

Supplement

Description of VCE VET programs

Attention

VET coordinators

Careers practitioners

Managed Individual Pathways (MIPs) coordinators

Registered Training Organisation (RTO) VET in Schools staff

In response to requests from schools, students, parents and training organisations, the VCAA VET Unit has developed the following program descriptions for all VCE VET programs. Each description outlines the structure and overview of a program. Also identified are potential career outcomes which may be available for students who successfully complete programs or transition into further training and study in the same industry or area.

This document will also be available on the VCAA website and will be updated regularly.

Correct at time of printing.

Agriculture

Training Package: RTE03 Rural Production

The VCE VET Agriculture program aims to provide students with the knowledge and skills to enhance their employment prospects in the agriculture or agriculture related industries.

There are two Certificate II qualifications available:

- RTE20103 Certificate II in Agriculture
- RTE20603 Certificate II in Production Horticulture

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Qualification: RTE20103 Certificate II in Agriculture

Description: Certificate II in Agriculture is designed for students who wish to develop their skills and knowledge to assist farmers and graziers with growing crops and/or feeding and raising livestock. The qualification covers workplace health and safety, farm maintenance, use of chemicals, animal husbandry and machinery and equipment operation. Skills are learnt in harvesting, maintaining livestock feed and water supplies, mustering, moving and penning up livestock, and performing routine farm machinery and equipment maintenance. Students will learn how to work effectively in the rural industry as well as the basic technical skills to be a supervised worker in the industry.

Career opportunities: Completion of Certificate II in Agriculture can provide students with the skills to work on properties or in rural enterprises engaged in primary production. Employment opportunities may exist in a number of designated sectors such as beef, dairy, sheep and wool production. With additional training and experience, future employment outcomes may include farm hand, station hand, farm supervisor, wool handler/classer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/agriculture/agriculture.html

www.ntis.gov.au/Default.aspx?/trainingpackage/RTE03/qualification/RTE20103/rules

Qualification: RTE20603 Certificate II in Production Horticulture

Description: Certificate II in Production Horticulture is designed for students who wish to develop basic technical skills in the production horticulture industry. Completion of Certificate II will provide students with the knowledge required to apply these skills in the workplace. Production horticulture businesses produce fresh and dried fruit and vegetables for local and export markets. Students will learn how to work effectively in the production horticulture industry as well as the skills to be a supervised worker in the industry.

Career opportunities: Completion of Certificate II in Production Horticulture can provide students with the skills to work on properties or enterprises engaged in stone fruit,

berries, nuts, grapes, tobacco or vegetable production. With additional training and experience, future employment outcomes may include production hand, packhouse supervisor or agronomist in a wide variety of industries.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/agriculture/agriculture.html

www.ntis.gov.au/Default.aspx?/trainingpackage/RTE03/qualification/RTE20603/rules

Applied Fashion Design and Technology

Training Package: LMT07 Textiles, Clothing and Footwear

Qualification: LMT21707 Certificate II in Applied Fashion Design and Technology and selected units of competence from LMT31407 Certificate III in Applied Fashion Design and Technology

VCE credit: Up to six units: four units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: The VCE VET Applied Fashion Design and Technology program provides students with the basic design and development skills and knowledge to prepare them for work in the fashion industry. Students will be provided with the opportunity to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches. Units of competence in Units 3 and 4 include identifying fibres and fabrics, fabric performance and handling, garment repairs, alterations, basic patternmaking principles, preparing design concept and marketing design concepts. This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

Career opportunities: Upon successful completion of Certificate II in Applied Fashion Design and Technology, students may be employed as a junior in the fashion industry. With additional training and experience, future employment outcomes may include a clothing tradesperson, product tester/inspector, product dispatcher, garment cutter, pattern maker, designer or milliner. Established fashion designers can also undertake careers in small business focusing on the production of individual garments or seasonal clothing ranges.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/appliedfashion/appliedfashion.html

www.ntis.gov.au/Default.aspx?/trainingpackage/LMT07/qualification/LMT21707/rules

Automotive

Qualification: 21560VIC Certificate II in Automotive Technology Studies

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Automotive Technology Studies provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Depending on the electives chosen, the program includes industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body (panel beating, painting, trimming or body making), vehicle engine reconditioning and maintenance.

Career opportunities: Certificate II in Automotive Technology Studies provides a pathway for students into the automotive industry through a traineeship or apprenticeship. With additional training and experience, future employment outcomes may include trimmer, detailer, panel preparer, painter, light vehicle mechanic, heavy vehicle mechanic, motorcycle mechanic.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/automotive/automotive.html

<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Building and Construction

Qualification: 21844VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating) Pre-apprenticeship

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Building and Construction provides students with the knowledge and skills to enhance their employment prospects in the building and construction industry. The certificate provides partial completion of the pre-apprenticeship program in one of the following chosen streams: bricklaying, carpentry, painting and decorating. Units in the pre-apprenticeship include safe handling of plant and power tools, quality principles for the building industry, calculations and workplace documents and plans.

