



VET

2019 Handbook

Contents

What is Vocational Education and Training “VET”?.....	3
On-Campus VET List	4
HLT33015 Certificate III in Allied Health Assistance	5
BSB20115 Certificate II in Business	6
22209VIC Certificate II in Engineering Studies.....	7
SHB20216 Certificate II in Salon Assistant	7
CUA31015 - Certificate III in Screen and Media (Creative Digital Media)	8
SIS30513 Certificate III in Sport & Recreation (Outdoor Recreation).....	9
22216VIC Certificate II in Building and Construction (Partial Completion)	10
MSL30116 Certificate III in Laboratory Skills	11
Off-Campus VET List.....	13

What is Vocational Education and Training “VET”?

VET is considered a subject which can be undertaken as part of either the VCE or VCAL certificates. VET provides credit towards a nationally recognised VET (TAFE level) qualification within the Australian Qualifications Framework. The training that students receive reflects specific industry competency standards.

Lavalla Catholic College has arrangements in place with a variety of Registered Training Organisations (RTO’s) to ensure we can offer a wide range of VET subjects to our students. The majority of VET subjects run over 2 years.

A key success of VET is the integration of vocational (occupation focused) options within the traditionally academic studies at the senior secondary school level. VET programs allow students to:

- Develop job industry specific skills
- Gain nationally recognised Vocational Education and Training (VET) qualifications and units of competency while still completing their VCE or VCAL
- Develop employability skills and an understanding of the world of work, and;
- Gain valuable experience to assist with planning and pursuing their career pathways.

The VET Subjects listed on the following pages are indicative of the courses available for 2019 and are subject to change, depending on enrolment numbers and other factors influencing delivery of the course by the RTO.

Eligible Year 10 students may apply for an On Campus VET subject as an Enhancement subject. Off Campus VET subjects are available to students in Year 11 & 12 only.

- On Campus VET subjects are run at Lavalla Catholic College Kildare Campus either as a timetabled class, or 1 day per week.
- Off Campus VET subjects are not run at Lavalla Catholic College. Instead the Parent/Guardian must arrange the student’s transport to and from the relevant TAFE campus one day per week (usually Wednesdays). See the Off Campus VET list for more information. Off Campus VET Students are also required to attend the VET Orientation Day in Term 4 if they have been accepted into the subject.
- Students undertaking a 1 day per week VET subject will be eligible for study spares to be used to catch up on the classes they miss when attending VET.

VET subjects run for the full year in both Semester 1 and Semester 2 and normally take 2 years in total to complete the subject. Students cannot commence a VET subject mid-year.

NOTE: Course duration differs between one or two years. Some courses may only offer partial completion. VCE contribution also differs. See the Registered Training Organisation (RTO) at Expo for confirmation.

There are no additional school fees charged for students to enrol in a VET subject (excluding uniform requirements or course specific equipment set by the RTO). The Parent/Guardian will be required to sign a VET Fee Agreement form in which the Parent/Guardian agrees to reimburse Lavalla Catholic College for any out of pocket cost should the student cease attending the VET subject or exit the College part of the way through the current year. Student will have the first 3 VET classes to decide to withdraw from the course before the RTO charges enrolment fees.

On-Campus VET List

All VET Courses are to be commenced in either year 10 or 11.

Area	Course	RTO	Provider	VCE Contribution	Duration
Allied Health	HLT33015 Certificate III in Allied Health Assistance	20669	Lavalla Catholic College	VCE CREDIT	2 Years
Building and Construction	*22216VIC Certificate II in Building & Construction	4603	Access Skills Training	VCE Credit	2 Years
Business	BSB20115 Certificate II in Business	20669	Lavalla Catholic College	ATAR Contribution (Primary Four)	2 Years
Creative and Digital Media	CUA31015 - Certificate III in Screen & Media (Creative Digital Media)	20669	Lavalla Catholic College	ATAR Contribution (Primary Four)	2 Years
Electrical	UEE22011 – Certificate II in Electrotechnology (Career start)	3874	Educational Living	VCE VET	2 Years
Engineering	22209VIC - Certificate II in Engineering Studies	3874	Educational Living	ATAR Contribution (Primary Four)	2 Years
Hairdressing	SHB20216 - Certificate II in Salon Assistant	121314	Australian Institute of Education and Training	VCE CREDIT	TBA
Laboratory Skills	MSL30116 - Certificate III in Laboratory Skills	4603	Access Skills Training	ATAR Contribution (Primary Four)	2 Years
Sport and Recreation	SIS30115 - Certificate III in Sport & Recreation	40548	iVET	ATAR Contribution (Primary Four)	2 Years

**Second year of this VET Course is completed off-campus.*

VET information is subject to change.

