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MURRAY MALLEE

VET CLUSTER

VDSS HANDBOOK 2027



**VET DELIVERED TO
SECONDARY SCHOOL**



ACKNOWLEDGEMENT OF COUNTRY

MMLLEN acknowledges the Traditional Custodians of the lands on which we meet and learn, and pay our respects to any Elders past, present, and emerging.

We also extend that respect to any Aboriginal and Torres Strait Islander peoples who engage with members of the Murray Mallee VET Cluster.

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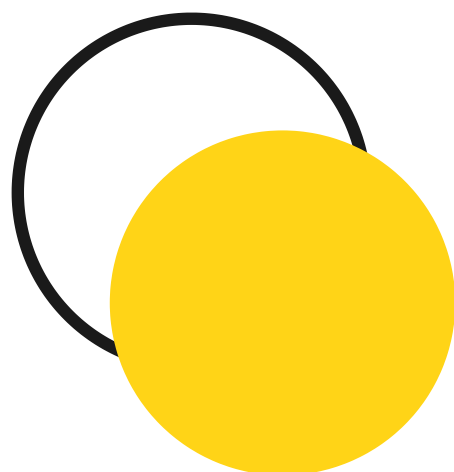
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MURRAY MALLEE LLEN



ABOUT US

The Murray Mallee Local Learning and Employment Network (MMLLEN) is one of 31 LLENs across Victoria. Learning and Employment Networks (LLENs) are a key initiative of the Victorian Government. The LLENs were established during 2001-2002 to bring together the expertise and experience of:

- ▶ Local Education and Training Providers
- ▶ Business and Industry
- ▶ Community Organisations
- ▶ Government Agencies

The MMLLEN promotes continued strong pathways from school to further education and work for local young people. We support the development of partnerships which result in an increase in the number of and range of school-employer engagement activities.

WHAT IS THE LLEN?

MMLLEN is a not-for-profit organisation incorporated on 10th January 2002 governed by a voluntary board of management, responsible for the area of north-west Victoria covered by Swan Hill Rural City Council (excluding Robinvale), Gannawarra Shire (excluding Cohuna) and Sea Lake in the Buloke Shire.

OUR MISSION

Our purpose at the Murray Mallee LLEN is to improve education, training and employment outcomes for our regions young people. We will broker and sustain collaborative partnerships with schools and industry to develop programs and interventions that support young people through their education and career pathways journey. Our initiatives aim to support successful transitions into education, training, and employment.

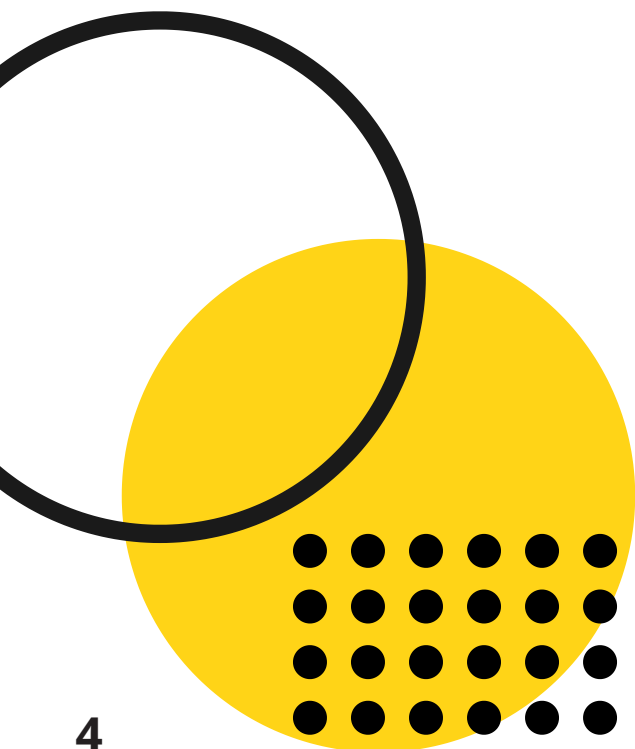
ABOUT LLENs

Local Learning and Employment Networks (LLENs) have been a strong influence in the education and training sector in Victoria since 2001.

The work of all LLENs is fundamental to ensuring that our young people are supported to aspire and achieve the very best education, training and employment outcomes possible.

The expertise, local knowledge and specific skill sets possessed by the LLEN network have taken years to develop and provide communities with increased capacity to address identified education and training needs at the local level.

[Find out more at mmlen.com.au](http://mmlen.com.au)



ABOUT VET CLUSTER



VET CLUSTER FRAMEWORK

The Department of Education has endorsed the use of a cluster framework in the delivery of Vocational Education and Training (VET) delivered to school students (VDSS) for some time, including through the Senior Secondary Pathways Reform.

This focus was strengthened in 2024 with the implementation of the VET Clusters Framework and the establishment of governance and operational structures to facilitate effective collaboration between schools for enhanced delivery of VDSS.

The purpose of the VET Cluster Framework is to ensure ALL STUDENTS have access to the core offering of VET courses alongside those identified as locally relevant or in demand, including options with the most appropriate program provider(s).

VET Clusters are cross-sectoral. All government schools are members, and participation is invited from Catholic and independent schools. VET Clusters are facilitated by LLENs in partnership with schools, TAFEs and RTOs and with guidance from business and industry.

“The Department should play a greater role in... assisting schools to establish more efficient cluster networks to support sustained VDSS delivery.”

– Recommendation 22 of the Firth Review*

MURRAY MALLEE VET CLUSTER

The Murray Mallee Local Learning and Employment Network (MMLLEN) will lead the research and implementation of the Murray Mallee VET Cluster Framework specific to the needs of the students and staff of our Cluster schools and our region’s businesses and industries.

The Murray Mallee VET Cluster consists of the following schools:

- ▶ Kerang Christian College
- ▶ Kerang Technical High School
- ▶ St Mary MacKillop College
- ▶ Swan Hill College
- ▶ Swan Hill College FLO
- ▶ Swan Hill Specialist School
- ▶ Tyrrell College

The MM VET Cluster is developing a Home-Host School Model. The Home-Host School Model relies on VET programs being offered by providers who are open and available to any student in the region who wishes to enrol. These providers are schools who are either RTOs in their own right or are auspiced by local RTOs to deliver VET programs and local RTOs themselves (with the appropriate infrastructure).

The HOST school is the school or provider who opens their VET enrolments to any student in the region thereby ‘hosting’ the student who is enrolled at another school or agency. The HOME school is the school or agency at which the student is enrolled for the bulk of their secondary studies.

Enrolments in the ‘Home-Host’ School VET programs will be coordinated by MMLLEN as an ‘honest broker intermediary’.

The Home-Host School Model ensures that smaller schools within the MM VET Cluster can access a diverse range of high quality VET courses even though they may have only one or two students who are interested in a specific vocational program.

**A Review into vocational and applied learning pathways in senior secondary schooling.*

WHAT IS VDSS?



UNDERSTANDING VET, VDSS, SBATS, AND HOW THEY FIT WITHIN THE VCE

VET stands for **Vocational Education and Training** where 'Vocation' means occupation or employment and 'Education and Training' means learning. VET focuses on learning the practical skills and knowledge needed in a specific industry or for a certain job.

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain the **Victorian Certificate of Education (VCE)** or the **Victorian Certificate of Education Vocational Major (VCE VM)**, as well as a nationally portable vocational education and training (VET) certificate.

VCE VET programs:

- ▶ are fully recognised within the Units 1 to 4 structure of the VCE and the VCE VM. VCE VET units have equal status with other VCE studies
- ▶ will contribute towards the Victorian Pathways Certificate (VPC)
- ▶ function within the National Training Framework.

VCE VET programs are developed with a reference group of industry and vocational professionals and include a pre-designated program structure.

UNITS OF COMPETENCY

Each VET course is broken into **Units of Competency (UoC)**. Units of Competency are a set of skills that students will learn as they complete their course. VET programs are typically completed over two years and can be studied after leaving school or whilst still at school (from year 10 onwards).