Career opportunities: Further training in this qualification is required for completion of the pre-apprenticeship which may lead to an apprenticeship in the building and construction industry in areas such as general construction, painting and decorating, bricklaying/block laying or carpentry – framework/formwork/finishing. As a qualified tradesperson,

potential occupations may include carpenter, joiner, painter, bricklayer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/building/buildconst.html

http://trainingsupport.otte.vic.gov.au/p_trgpckDetail.cfm?id=166

Business

Training Package: BSB07 Business Services

The VCE VET Business program aims to provide students with the knowledge and skills to enhance their employment prospects within a broad range of business and industry settings. The VCE VET Business program has been structured to allow for two exit points. Students may choose to complete:

- BSB20107 Certificate II in Business
- BSB20107 Certificate II in Business with selected units from BSB30107 Certificate III in Business.

Qualification: BSB20107 Certificate II in Business; or BSB20107 Certificate II in Business with selected units from BSB30107 Certificate III in Business

VCE credit: For completion of Certificate II: up to four units at Units 1 and 2.

For completion of Certificate II and selected units from Certificate III: up to five units: three at Units 1 and 2, and a Units 3 and 4 sequence.

Description: The VCE VET Business program provides students with the knowledge and skills to work effectively in a business or office environment. Depending on the electives chosen, Units 1 and 2 include occupational health and safety, communicating in the workplace, organising work activities, producing word processed documents, using business technology and creating and using spreadsheets. Units 3 and 4 incorporate units such as maintaining financial and business records, organising work priorities, organising workplace information, promoting innovation and designing and producing business documents.

Career opportunities: Certificate II in Business provides a pathway into training and employment in business and related industries. Potential occupations may include administration or clerical assistant, data entry operator, office junior or receptionist. Roles for experienced professionals in this industry may include personal assistant, medical secretary, legal clerk or information desk manager.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/business/business.html

www.ntis.gov.au/Default.aspx?/trainingpackage/BSB07/qualification/BSB20107/rules

Community Service

Training Package: CHC02 Community Services

Qualification: CHC20202 Certificate II in Community Services Work and selected units of competence from CHC30802 Certificate III in Community Services Work/ CHC30402 Certificate III in Children's Services

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: The VCE VET Community Services program provides students with the knowledge and skills to enhance their employment prospects in the community services sector. Completion of the certificate provides a pathway into Certificate III in Aged Care or Certificate III in Children's Services. Students will learn about the community services sector and explore specific contexts of work; they will develop skills in communication, information provision and processing, administration support, networking and group support. Units 3 and 4 of the program include working effectively with young people and operating under a casework framework.

Career opportunities: Certificate II and Certificate III in Community Services can provide pathways into work or further study in community services, in areas such as child care, aged care, home and community care, drug and alcohol work, disability work, social housing or mental health work. With additional training and experience, future employment outcomes may include a community health worker, counsellor, out of hours carer, school support worker, case manager.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/community/commservice.html

www.ntis.gov.au/Default.aspx?/trainingpackage/CHC02/volume/CHC02_1/qualificationlevel/521

Conservation and Land Management

Training Package: RTD02 Conservation and Land Management

Qualification: RTD20102 Certificate II in Conservation and Land Management

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Conservation and Land Management is designed to offer entry level training for students wishing to work in parks and wildlife areas and includes hands-on training across a wide range of land management units. Students will develop skills and knowledge in plants, propagation and controlling weeds, natural area restoration and management and parks and wildlife. Depending

on the electives chosen, Units 1 and 2 include units that cover revegetation works, site assessments, visual inspection of park facilities and maintenance of wildlife habitat refuges. Core units undertaken in Units 3 and 4 may include providing information on plants and their culture, surveying pest animals, maintaining natural areas and collecting and preserving biological samples.

Career opportunities: Completion of Certificate II in Conservation and Land Management will provide students with the opportunity to undertake roles in conserving and protecting parks, bushland, creeks and rivers. With additional training and experience, future employment outcomes may include conservation assistant, field officer (lands, park and wildlife), land management officer, natural area restoration supervisor, community project officer.

Many volunteering opportunities exist for students who undertake the VCE VET Conservation and Land Management program.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/conservations/landmanagement.html

www.ntis.gov.au/Default.aspx?/trainingpackage/RTD02/qualification/RTD20102/rules

Dance

Qualification: 21764VIC Certificate II in Dance

VCE credit: Up to 4 units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Dance aims to provide students with the technical and performance skills, to begin the process of establishing a career in the dance industry. It enables students to develop the knowledge and skills to participate in a variety of dance routines and leads to further education and training in the performing arts industry. Units 1 and 2 include units on developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to students own area of work. Units 3 and 4 involves students sourcing and applying entertainment industry knowledge, preparing for dance performances, applying basic dance techniques for performances and refining basic dance techniques.