VET Building & Construction and Engineering will expire at the end of 2017. Updated version of the course/s is due to be released in 2018.

HLT33015 Certificate III in Allied Health Assistance

VCE VET:	Units 1-4
Duration:	2 Years
Registered Training Organisation (RTO)	Lavalla Catholic College: RTO Nat. Code 20669
Teacher:	Mrs Hunter

Recommended Previous Studies:

An interest in a career pathway in health, health sciences, highly developed effective communication and organisational skills.

Course Content:

The course is delivered over two years at the Kildare Campus of Lavalla Catholic College and timetabled. Consisting of 8 Core and 3 Elective Units.

This is a year 11/12 course selection but may be undertaken in year 10 as an enhanced subject selection

Please note: Electives are pre-selected by Lavalla Catholic College to ensure all VRQA requirements are met, enabling students to meet the certificate requirements.

The course runs as:

- Units 1 & 2 in 1st Year
- Units 3 & 4 in 2nd Year.
- Students must complete Mandatory Structured Work Place Learning (SWL), 40 hours each year and also complete a SWL Booklet each year.

On completion of all UOC's, students will receive a Unit 1 and Unit 3 /4 VCE sequence. No contribution to ATAR applies.

Assessed Coursework:

Written assessment tasks, practical assessments, oral presentations, participation in health industry visits and SWL and detailed e-portfolios.

The VET Allied Health Program aims to:

Provide participants with the knowledge and skills to achieve the required competencies, to gain a recognised qualification that will enhance their employment opportunities within the health industry. This qualification allows successful participants to provide assistance and work under direct supervision of Allied Health professionals.

Career Pathways:

Pathway to further study at tertiary level in selected health courses either at: TAFE: (Diploma, Certificate IV, traineeship). University – Bachelor Degrees in Nursing/Physiotherapy/Chiropractic /Speech Pathology/dietetics etc.

Additional Information:

To achieve the certificate qualification, all Units of Competency (UOC) need to be successfully completed including minimum 80 hours Structured Workplace Learning (SWL). Partial completion of the course will result in the issuing of a Statement of Attainment for only those units of competency completed.

BSB20115 Certificate II in Business

VCE VET:	Units 1-4
Duration:	2 Years
Registered Training Organisation (RTO)	Lavalla Catholic College: RTO Nat. Code 20669
Teacher:	Mrs Clarke

Course Content:

Commonly referred to as Business Administration, this course aims to provide skills and knowledge to equip students to enter employment as a clerical-administrative employee across all industries and/or to support their tertiary studies with an additional vocational qualification which includes a VCE study score at the completion of the certificate. This On-Campus VCE/VET course allows students the opportunity to understand administrative processes and the 'workings of the office' on a practical level which includes a work placement component.

Assessed Coursework:

- 10 work related Units completed in the first year
- 5 work related Units completed in the second year
- 2 Portfolios (as scored assessment)
- Work Product (as scored assessment)

Additional Information:

The certificate is completed **only** at the end of second year although units studied as part of this certificate contribute to VCE studies, Units 1 to 4.

Developing Skills in:

- Communication
- Processing information
- Technology especially word, excel, database
- Planning organisation
- Team work
- Client Services

Further Studies:

- Certificate III Business Administration traineeship
- Continue a Diploma in Administration at TAFE
- This foundation course will provide skill development for a wide range of Management, Business and Research related University courses.

Pathway Information:

Enter the workplace directly / Certificate III Business Administration Traineeship.

May be used as a gap year before university.

