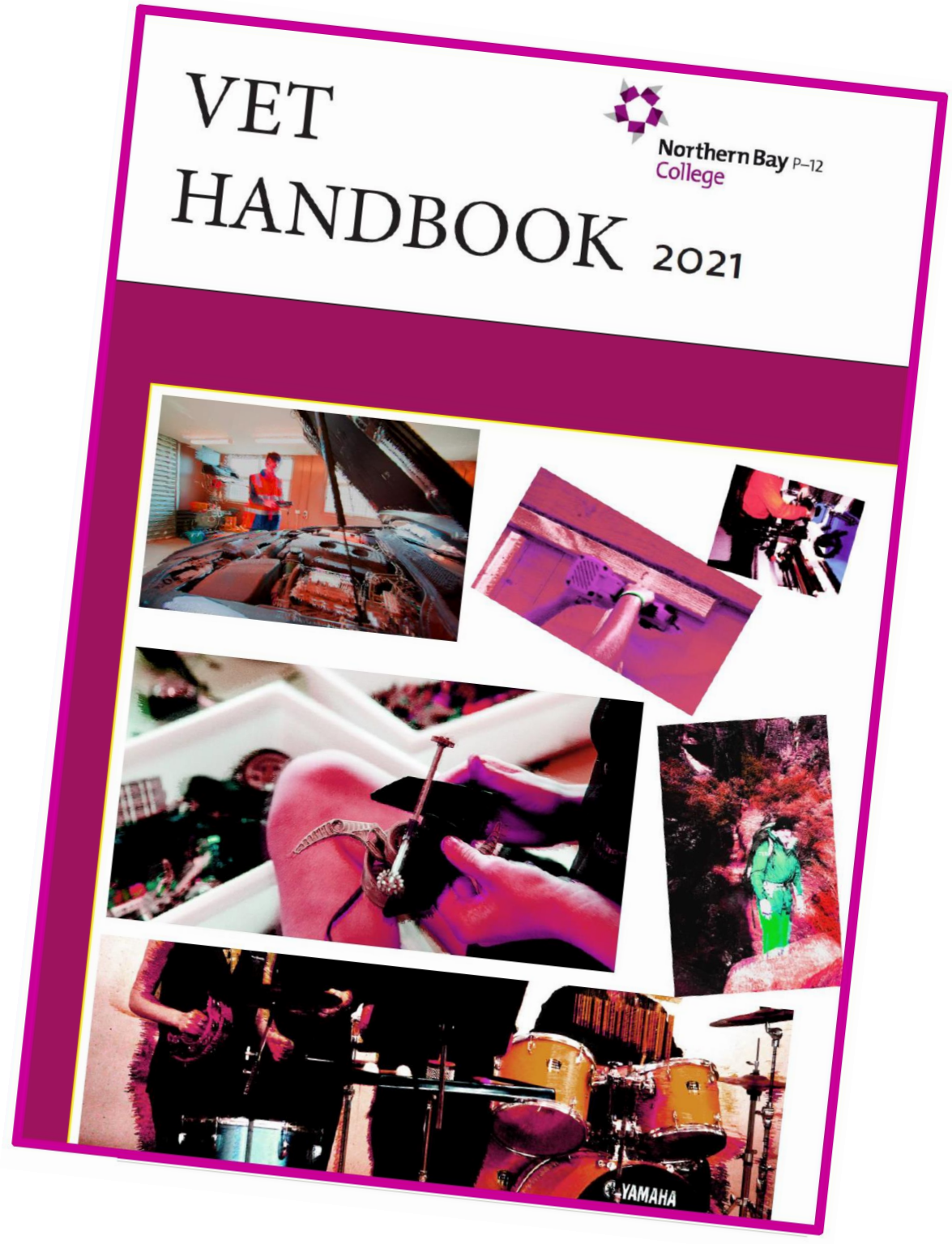
What does a typical day at the TSC look like?

Student engagement and retention in our courses is high and a positive aspect about studying with us is that we offer a 50/50 hands on and theory throughout the course. We also host guest speakers and attend excursions to various industry venues in the region to complement each of our courses.

How do I apply?

After discussing the course with a parent/guardian, students should complete and submit a VET application form, available from your school Careers and or VCE/VCAL Coordinator. For other enquiries email Covenant TSC administration@covenant.vic.edu.au

Covenant College
Trades Skills Centre



Northern Bay College

Geelong Industry Trade Training Centre (GITTC)

Other courses offered at

The Gordon *Covenant College* *Oxygen College*