WHAT IS VDSS?

VDSS stands for **Vocational Education and Training (VET)** delivered to school students. VDSS is a program that facilitates senior secondary students to undertake a VET course while still at school with the course endorsed for recognition in the student's preferred senior secondary pathway.

VCE VET programs are made up of VET qualifications approved by the Victorian Curriculum & Assessment Authority (VCAA) to contribute towards the Victorian Certificate of Education (VCE) VCE Vocational Major (VCE VM) or Victorian Pathways Certificate (VPC).

UNIQUE STUDENT IDENTIFIER

All students doing nationally recognised training need to have a **Unique Student Identifier (USI)**. Creating a USI is free. Your USI becomes your secure online record of your nationally recognised training that you can access anywhere and anytime.

For more information go to www.usi.gov.au

STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) gives students the opportunity to get on-the-job training where they can master the skills and knowledge of their qualification. A student can gain credit towards the VCE, VCE VM or VPC by successful participation in SWL and completion of a Workplace Learning Record.

SCHOOL BASED APPRENTICESHIP & TRAINEESHIP (SBAT)

A VET course can also be studied through a **School Based Apprenticeship or Traineeship (SBAT)**. Apprenticeships and traineeships give students the opportunity to combine their VET qualification with part-time employment.

WHAT IS VDSS?



BENEFITS OF VET COURSES

Completing a VET course while at school means students can make a start on training for a career before they leave school. There are many benefits to undertaking a VET course whilst still at school including:

- ▶ Developing employability through gaining qualifications for all types of employment and industry specific skills
- ▶ Experiencing a mix of general and vocational education which can make school more varied and hands on
- ▶ Achieving a nationally recognised vocational qualification and the senior school certificate at the same time (including the VCE, VCE VM or VPC) and, potentially, an Australian Tertiary Admission Rank (ATAR),
- ▶ Contributing to the required completion units and time for an apprenticeship or traineeship pursued after school
- ▶ Creating a pathway to further study including course credits
- ▶ Gaining industry and workplace experience, exposure and connection and maximising job opportunities
- ▶ Enhancing knowledge of employer and workplace expectations
- ▶ Focusing on an area of passion / interest

CREDIT TOWARDS VCE, VCE VM & VPC

VCE VET programs are made up of VET qualifications approved by the Victorian Curriculum Assessment Authority (VCAA) to contribute towards the VCE, VCE VM or VPC. All VCE VET programs contribute to VCE Units that provide credit towards the VCE and VCE VM in the same way as a VCE study. Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only.

Each completed 90-hour block of VET equals one VPC credit. If you choose to do a VET qualification that is not from a VCE VET program, you may be eligible for credit towards your VCE, VCE VM or VPC. This is called block credit recognition. To receive block credit recognition, the qualification must be at certificate II level or above for the VCE and VCE VM, or certificate level I and above for the VPC.

STUDY SCORES AND ATARS

Some VCE VET programs are scored and some VCE VET programs are non-scored. VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your Australian Tertiary Admission Rank (ATAR).

Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school assessed coursework and an externally set examination. Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment.

Non-scored VCE VET programs do not give you a study score but they can still contribute to your VCE. When you receive a Units 3 and 4 sequence towards your VCE from a non-scored VCE VET program, they may contribute towards the calculation of your ATAR by VTAC.

We encourage all students to discuss these details with their VET Coordinator and/or Careers Practitioner.

Find out more information and discover what VET course is right for you at www.vcaa.vic.edu.au

STUDENT EXPECTATIONS



ATTENDANCE

A minimum of 80% attendance is recommended. This gives students the best opportunity to learn and demonstrate competency that is aligned to the Units of Competency (UoC) and associated assessment requirements. A minimum of 80% attendance does not guarantee a student will be able to demonstrate competency and be awarded a full certificate. Whenever possible, students need to notify their Home school VET coordinator at least half an hour before the start of their VET class if unable to attend.

TRAVEL

Students are to behave in an appropriate and safe manner when traveling to and from their VET class.

PUNCTUALITY

All students are expected to arrive on time and prepared for class with the required materials and equipment. They are expected to remain for the duration of the day. Non-adherence to set class times will be reported to the Home School. Students are asked not to make appointments during class time where possible.

UNIFORM

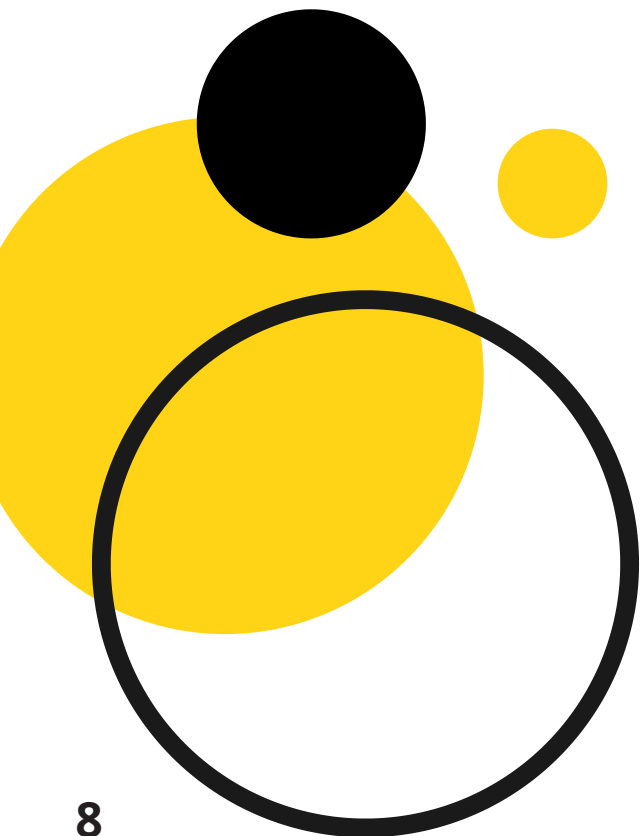
Students are required to attend class dressed appropriately for their VET program and the school environment. This may include a prescribed uniform and personal protective equipment (e.g., steel capped boots). Refer to course pages for specific information.

WORK REQUIREMENTS

All tasks as assigned by the VET teacher/trainer are to be completed by the due date to demonstrate competency. Students will be given multiple opportunities to demonstrate competency. It is important to note that some VET courses require a high level of literacy and/or numeracy. While VET programs incorporate hands-on training, they also include theory-based training designed to support practical skills.

If a student is unable to demonstrate competency for a UoC they will be awarded a partial completion and receive a Statement of Achievement. Also, if a student is unable to demonstrate competency for a UoC that is a prerequisite for another UoC they will not be able to enrol/complete this UoC. The Home school VET coordinator will be informed if a student is not meeting the work requirements of their VET course.

Where necessary, students may be required to catch up on work outside of class time.



STUDENT EXPECTATIONS



STUDENT BEHAVIOUR

All students must meet the classroom expectations of the VET teacher/trainer and the behavioural expectations of the Host school. This includes meeting Work Health and Safety requirements to ensure the success, continuity and availability of VET programs and to create safe, harmonious learning environments.

All students are to abide by the VET trainer/teacher's rules and the policies, procedures and protocols. Attitude and behaviour are to be at a high standard. Behaviours that do not reflect the policies, procedures and protocols of the Host School/Provider will be communicated to the Home School.

STRUCTURED WORKPLACE LEARNING

Students undertaking a VCE VET program (VE1), or a school-based apprenticeship or traineeship (SBAT) (VE2) can receive recognition for Structured Workplace Learning (SWL) related to their VET studies.

For courses requiring mandatory SWL it is the responsibility of the student and their Home school to organise a suitable work placement and communicate this with the Host School. The MMLLEN School To Work program can provide support. Failure to meet the above expectations will bring a student's VET enrolment into jeopardy.

It is important that students and parent / carers talk with their Home School VET Coordinator if there are any concerns.

WITHDRAWAL

Students who wish to withdraw from a VET program must contact their VET Coordinator who will inform the Host School and MM VET Cluster Coordinator.