Career Pathways: Administration, Management, Human Resources, etc.

22209VIC Certificate II in Engineering Studies

VCE VET:	Units 1-2
Duration:	1 Year
Registered Training Organisation (RTO)	Educational Living Nat Code 3784
Teacher:	Ms Sizeland

Course Content:

Certificate II in Engineering Studies provides students with the practical skills and theoretical knowledge to undertake an apprenticeship in the engineering trades. Units 1 and 2 cover areas in basic machine processing, fabrication techniques, Occupational Health and Safety principles, using power tools and using computers for engineering related work activities. On campus Engineering is offered to students who would struggle with the expectations of the off campus course. There is a selection process for this course.

Additional Information:

By application only. - This is completed as one full day study per week on-Campus. Students are required to commit to making up in class material due to their absence.

Further Information: Delivered at Lavalla Catholic College

SHB20216 Certificate II in Salon Assistant

VCE VET:	Units 1-2
Duration:	1 Year
Registered Training Organisation (RTO)	Australian Institute of Education and Training Nat. Code 121314
Teacher:	Ms Catherwood

Course Content:

Certificate II in Salon Assistant is a preparatory qualification that includes both theory and practical sessions. This qualification reflects the role of individuals who work as salon assistants and are competent in communicating in the workplace, interacting with and providing service to clients and assistance to colleagues. They perform routine functions under direct supervision as part of a hairdressing team. 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.

Additional Information:

By application only.

This is completed as one full day study per week on-Campus. Students are required to commit to making up in class material missed due to their absence.

Delivered by Lavalla Catholic College RTO is Australian Institute of Education and Training

Pathway Information:

Upon completion of the course students will receive a SHB20216 Certificate II in Salon Assistant

CUA31015 - Certificate III in Screen and Media (Creative Digital Media)

VCE VET:	Units 1-4
Duration:	2 Years
Registered Training Organisation (RTO)	Lavalla Catholic College: Nat. Code 20669
Teacher:	Mr Wilkie.

Course Content:

This qualification is from the Screen and Media Training Package. It reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

The course is designed to provide an introduction to interactive digital media (multimedia), graphic design, audio and video and the digital media industry. You will obtain skills in a variety of digital media software and gain knowledge of the digital media industry. The type of work that will be completed during the course includes animation, a client based website design and a video based task.

Assessed Coursework:

Major Tasks for Units 1 & 2

- OHS work tasks
- Drinks Menu
- Team Website Design
- Video / Stop-motion project
- Logo Design Folio

Three Major assessment Tasks for Units 3 & 4:

- Animation Folio
- Website Design Folio
- Video Project

SIS30513 Certificate III in Sport & Recreation (Outdoor Recreation)

VCE VET:	Units 1-4
Duration:	2 Years
Registered Training Organisation (RTO)	IVET Institute Nat. Code 40548 (http://www.iVETinstitute.com.au/)
Teacher:	Mr Van Berkel or Mr Wald

Course Content:

The VCE VET Certificate III in Outdoor Recreation provides students with the opportunity to undertake a number of practical outdoor electives. The course aims to develop the student as a leader via theoretical units completed during the course. Students then apply these skills through various practical activities across the two years of the course. Activities such as;

Year 1: Overnight Camping, Surfing, Hiking, Snowboarding and Skiing

Year 2: Rock Climbing, Canoeing, Snowboarding and Skiing.

Undertaking the practical activities enable students to become multi-skilled, thereby enhancing entry to employment and further training across many sectors in the sport and recreation industry.

The Certificate III in Outdoor Recreation enables the students to develop the practical skill that can be used in further study areas such as Units 1 – 4 in Outdoor and Environmental Studies.

Students will undertake a number of days out of school due to camps and this needs to be taken into consideration when selecting the course. Compulsory completion of practical days are required.

22216VIC Certificate II in Building and Construction (Partial Completion)

VCE VET:	Units 1-2
Duration:	1 Year
Registered Training Organisation (RTO)	1 st Year: Delivered at Lavalla Catholic College via RTO Access Sills Training (AST) Nat. Code 4603 http://www.accessaustralia.org.au
Teacher:	Mr Szkwarek .

Course Content:

The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the building and construction industry. The Certificate II in Building and Construction provides partial completion of the pre-apprenticeship program in carpentry. Many students choose this On-Campus VET in Year 10 as part of their VCAL programme. This program provides a pathway into building and construction related trades and traineeships. It is also valuable for students who wish to pursue University qualifications in Architecture or construction management.

Assessed Coursework:

Assessment for this study includes two practical tasks, a large group project and written assessment tasks. There are 12 units to complete for Unit 1&2. First Aid and the Construction Industry Card are included in this program.

Additional Information:

This is a two year course and is a partial completion of the Certificate II in Building and Construction. An application for this course is required at Year 10 level.

The course is available to Year 10 and 11 students.

MSL30116 Certificate III in Laboratory Skills

VCE VET:	Units 1-4
Duration:	2 Years
Registered Training Organisation (RTO)	Access Skills Training (AST) RTO Nat. Code 4603 www.ast.org.au
Teacher:	Mrs Lovatt

Course Content:

The VCE VET Laboratory Skills program is a 2 Year (Year 11 & 12) VCAA Primary Four / Certificate III qualification which will provide students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associated technical tasks such as sampling and testing.

The VCE VET Laboratory Skills program aims to:

- Provide participants with the knowledge and skills to achieve competencies that will enable them to perform a specific range of laboratory operations across a range of industries.
- Enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.

The VCE VET Laboratory Skills program consists of 13 Units of competence:

- Units 1 and 2: Six compulsory units + Two elective units
 - Units 3 and 4: Four compulsory units + One elective unit *
- *VCAA Scored Assessment/ Units are scored and contribute to your VCE ATAR

Assessed Coursework:

Based on successful completion of all 13 Units & includes: Coursework: Theory, Activities, Written Assessments, Assignments, Practical work & Structured Workplace Learning (SWL), SAC's & Exams undertaken during the training program.

SAC's: Unit 3 & 4 sequence in the Certificate is a scored assessment students are required to complete 3 SAC's assessed internally, accounting for 66% of the overall Score.

Examination: An exam accounting for 34% of the Score is set and assessed externally by the VCAA and taken under examination conditions at the end of the 2nd Year. (ATAR students Only)

Additional Information:

On successful completion of the VCE VET Laboratory Skills program students are eligible for:

- **The Award of MSL30116 Certificate III in Laboratory Skills.**

Both years of the Course must be successfully completed to be eligible for the qualification.

The 2nd Year / Year 12 of the program could be completed as a stand-alone subject.

Note: Students would not receive the qualification but would be credited with a Primary Four score towards their ATAR and with a statement of results of the Units of competency completed in the Certificate

The skills developed through this course would also be useful to students planning on VCE Unit 3 and 4 studies in Chemistry, Biology or Environmental science.

This course would also compliment the Certificate III in Allied Health Assistance and could be completed concurrently

Career Pathways:

Certificate III in Laboratory Skills -leads into a Diploma in Laboratory Technology (TAFE) OR Degree in Science (University)

Industry, Hospitals, Government and Research Agencies all employ Laboratory Assistants / Technical Officers in the following fields:

Medical Research, Pathology, Drug Design and Development, Mining, Environmental protection, Cosmetics, Education, Forensic science, Agriculture Food Industry, Engineering, Art Restoration, Defence, Zoology, Archaeology, Manufacturing, Metallurgy

Off-Campus VET List

All VET Courses are to be commenced in either year 11. Interested students in Year 12 should consult Ms Sizeland.