Prior to withdrawal students are encouraged to discuss any concerns with their VET trainer/teacher and the MMVET Coordinator. Students and families should also engage with the Home School VCE VET Coordinator and Careers Practitioner.

MINIMUM CLASS SIZES AND CHANGES TO PROGRAMS

Please be aware that if numbers are insufficient to meet a minimum class size the VET program will be withdrawn.

Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.

COST STATEMENT

All VET subjects incur fees. These fees are made up of course and material fees and vary according to your chosen course. Course costs are determined in Term 4 of the year prior to the course starting.

For more information, please see the DE Policy Advisory Library (PAL) at www2.education.vic.gov.au/pal/vet-delivered-school-students/policy (this is a public resource providing guidance for Government schools).



AGRICULTURE

AHC20122 Certificate II in Agriculture

COURSE AIM

The VET Agriculture program will provide the skills and knowledge for general job roles in rural and regional Australia, and supporting job roles in agriculture including livestock production, cropping or in the case of mixed farming workplaces, both cropping and livestock.

This certificate reflects the role of new agricultural workers or farm hands. Workers will undertake routine tasks under supervision.

UNITS OF STUDY*

YEAR 1:

- AHCWHS202 Participate in workplace health and safety processes
- AHCBAC206 Assist agricultural crop maintenance
- AHCINF205 Carry out basic electric fencing operations
- AHCINF206 Install, maintain and repair farm fencing
- AHCBAC208 Prepare grain storages
- AHCLSK224 Handle livestock using basic techniques
- AHCMOM202 Operate tractors
- AHCWRK210 Observe and report on weather
- AHCWOL205 Pen sheep

YEAR 2:

- AHCWRK211 Participate in environmentally sustainable work practices
- AHCWRK212 Work effectively in industry
- AHCWRK213 Participate in workplace communications
- AHCBAC205 Assist agricultural crop establishment
- AHCLSK223 Carry out regular livestock observation
- AHCLSK227 Monitor water supplies
- AHCPMG309 Apply pest animal control techniques

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results

Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to three VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

Tyrrell College

RTO: 6653 Wise Training Services

DAY, TIME & MODE

DAY TBC 9am - 3pm

Face to face classroom delivery

**Units of Study are subject to change – Tyrrell College reserve the right to change the year in which elective subjects are delivered. Please refer to Tyrrell College's website for up-to-date information.*

PATHWAYS

The Certificate II in Agriculture will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the agriculture and horticulture industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year apprenticeship
- ▶ Certificate III in Agriculture
- ▶ Certificate IV in Agriculture

FUTURE CAREER PATHS

- ▶ Farm Management
- ▶ Farm Operations
- ▶ Agricultural Sciences
- ▶ Landcare
- ▶ Environmental Sciences
- ▶ Agronomy
- ▶ Agricultural Biotechnology
- ▶ Wool Classing

ARTS & MEDIA

CUA30920 Certificate III in Music (Sound Production)

COURSE AIM

In the Certificate III in Music, you will develop a wide range of skills across different areas of the music industry. You will build your abilities in music performance, song creation and composition, sound production, and music business. You will also gain experience in preparing for performances, recording and mixing music, and working with audio equipment for live music events.

This course is ideal for students with a broad interest in music who want to strengthen their skills in their chosen area.

UNITS OF STUDY*

YEAR 1:

- CUACMP311** Implement copyright arrangements
- CUAIND313** Work effectively in the music industry
- CUAIND314** Plan a career in the creative arts industry
- CUAMCP311** Create simple musical compositions
- CUAMLT311** Develop and apply aural perception skills
- CUAMPF213** Perform simple repertoire in ensembles
- CUASOU211** Develop basic audio skills and knowledge
- CUASOU212** Perform basic sound editing
- CUASOU213** Assist with sound recordings

YEAR 2:

SAC1CUA30920VG SAC S1 Certificate III in Music (Sound Production)

A: The Festival Engineer

B: Portfolio of a live show

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to three VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

Tyrrell College

RTO: 6653 Access Skills Training

DAY, TIME & MODE

DAY TBC 9am - 3pm

Face to face classroom delivery

**Units of Study are subject to change – Tyrrell College reserve the right to change the year in which elective subjects are delivered. Please refer to Tyrrell College's website for up-to-date information.*

PATHWAYS

The Certificate III in Music (Sound Production) will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the music, digital media and sound production industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year traineeship
- ▶ Certificate IV in Music (Sound Production)
- ▶ Certificate IV in Live Production and Technical Services
- ▶ Diploma of Music (Sound Production)

FUTURE CAREER PATHS

- ▶ Studio Assistant
- ▶ Performer
- ▶ Session Musician
- ▶ Producer
- ▶ Arranger
- ▶ Stagehand
- ▶ Broadcaster
- ▶ Sound Technician
- ▶ Lighting Technician

AUTOMOTIVE

AUR20720 Certificate II in Automotive Vocational Preparation

COURSE AIM

The VET Automotive program will provide students with the basic knowledge and skills to enhance employment prospects as a trainee or apprentice in the automotive repair, service and retail industry. The course is designed to introduce students to automotive repair principles and the ability to perform a limited range of tasks, relating to the inspection of the mechanical components and systems of vehicles.

UNITS OF STUDY

YEAR 1:

- AURAEA002** Follow environmental and sustainability best practice in an automotive workplace
- AURAF103** Communicate effectively in an automotive workplace
- AURASA102** Follow safe working practices in an automotive workplace
- AURTTK102** Use and maintain tools and equipment in an automotive workplace
- AURETR115** Inspect, test and service batteries
- AURTTJ003** Remove and replace wheel and tyre assemblies
- AURTE007** Dismantle and assemble single cylinder four-stroke petrol engines
- AURTTA105** Select and use bearings, seals, gaskets, sealants and adhesives

YEAR 2:

- AURTE008** Dismantle and assemble multi-cylinder four-stroke petrol engines
- AURTTA127** Carry out basic vehicle servicing operations
- AURETR048** Construct and test basic electronic circuits
- AURAF104** Resolve routine problems in an automotive workplace
- AURETR103** Identify automotive electrical systems and components
- AURLTA101** Identify automotive mechanical systems and components
- AURETR006** Solder electrical wiring and circuits
- AURETK003** Operate electrical test equipment

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3-4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The Certificate II in Automotive Vocational Preparation will provide students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive and allied industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year apprenticeship
- ▶ Certificate III in Automotive Administration
- ▶ Certificate III in Automotive Electrical Technology
- ▶ Certificate III in Automotive Sales
- ▶ Certificate III in Automotive Body Repair Technology

FUTURE CAREER PATHS

- ▶ Automotive Mechanic
- ▶ Diesel Mechanic
- ▶ Panel Beater
- ▶ Spray Painter
- ▶ Mechanical Engineer
- ▶ Automotive Designer
- ▶ Spare Parts Manager
- ▶ Auto Electrician

BUILDING & CONSTRUCTION

22614VIC Certificate II in Building and Construction (Pre-Apprenticeship) *Partial Completion

COURSE AIM

The VET Building and Construction (Pre-Apprenticeship) program will provide students with the basic knowledge and skills to enhance employment prospects as an apprentice in the building and construction industry. The course will teach students the entry level tools and equipment used by carpenters. On successful completion of the relevant unit, students will receive a Construction Induction Card as part of this course.

UNITS OF STUDY

YEAR 1:

- CPCWHS1001** Prepare to work safely in the construction industry
- VU23320** Identify and handle carpentry tools and equipment
- HLTAID010** Provide basic emergency life support
- CPCCOM1014** Conduct workplace communication
- CPCCOM1015** Carry out measurements and calculations
- VU23312** Prepare for work in the building and construction industry
- CPCCCM2006** Apply basic levelling procedures

YEAR 2:

- VU23321** Perform basic setting out
- VU23322** Construct basic sub-floor
- VU23323** Construct basic wall frames
- VU23324** Construct a basic roof frame
- VU23325** Install basic external cladding
- VU23326** Install basic window and door frames

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

CERTIFICATION / CREDIT TOWARDS

This course is a partial completion only
Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Statement of Results

Credit in the VCE (including VCE VM & VPC): Recognition of up to four VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The Certificate II in Building and Construction (Partial Completion) will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the residential, commercial and civil construction industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year apprenticeship
- ▶ Certificate III in General Construction (Carpentry Framework, Form work, Finishing) (Painting & Decorating) (Bricklaying)
- ▶ Certificate IV in Building and Construction
- ▶ Additional Building Diplomas and Degrees

FUTURE CAREER PATHS

- ▶ Apprenticeship / Traineeship
- ▶ Carpenter
- ▶ Registered Building Practitioner
- ▶ Building Services
- ▶ Building Inspector
- ▶ Project Manager
- ▶ Foremanship
- ▶ Architect
- ▶ Draftsperson

BUSINESS

FNS30322 Certificate III in Accounts Administration

COURSE AIM

This course is perfect for anyone curious about the world of finance. Dive into engaging spreadsheets, tackle fun calculations, and create professional business documents while sharpening your communication skills. You'll gain key skills that are in high demand in today's job market, preparing you for exciting career opportunities.

Whether you're aiming for further studies or looking to jump into entry-level positions in finance or business, this course is your launching pad.

UNITS OF STUDY

YEAR 1 (DELIVERED FROM 2027):

- FNSACC323** Perform financial calculations
- BSBTEC302** Design and produce spreadsheets
- BSBTEC301** Design and produce business documents
- FNSACM313** Process authorised payments
- BSBXCM301** Engage in workplace communication
- BSBOPS305** Process customer complaints

YEAR 2 (DELIVERED FROM 2028):

- FNSINC311** Work together in the financial services industry
- FNSACC321** Process financial transactions and extract interim reports
- FNSACC426** Set up and operate computerised accounting systems
- FNSACC314** Conduct business activities using a computerised accounting system
- FNSACC322** Administer subsidiary accounts and ledger

CERTIFICATION / CREDIT TOWARDS

Students will receive a Certificate on successful completion of the units of competence outlined below.

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of two VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3-4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The Certificate III in Accounts Administration will provide students with "work ready" knowledge and skills applicable to a variety of career paths in the accounting and financial services industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Traineeship
- ▶ Certificate IV in Accounting and Bookkeeping
- ▶ Diploma of Accounting

FUTURE CAREER PATHS

- ▶ Junior Accountant
- ▶ Accounts Assistant
- ▶ Accounts Payable / Receivable Clerk
- ▶ Office Assistant
- ▶ Payroll Assistant
- ▶ Bookkeeper
- ▶ Tax Assistant
- ▶ Tax Associate
- ▶ Tax Specialist
- ▶ Sports Administrator (Racing, AFL, NRL etc.)
- ▶ Self Employed (Trades such as Building & Construction, Hair & Beauty etc.)

BUSINESS

BSB30120 Certificate III in Business

COURSE AIM

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team. Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.

UNITS OF STUDY

YEAR 1:

- BSBCRT311** Apply critical thinking skills in a team environment
- BSBPEF201** Support personal wellbeing in the workplace
- BSBSUS211** Participate in sustainable work practices
- BSBTWK301** Use inclusive work practices
- BSBWH311** Assist with maintaining workplace safety
- BSBXCM301** Engage in workplace communication

YEAR 2:

- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBTEC303** Create electronic presentations
- BSBPEF301** Organise personal work priorities
- BSBWRT311** Write simple documents
- BSBOPS304** Deliver and monitor a service to customers
- BSBINS302** Organise workplace information

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence and an additional non-scored VCE VET Unit 3–4 sequence.

ATAR: Scored assessment is available for this course

HOST SCHOOL / PROVIDER

Murray ACE Swan Hill
RTO: 3776

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate III in Business** will provide students with practical and transferable skills that articulate directly into higher level qualifications in business services.

It may also prepare students for employment opportunities across a broad range of industries and support pathways into entrepreneurship and small business ownership.

FURTHER EDUCATION

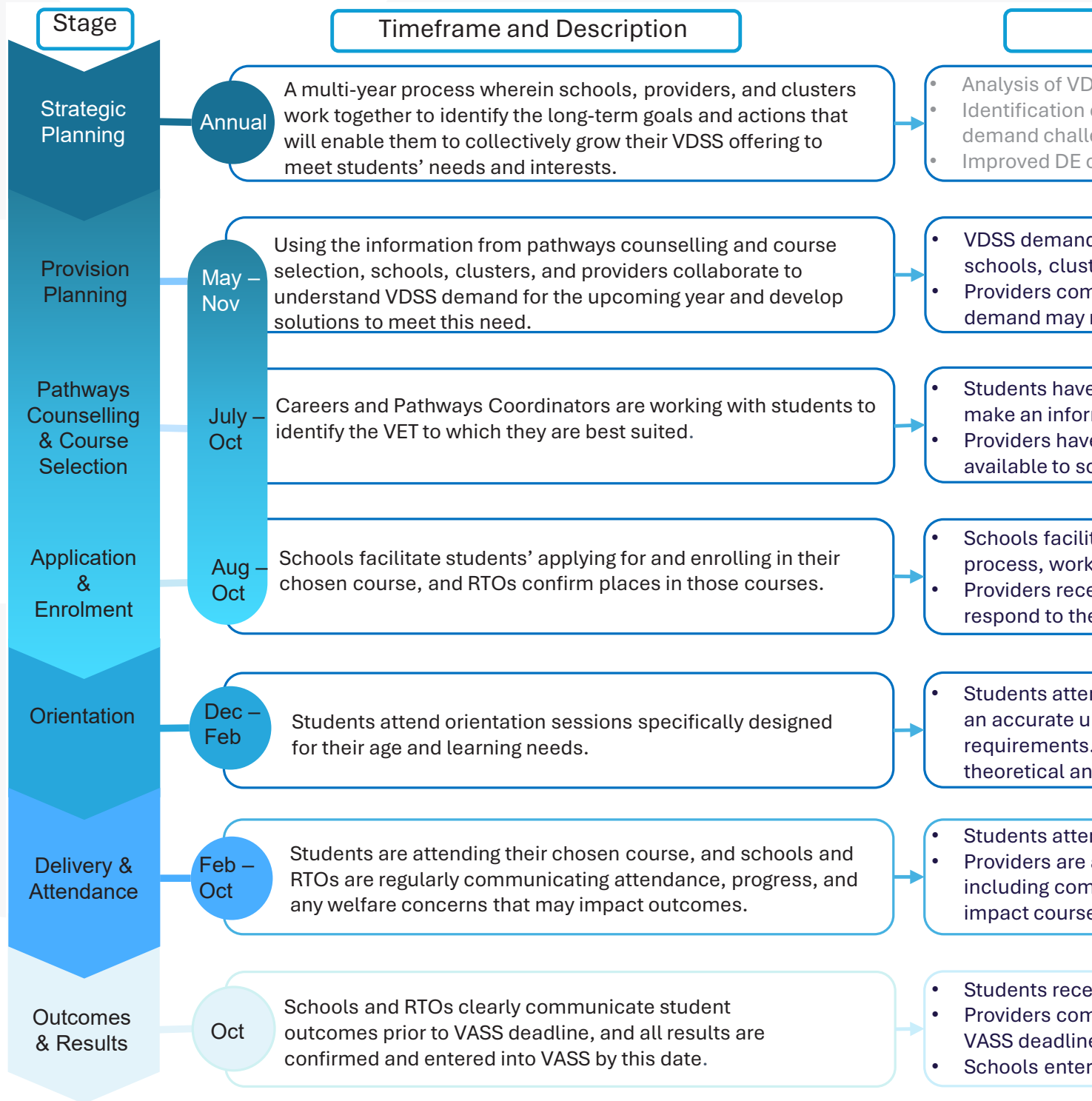
Students may undertake further study in various business services including:

- ▶ Business Administration
- ▶ Business Information Services
- ▶ Business Management Services
- ▶ Human Resource Management
- ▶ Business Development