Area	Course	RTO	Location	VCE Contribution	Duration
Aged Care	CHC22015 Certificate II in Community Services	4181	Community College Gippsland Warragul	VCE Credit	TBA
	CHC22015 Certificate II in Community Services	0417	Federation Training Traralgon	VCE Credit	1 year
Agriculture	AHC20116 Certificate II in Agriculture	3094	GO TAFE On-line	VCE VET	TBA
Animal Studies	ACM20110 Certificate II Animal Studies	0417	Federation Training Morwell or Warragul	VCE VET	2 years
Automotive	AUR20716 Certificate II in Automotive Vocational Preparation	3829	Apprenticeships Group Australia Churchill	VCE VET	2 years
	AUR20716 Certificate II in Automotive Vocational Preparation	0417	Federation Training Leongatha or Warragul	VCE VET	2 years
Beauty / Makeup	SHB20116 *Certificate II in Retail Cosmetics	0417	Federation Training Traralgon	VCE Credit	1 year
	SHB20116 Certificate II in Retail Cosmetics	4181	Community College Gippsland	VCE Credit	TBA
	SHB20116 *Certificate II in Retail Cosmetics	3789	Elly Lucas Beauty Therapy College Melbourne	VCE Credit	1 year
Building	22216VIC Certificate II in Building & Construction (Bricklaying)	0417	Federation Training. Year 1, Lavalla Year 2, Yallourn	VCE VET	2 years
	22216VIC Certificate II in Building & Construction (Carpentry)	0417	Federation Training Year 1, Lavalla Year 2, Yallourn	VCE VET	2 years
	22216VIC Certificate II in Building & Construction (Painting and Decorating)	0417	Federation Training Year 1, Lavalla Year 2, Yallourn	VCE VET	2 years

Off-Campus VET List, continued

Area	Course	RTO	Location	VCE Contribution	Duration
	22216VIC Certificate II in Building & Construction (Painting and Decorating)	3829	Apprenticeships Group Australia Year 1, Lavalla Year 2, Churchill	VCE VET	2 years
Child Care	CHC30113 Certificate III in Early Childhood Education and Care	0417	Federation Training, Morwell	VCE VET	2 years Partial Completion
Civil Construction	RII20715 Certificate II in Civil Construction	0417	Federation Training Yallourn	VCE VET	2 years
Dance	CUA20111 Certificate II in Dance	20949	AUSDANCE, Drouin Secondary College	VCE Credit	2 years
Electrical	UEE22011 Certificate II in Electro technology	3829	Apprenticeships Group Australia, Morwell	VCE VET	1 year
	UEE22011 Certificate II in Electro technology	0417	Federation Training Yallourn	VCE VET	1 years
Equine	RGR20108 - Certificate II in Racing (Stablehand)	4181	Community College Gippsland, Warragul	VCE Credit	TBA
Fitness	Sport and recreation (Fitness stream)	40548	IVET, Churchill	Scored	2 Years
Furniture Making	MSF20313 Certificate II in Furniture Making	0417	Federation Training Yallourn	VCE VET	2 years
Horticulture	AHC20416 Certificate II in Horticulture	0417	Federation Training, Warragul or Morwell	VCE VET	2 years
	AHC20416 Certificate II in Horticulture	4181	Community College Gippsland, Warragul	VCE VET	2 years
Hospitality	SIT20213 Certificate II in Kitchen Operations	0417	Federation Training, Morwell	Scored	2 years
	SIT20316 Certificate II in Hospitality	0417	Federation Training, Morwell	VCE VET	1 years

Off-Campus VET List, continued

Area	Course	RTO	Location	VCE Contribution	Duration
Integrated Technologies	22289VIC Certificate II in integrated Technologies	0417	Federation Training, Leongatha or Warragul	Scored	2 years
Music	CUS30109 Certificate III in Music	50392	College of Sound and Music Production, Lowanna College	Scored	TBA
Photography	CUA31115 Certificate III in Visual Arts	0417	Federation Training, Yallourn	VCE VET	2 years
Plumbing	22304VIC Certificate II in Plumbing	3829	Apprenticeships Group Australia Morwell	VCE VET	2 years
	22304VIC Certificate II in Plumbing	0417	Federation Training, Yallourn	VCE VET	2 years
Sound Production	CUS30209 Certificate III in Technical Production	50392	College of Sound and Music Production, Lowanna College	Scored	2 years

* Federation Training may change this course to either Certificate III in Beauty Services or Certificate II in Makeup

VET information is subject to change.

VET Building & Construction and Engineering will expire at the end of 2017. Updated version of the course/s is due to be released in 2019.

This information is correct at the time of publication. Course offerings and fee structures may change between the date of publication and course commencement in 2019.