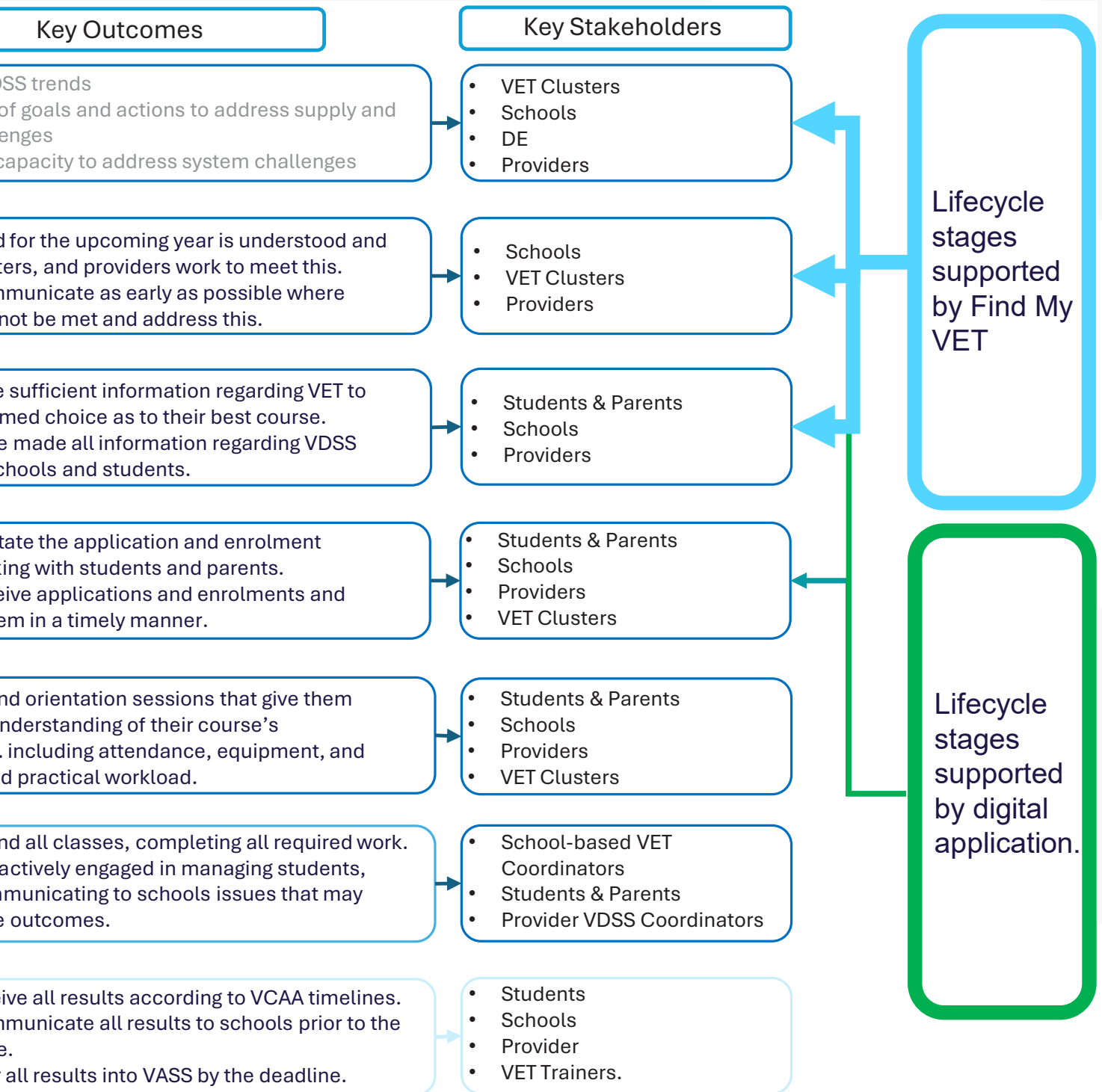
FUTURE CAREER PATHS

- ▶ Administration/Office Assistant
- ▶ Customer Service Officer
- ▶ Receptionist
- ▶ Information Officer
- ▶ Office Team Leader
- ▶ Roster Clerk

THE VDSS LIFECYCLE | DEPA



DEPARTMENT OF EDUCATION



DISCLAIMER

Please note that the suggested timeframes outlined in the The VDSS Lifecycle are subject to change. Minor variations may occur due to factors beyond the control of the Murray Mallee VET Cluster.

COMMUNITY SERVICES, HEALTH & EDUCATION

HLT33021 Certificate III in Allied Health Assistance *Partial Completion

COURSE AIM

This qualification enables you to provide supervised assistance to allied health professionals, without conducting programs or therapeutic interventions. You will learn the skills, which will allow you to support patient therapy in a specialised area as well as the safety, communication, and personal skills to make sure you are confident and competent in a demanding workplace.

UNITS OF STUDY

YEAR 1:

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTINF006 Apply basic principles and practices of infection control

HLTWHS001 Participate in workplace health and safety

CHCCCS002 Assist with movement

CHCCCS020 Respond effectively to behaviours of concern

HLTAID011 Provide first aid

YEAR 2:

HLTAAP001 Recognise healthy body systems

BSBMED301 Interpret and apply medical terminology appropriately

CHCCCS009 Facilitate responsible behaviour

CERTIFICATION / CREDIT TOWARDS

This course is a partial completion only

Successful Year 1 students will receive a Statement of Results

Successful Year 2 students will receive a Statement of Results

Credit in the VCE (including VCE VM & VPC): Recognition of two VCE VET units at Unit 1 and 2 level, and a scored VCE VET Unit 3–4 sequence.

ATAR: Scored assessment is available for this course

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The Certificate III in Allied Health Assistance will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the health, aged care and allied health industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Enhanced entry into an Allied Health Traineeship
- ▶ Certificate IV in Allied Health Assistance
- ▶ Diploma of Nursing
- ▶ Bachelor of Nursing
- ▶ Various Diplomas and Advanced Diplomas
- ▶ Various University Degrees

FUTURE CAREER PATHS

- ▶ Assistant in Nursing
- ▶ Patient Service Attendant
- ▶ Ward Assistant
- ▶ Pathology Collector
- ▶ Medical Receptionist
- ▶ Health Technician
- ▶ Enrolled Nurse
- ▶ Registered nurse
- ▶ Therapy Assistant
- ▶ Physiotherapy Assistant
- ▶ Occupational Therapy Assistant
- ▶ Podiatry Assistant
- ▶ Speech Pathology Assistant

COMMUNITY SERVICES, HEALTH & EDUCATION

CHC32015 Certificate III in Community Services

COURSE AIM

This qualification offers students the opportunity to learn about the community services sector and explore specific contexts of work. Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and responding to clients. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

UNITS OF STUDY DELIVERED OVER 2 YEARS

CORE UNITS:

- CHCCCS016** Respond to client needs
- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- HLTWHS002** Follow safe work practices for direct client care
- HLTWHS006** Manage personal stressors in the work environment

ELECTIVE UNITS:

- CHCADV001** Facilitate the interests and rights of clients
- CHCCCS009** Facilitate responsible behaviour
- CHCDIV002** Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCCOM001** Provide first point of contact
- CHCMHS001** Work with people with mental health issues
- CHCAOD001** Work in an alcohol and other drugs context
- CHCLEG001** Work legally and ethically

MANDATORY WORKPLACE REQUIREMENTS

The CHC Training Package stipulates Mandatory Workplace Requirements (MWR) to achieve some of the qualifications and some of the units of competency available in the VCE VET Community Services program. Please refer to the information published in the CHC Training Package.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence and an additional non-scored VCE VET Unit 3–4 sequence.

ATAR: Scored assessment is available for this course

HOST SCHOOL / PROVIDER

Murray ACE Swan Hill
RTO: 3776

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate III in Community Services** will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the community services, disability support and welfare industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Enhanced entry into various Traineeships
- ▶ Certificate IV in Community Services
- ▶ Certificate IV in Early Childhood Education & Care
- ▶ Certificate IV in Ageing Support
- ▶ Certificate IV in Disability Support

FUTURE CAREER PATHS

Areas of specialisation can include:

- ▶ Aged Care
- ▶ Disability Work
- ▶ Mental Health
- ▶ Children’s Services
- ▶ Child Protection

Possible career pathways:

- ▶ Social Worker
- ▶ Aged Care Attendant
- ▶ Childcare Assistant
- ▶ Welfare Worker
- ▶ Youth Worker

COMMUNITY SERVICES, HEALTH & EDUCATION

CHC30125 Certificate III in Early Childhood Education and Care *Partial Completion

COURSE AIM

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures.

UNITS OF STUDY

YEAR 1:

CHCECE030 Support inclusion and diversity

CHCECE037 Support children to connect with the natural environment

CHCECE056 Work effectively in children's education and care

HLTWHS001 Participate in workplace health and safety

YEAR 2:

CHCDIV001 Work with diverse people

CHCECE034 Use an approved learning framework to guide practice

CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

CHCECE055 Meet legal and ethical obligations in children's education and care

MANDATORY WORKPLACE REQUIREMENTS

The CHC Training Package stipulates Mandatory Workplace Requirements (MWR) to achieve some of the qualifications and some of the units of competency available in the VCE VET Community Services program. Please refer to the information published in the CHC Training Package.

CERTIFICATION / CREDIT TOWARDS

This course is a partial completion only

Successful Year 1 students will receive a Statement of Results

Successful Year 2 students will receive a Statement of Results

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3-4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

Murray ACE Swan Hill
RTO: 3776

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The Certificate III in Early Childhood Education and Care will provide students with "work ready" knowledge and skills applicable to a variety of career paths in the early childhood education and care industry.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Enhanced entry into an Early Childhood Education and Care Traineeship
- ▶ Diploma of Early Childhood Education and Care

FUTURE CAREER PATHS

- ▶ Childcare Assistant
- ▶ Out of School Hours Assistant
- ▶ Kindergarten Assistant
- ▶ Family Day Carer
- ▶ Nanny

ELECTRONICS & ELECTRICAL

UEE22025 Certificate II in Electrotechnology (Career Start)

COURSE AIM

The VET Electrical program will provide students with an introduction to the electrical industry, developing the basic skills for both domestic and commercial electrical work.

Students will learn skills and theory knowledge with a focus on test instrumentation, correct use of tools, electrical wiring, equipment and drawings about the industry regulations and safety requirements.

UNITS OF STUDY

YEAR 1:

CPCWHS1001 Prepare to work safely in the construction industry

UEECD0007 Apply work health and safety regulations, codes, and practices in the workplace

UEECD0009 Carry out routine work activities in an energy sector environment

UEECD0034 Produce routine tools/devices for carrying out energy sector work activities

UEECD0038 Produce solutions and report on routine electrotechnology problems

UEECD0052 Use routine equipment / plant / technologies in an energy sector environment

YEAR 2:

UEEAS0001 Assemble electronic components

UEEAS0004 Select electronic components for assembly

UEECD0020 Fix and secure electrotechnology equipment

UEECD0021 Identify and select components, accessories, and materials for energy sector work activities

UEECD0046 Solve problems in single path circuits

UEERE0087 Provide basic sustainable energy solutions for energy management in residential premises

UEERE0001 Apply environmentally and sustainable procedures in the energy sector

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results

Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to three VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3-4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate II in Electrotechnology** will provide students with pre-employment training and foundational skills for pathways into electrical and electrotechnology apprenticeships.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Certificate III in Electrical Machine Repair
- ▶ Certificate III in Electrotechnology Electrician
- ▶ Certificate III in Electrotechnology Systems Electrician
- ▶ Certificate III in Engineering (Electrical Stream)
- ▶ Certificate III in Renewable Energy ELV
- ▶ Certificate IV in Electrotechnology Renewable Energy

FUTURE CAREER PATHS

- ▶ Electrical tradesperson (e.g. mechanic)
- ▶ Electrician
- ▶ Electrical Fitter
- ▶ Refrigeration and Air-Conditioning
- ▶ Electrical Line worker
- ▶ Electrical Cable Joiner
- ▶ Electrotechnology Communications Technician
- ▶ Electrotechnology Systems Technician

ENGINEERING

MEM20422 Certificate II in Engineering Pathway

COURSE AIM

Provide students with the basic knowledge and skills to enhance employment prospects in the engineering manufacturing or related industries and assist entry into the wider engineering industry. The course is designed to introduce students to a range of engineering skills such as basic machining, fabrication, welding use of tools and workshop practices.

UNITS OF STUDY

YEAR 1:

- MEM13015** Work safely and effectively in manufacturing and engineering
- MEM11011** Undertake manual handling
- MEM18001** Use hand tools
- MEM18002** Use power tools/hand held operations
- MSMSUP106** Work in a team
- MSMENV272** Participate in environmentally sustainable work practices
- MEM16006** Organise and communicate information

YEAR 2:

- MEMPE006** Undertake a basic engineering project
- MEMPE002** Use electric welding machines
- MEMPE001** Use engineering workshop machines
- MEMPE004** Use fabrication equipment
- MEMPE005** Develop a career plan for the engineering/manufacturing industries

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to four VCE VET units at Units 1 and 2 level.

ATAR: No credit

HOST SCHOOL / PROVIDER

SuniTAFE Swan Hill Campus
RTO: 4693

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate II in Engineering Pathway** provides pre employment training for pathways into mechanical, fabrication, automotive or electrical apprenticeships.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year apprenticeship
- ▶ Certificate III in Engineering – Mechanical and Fabrication Trade
- ▶ Certificate IV in Engineering
- ▶ Diploma of Engineering
- ▶ Advanced Diploma of Engineering
- ▶ Various University Degrees

FUTURE CAREER PATHS

- ▶ Welder/Fabricator
- ▶ Panel Beater
- ▶ Civil Engineer
- ▶ Plumber
- ▶ Fitter and Turner
- ▶ Boiler Maker
- ▶ Air-Conditioning and Refrigeration Tradesperson
- ▶ Electrical Engineering
- ▶ Mechanical Engineering
- ▶ Automotive Engineering
- ▶ Manufacturing Engineering

HAIR & BEAUTY

SHB30121 Certificate III in Beauty Services *Partial Completion

COURSE AIM

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services. These individuals possess a range of well-developed technical and customer service skills where discretion and judgement are required and are responsible for their own outputs. This includes client consultation on beauty products and services. Work is typically conducted in beauty, waxing, brow and nail salons.

UNITS OF STUDY*

BLOCK 1:

SHBXWHS003 Apply safe hygiene, health and work practices

SIRXSL001 Sell to retail customers

SHBBHRS010 Provide waxing services

SHBBNLS011 Use electric file equipment for nail services (*Prerequisite for SHBBNLS007*)

SHBBNLS007 Provide manicure and pedicure services

SHBXCCS007 Conduct salon financial transaction

BLOCK 2:

SHBXCCS008 Provide salon services to clients

SHBXCCS009 Greet and prepare clients for salon services

SHBBBOS007 Apply cosmetic tanning products

SHBBRES003 Research and apply beauty industry information

SHBBFAS004 Provide lash and brow services

SHBBMUP009 Design and apply make-up

SHBBMUP010 Design and apply makeup for photography

SHBXIND003 Comply with organisational requirements within a personal services environment

CERTIFICATION / CREDIT TOWARDS

This course is a partial completion only
Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Statement of Results

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

Murray ACE Swan Hill
RTO: 3776

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate II in Beauty Services** will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the beauty, retail and personal services industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Certificate IV in Beauty Therapy
- ▶ Diploma of Beauty Therapy

FUTURE CAREER PATHS

- ▶ Retail Sales
- ▶ Beautician
- ▶ Beauty Technician
- ▶ Beauty Therapist
- ▶ Makeup artist
- ▶ Nail Technician
- ▶ Cosmetic Consultant

*First and second year students complete the same units. The delivery blocks alternate each year to accommodate both cohorts.

HAIR & BEAUTY

SHB20216 Certificate II Salon Assistant ***PIVOT Point Online Resources Used**

COURSE AIM

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.

UNITS OF STUDY DELIVERED OVER 1 YEAR

CORE UNITS:

BSBWHS211 Contribute to health and safety of self and others

SHHBAS001 Provide shampoo and basin services

SHBHDES001 Dry Hair to Shape

SHBHIND001 Maintain and organise tools, equipment and work areas

SHBXCCS007 Conduct salon financial transactions

SHBXCCS009 Greet and prepare clients for salon services

SHBXIND003 Comply with organisational requirements within a personal services environment

SHBXIND005 Communicate as part of a salon team

ELECTIVE UNITS:

SHHBAS002 Provide head, neck and shoulder massages for relaxation

SHBHCLS001 Apply hair colour products

SHBHDES002 Braid hair

SHBXCCS004 Recommend Products and Services

ADDITIONAL INFORMATION

This qualification is intended to prepare individuals for further training. You will develop specialist hairdressing skills and learn salon business practice in the **MACE on Gray Salon at Murray ACE**.

CERTIFICATION / CREDIT TOWARDS

Successful students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to four VCE VET units at Units 1 and 2 level.

ATAR: No credit

HOST SCHOOL / PROVIDER

Murray ACE Swan Hill
RTO: 3776

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate II in Salon Assistant** will provide students with "work ready" knowledge and skills applicable to a variety of career paths in the hairdressing and salon services industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ First year apprenticeship in Hairdressing
- ▶ Certificate IV in Hairdressing
- ▶ Diploma of Salon Management

FUTURE CAREER PATHS

- ▶ Hairdresser
- ▶ Retail Sales
- ▶ Hair Stylist
- ▶ Salon Manager

HOSPITALITY

SIT20421 Certificate II in Cookery

COURSE AIM

Students will gain education and training to work in kitchens and will develop a range of food preparation and cookery skills to prepare menu items. The course emulates the role of a cook working in a kitchen, under the direct supervision of a chef and focuses on the back-of-house skills typically used in a restaurant or food outlet. Students will learn hygienic practices in food preparation and the skills to prepare and present simple dishes.

UNITS OF STUDY

YEAR 1 (DELIVERED FROM 2027):

- SITXFSA005** Use hygienic practices for food safety
- SITXWHS005** Participate in safe work practices
- SITHKOP009** Clean kitchen premises and equipment
- SITHCCC023** Use food preparation equipment
- SITHCCC024** Prepare and present simple dishes
- SITXINV006** Receive, store and maintain stock
- SITHCCC025** Prepare and present sandwiches
- SITXCOM007** Show social and cultural sensitivity
- SITHCCC027** Prepare dishes using basic methods of cookery

YEAR 2 (DELIVERED FROM 2028):

- SITHCCC028** Prepare appetisers and salads
- SITHCCC029** Prepare stocks, sauces and soups
- SITHCCC030** Prepare vegetable, fruit, eggs, and farinaceous dishes
- SITHCCC034** Work effectively in a commercial kitchen

ADDITIONAL INFORMATION

Previous cooking experience beneficial and strong interest in food including handling and tasting unfamiliar foods and ingredients.

Chefs pants will be provided.

Polo shirts will be ordered, to be purchased by the student.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results

Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, and a scored VCE VET Unit 3–4 sequence.

ATAR: Scored assessment is available for this course

HOST SCHOOL / PROVIDER

St Mary MacKillop College
RTO: 40548 IVET Institute

DAY, TIME & MODE

Monday 9am - 3pm
Face to face classroom delivery

PATHWAYS

The **Certificate II in Cookery** will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the hospitality, tourism and food services industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Apprenticeship or Traineeship
- ▶ Certificate III in Commercial Cookery
- ▶ Certificate III in Hospitality
- ▶ Certificate IV in Commercial Cookery
- ▶ Certificate IV in Hospitality
- ▶ Certificate IV in Kitchen Management
- ▶ Various Diplomas and Advanced Diplomas

FUTURE CAREER PATHS

- ▶ Cook
- ▶ Chef
- ▶ Kitchen Hand
- ▶ Steward / Hostess
- ▶ Catering Manager
- ▶ Events Manager
- ▶ Front of House Manager
- ▶ Hotel / Resort Manager

INFORMATION TECHNOLOGY

ICT30120 Certificate III in Information Technology *Online Alternative Delivery Model (ADM)

COURSE AIM

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

UNITS OF STUDY

GROUP A (DELIVERED FROM 2027):

- BSBCRT301** Develop and extend critical and creative thinking skills
- BSBXCS303** Securely manage personally identifiable information and workplace information
- BSBXTW301** Work in a team
- ICTPRG302** Apply introductory programming techniques
- ICTWEB431** Create and style simple markup language documents
- BSBTEC302** Design and produce spreadsheets

GROUP B (DELIVERED FROM 2028):

- ICTICT313** Identify IP, ethics and privacy policies in ICT environments
- ICTSAS305** Provide ICT advice to clients
- ICTCLD301** Evaluate characteristics of cloud computing solutions and service
- ICTCLD401** Configure cloud services
- ICTICT312** Use advanced features of applications
- ICTICT309** Create ICT user documentation

ADDITIONAL INFORMATION

This course will be offered online for students in Swan Hill and surrounding areas to access education remotely, as part of the alternative delivery model. There will be immersion days at the Swan Hill and Mildura Campus, once per semester, for a day of guest speakers and insights into how IT is being utilised across various industries.

CERTIFICATION / CREDIT TOWARDS

Successful Year 1 students will receive a Statement of Results
Successful Year 2 students will receive a Certificate

Credit in the VCE (including VCE VM & VPC): Recognition of up to two VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

ATAR: Students will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four studies)

HOST SCHOOL / PROVIDER

SuniTAFE Mildura Campus
RTO: 4693

DAY, TIME & MODE

Friday 9am - 3pm
Online Delivery

PATHWAYS

The **Certificate III in Information Technology** will provide students with “work ready” knowledge and skills applicable to a variety of career paths in the information technology, digital media and business services industries.

FURTHER EDUCATION

Students may undertake further study including:

- ▶ Enhanced entry into an Information Technology Traineeship or Apprenticeship
- ▶ Certificate IV in Information Technology (Networking, Programming, Support, Systems Analysis and Design, Web Based Design)
- ▶ Various Diplomas and Advanced Diplomas in Information Technology
- ▶ Various University Degrees

FUTURE CAREER PATHS

- ▶ Database Administrator
- ▶ Software Testing
- ▶ Software Designer
- ▶ Systems Administrator
- ▶ Multimedia Developer
- ▶ Information Technology Support Technician
- ▶ Programmer
- ▶ Web Designer/Developer
- ▶ Information Technology Manager

PRIORITY PLACEMENT



MM VET CLUSTER PRIORITY OF PLACEMENT POLICY OVERVIEW

The purpose of the VET Cluster Framework is to ensure **ALL STUDENTS** have access to the core offering of VET courses alongside those courses identified as locally relevant or in demand, including options with the most appropriate provider(s).

To ensure equity of access to VDSS VET courses, a **MMVET Cluster Priority of Placement Policy** has been developed.

Each member school, through their participation in the **MMVET Cluster Governance and Operational Groups**, collaborated to develop this Policy and are signatories to its application. The MMVET Cluster Priority of Placement Policy is reviewed annually by the Governance and Operational Groups alongside the development of the annual **MMVET Cluster Course Handbook**.

The MMVET Cluster Priority of Placement Policy ensures there is clarity and transparency regarding the allocation of VDSS places if an individual VET course is oversubscribed in any given year.

Each MMVET Cluster member school has an equal priority in terms of VET Cluster and VET course access and support.

PRIORITY OF PLACEMENT PROCESS

It is expected that some VDSS course offerings will be oversubscribed (i.e. have more students enrolling than places allow).

Where the over-subscription to a VET course is significant, the potential for the delivery of an additional class must be explored by the VET Cluster Coordinator.

If an additional class cannot be delivered by the existing or a new provider, the following Priority of Placement process will apply:

1. Students already enrolled in and attending the host school (i.e. students home school is hosting the VET course),
2. Second year applicants entering Year 12,
3. Second year applicants entering Year 11,
4. First year applicants entering Year 11,
5. First year applicants entering Year 10,
6. First year applicants entering Year 12

CAVEATS TO THE POLICY

- ▶ Students already accepted into their first / initial VET course selection will only be accepted into alternate courses (due to change of mind) where there are spaces available. This will occur after all first selection waiting lists have been fulfilled (i.e. change of mind has lowest priority)
- ▶ Late applications from MMVET Cluster school students will be considered after changed selection students (above)
- ▶ All students not receiving a VET course offer, change of mind or late enrolments will be supported by their home school in accessing alternative VET courses/pathways
- ▶ Schools who are NOT a member school of the MMVET Cluster can access VET courses delivered within the Cluster only after all member school students have been accommodated (including changed enrolment and late enrolment students).

Refer to MM VET Cluster Priority of Placement Policy document for more information.

www.link.mmlen.com.au/MMVETCluster_PPP



ACRONYMS/GLOSSARY



VET Cluster Acronyms (commonly used in the VET sector)

AASN: Australian Apprenticeship Support Network
ACER: Australian Council Education Research
ACFE: Adult Community Further Education
ACSF: Australian Core Skills Framework
AIS: Australian Industry Standards
AQTF: - Australian Quality Training Framework
ASQA: - Australian Skills Quality Authority
ASO: Apprenticeship Support Officers
ASQA: Australian Skills Quality Authority
ATAR: Australian Tertiary Admissions Ranking
BSC: Buloke Shire Council
C: Competent (VET marking for students)
CALD: Culturally & Linguistically Diverse
CBA: Competency Based Assessment
CDAA: Career Development Association of Australia
CEAV: Careers Education Association Victoria
CICA: Careers Industry Council of Australia
DECV: Distance Education Centre Victoria
DE: Department of Education (Victorian)
DFFH: Department of Families, Fairness and Housing (Victorian)

DSS: Department of Social Services (Federal)
ESL: English as Second Language
ESO: Education Support Officer
FTE: Fulltime Equivalent
FYA: Foundation for Youth Australia
GSC: Gannawarra Shire Council
GTO: Group Training Organisation
HEADSTART: DE contract for SBATs
HESG: Higher Education & Skills Victoria
IB: International Baccalaureate
ILP: Individual Learning Plan
ISV: Independent Schools Victoria
JSPM: Job, Skills & Pathways Manager – DE
KCC: Kerang Christian College
KESO: Koorie Education Support Officer
KLA: Key Learning Area
KPI's: Key Performance Indicators
KTHS: Kerang Tech High School
LLEN: Local Learning & Employment Network
LLN: Language, Literacy & Numeracy
LLND: Language, Literacy, Numeracy & Digital
MACE: Murray Adult and Community Education (RTO)
MMLLEN: Murray Mallee Local Learning and Employment Network
MOU: Memorandum of Understanding
NCI: National Careers Institute
NCLLEN: North Central Local Learning and Employment Network
NCVER: National Centre for Vocational Education Research
NDCO: National Disability Coordination Officer
NDIS: National Disability Insurance Scheme
NMLLEN: Northern Mallee Local Learning and Employment Network
NSC: National Skills Commission
NYC: Not Yet Competent (VET marking)



ACRONYMS/GLOSSARY



OH&S: Occupational Health & Safety
PTT: Permission to Teach
RCC: Recognition of Current Competencies
RPL: Recognition of Prior Learning
RPW: Regional Pathways Workforce
RTO: Registered Training Organisation
SBAT: School Based Apprenticeship/Traineeship
SES: Socio-Economic Status
SHC: Swan Hill College (including FLO Campus)
SHRCC: Swan Hill Rural City Council
SHSS: Swan Hill Specialist School
SJSPO: Senior Jobs Skills and Pathways Officer
SMMC: St Mary MacKillop College (Swan Hill)
SSLV: Skills Shortage List Victoria
SSPRT: Senior Secondary Pathways Reform Taskforce
SSSO: Student Support Services Officer
STAT: Special Tertiary Admissions Test
SWL: Structured Workplace Learning
SWLR: Structured Workplace Learning Recognition
TAFE: Training and Further Education
TC: Tyrrell College
UoC: Units of Competency
USI: Unique Student Identifier
VALA: Victoria Applied Learning Association
VASS: Victorian Assessment Software System
VCAA: Victorian Curriculum & Assessment Authority
VCE: Victorian Certificate of Education
VCE VM: Victorian Certificate of Education Vocational Major
VCAL: Victorian Certificate of Applied Learning
VELS: Victorian Essential Learning Standards
VET: Vocational Education & Training
VDSS: Vocational Education & Training delivered to secondary students

VIT: Victorian Institute of Teaching
VPC: Victorian Pathways Certificate
VRQA: Victorian Registrations & Qualifications Authority
VSG: Victorian Skills Gateway
VTAC: Victorian Tertiary Admissions Centre
WWCC: Working with Children Check
YSAS: Youth Support & Advocacy Service

GLOSSARY

MMVET Student: any young person aged 15 years or older enrolled in and attending a MMVET Cluster school
Home school: the school the student is enrolled in and attending
Host school: the school offering the VET course
Unmet demand: where there are more applications for a VET course than there are available spaces in the course in that year
Adequate supply: where there are more available spaces in a VET course in that year than there are applications for the course
First year: eligible VET student entering their first year of study in the SELECTED course. This disregards previous enrolment in a different VET course
Second year: eligible VET student entering their second year of study in the SELECTED course



HOST SCHOOLS & PROVIDER DETAILS



MM VET CLUSTER MEMBER SCHOOLS



Kerang Christian College
P: (03) 5450 3894
98 Wyndham Street
Kerang VIC 3579



Kerang Technical HS
P: (03) 5452 1062
48 Murray Street
Kerang VIC 3579



St Mary MacKillop College
P: (03) 5032 9771
53 McCrae Street
Swan Hill VIC 3585



Swan Hill College
P: (03) 5036 4900
10-32 Pye Street
Swan Hill VIC 3585



Swan Hill College - FLO
P: (03) 5036 4900
509 Campbell Street
Swan Hill VIC 3585



Swan Hill Specialist School
P: (03) 5032 3683
27-33 Yana Street
Swan Hill VIC 3585



Tyrrell College
P: (03) 5070 2106
10 Sutcliff Street
Sea Lake VIC 3533

MM VET CLUSTER RTO/TRAINING PROVIDER DETAILS



Murray ACE Swan Hill | RTO 3776
P: (03) 5032 3719
429 Campbell Street, Swan Hill VIC 3585
Contact: De-Anna Rullo – Training Coordinator
E: learn@macesh.vic.edu.au



Sunraysia Institute of TAFE | RTO 4693
P: (03) 5036 0220
64 Sea Lake-Swan Hill Rd, Swan Hill VIC 3585
Contact: Nicole Wright – School Coordinator
E: skillsandjobs@sunitafe.edu.au

**All SuniTAFE courses to be read in conjunction with VDSS Swan Hill program information: [VET Delivered to Secondary Students | SuniTAFE](#)*



VET DELIVERED TO SECONDARY SCHOOL

MURRAY MALLEE LOCAL LEARNING & EMPLOYMENT NETWORK (MMLLEN)

Shop 1A 3-4 McNeill Court PO BOX 527

Swan Hill Victoria 3585

P: (03) 5033 2017

www.mmlen.com.au

Contact Details:

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Rachael Williams – VET Cluster Coordinator

E: rachael@locallogicplace.com.au

mmlvc
MURRAY MALLEE VET CLUSTER

DISCLAIMER

All course details and delivery arrangements contained in this handbook are correct at the time of printing (May 2026). VET programs are subject to change as there are continual changes to training packages and qualifications. Any changes to the delivery arrangements published in this handbook will be communicated to students and parents/carers via their Home School VET Coordinator.



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