Career opportunities: Completion of Certificate II in Dance will assist students in entering the dance industry. With additional training and experience, future employment outcomes may include dancer, performer, choreographer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/dance/dance.html

<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Desktop Publishing and Printing

Training Package: ICP05 Printing and Graphics Arts

The VCE VET Desktop Publishing and Printing program aims to provide students with the knowledge and skills to enhance their employment prospects in the printing and graphic arts industries. There are two Certificate II qualifications available:

- ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing) and
- ICP20105 Certificate II in Printing and Graphic Arts (General)

VCE credit: Up to six units: four units at Units 1 and 2, and a Units 3 and 4 sequence.

Qualification: ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)

Description: Certificate II in Printing and Graphic Arts (Desktop Publishing) provides students with the practical skills and knowledge to design and produce documents using desktop publishing software. Units 1 and 2 of the program focus on areas such as communication, quality control, basic design concepts, page layout and graphics applications. While Units 3 and 4 include units on proofing, editing, scanning, digitalising and producing interactive PDF files.

Qualification: ICP20105 Certificate II in Printing and Graphic Arts (General)

Description: Certificate II in Printing and Graphic Arts (General) provides students with an overview of various aspects of print production including pre-press, press and post-press. Similar to the Desktop Publishing focus, Units 1 and 2 cover areas such as communication, quality control, basic design concepts, page layout and graphics applications. Units 3 and 4 covers areas such as setting up for basic lithographic printing, producing basic lithographic printed products, setting up machines for basic single or continuous folding and producing single or continuous folded products.

Career opportunities: Completing either of the Desktop Publishing and Printing programs will equip students with the skills to meet the industry demand for professionals in the print and pre-press areas. Having an understanding of the design or print process opens doors in the fields of illustration, sign writing, graphic design, image manipulation, digital illustration, logo and corporate identity, brochure design, publications, press advertisements and poster displays. With additional training and experience, future employment outcomes may include printer, desktop publisher, print finisher, production supervisor.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/desktop/desktop.html
www.ntis.gov.au/Default.aspx?/trainingpackage/ICP05/qualification/ICP20105/rules

Electrotechnology

Qualification: 21583VIC Certificate II in Electrotechnology (Shared Technology)

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Electrotechnology (Shared Technology) provides students with skills and knowledge to enhance their entry-level employment prospects in apprenticeships and traineeships in a range of industries including automotive, building and construction, electrical, electronics, engineering, information technology and telecommunications. Units 1 and 2 focus on computer systems, wireless communications, energy generation, robotics and embedded controllers and photonics. Depending on the electives chosen, Units 3 and 4 include identifying and selecting components/accessories/materials, applying technologies and concepts to electrotechnology work activities, programming a basic robotic system, using photonic equipment and providing system networking administration.

Career opportunities: Certificate II in Electrotechnology (Shared Technology) provides exposure to a diverse range of related industries which share technologies with the electrotechnology industry. Skill areas within the industry include the use and management of computer networks, manipulation of wireless communications, ability to analyse data collected by smart devices and closer involvement in electricity generation. With additional training and experience, future employment outcomes may include electronics technician, computer assembler, data communications technician.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/electronics/electron.html
http://trainingsupport.otte.vic.gov.au/p_trgpckDetail.cfm?id=94

Engineering

Qualification: 21566VIC Certificate II in Engineering Studies

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: 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. Depending on the electives chosen, Units 3 and 4 cover areas such as producing basic engineering sketches and drawings, handling engineering materials, fabricating basic jewellery items and assembling and testing electronic engineering equipment.

Career opportunities: Certificate II in Engineering Studies prepares students for an engineering apprenticeship which can lead into a range of careers in the engineering and manufacturing industries, including roles in conception, design, manufacture, assembly, installation, repair, replacement, packaging and sales. As a qualified tradesperson occupations may include boiler maker, welder, tool/die maker, hydraulics/avionics/mechanical technician, draftsman, mechanical fitter.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/engineering/engineering.html
<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Equine

Qualification: 21908VIC Certificate II in Equine Industry

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Equine Industry is an introductory course that prepares students for work in the equine industry. The qualification covers units such as working in an equine organisation, safe handling and daily care of horses and developing a career path in the equine industry. Elective units include horse riding and driving, preparing horses for competition, assisting in the conduct of an equine industry event, caring for mares and foals and providing advice on equine products. Units 3 and 4 incorporate core units such as carrying out horse observation, responding to equine injury and disease, equine anatomy and physiology and determining nutritional requirements for horses.

Career opportunities: With additional training and experience, future employment outcomes may include animal attendant, stable or stud hand, groomer, horse breeder, harness/thoroughbred trainer, track rider.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/equine/equine.html
<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Financial Services

Training Package: FNS04 Financial Services

Qualification: FNS30104 Certificate III in Financial Services

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate III in Financial Services provides students with the knowledge and skills that will enhance their employment prospects in the financial services industry. Units of competence in Units 1 and 2 include applying health and safety practices, monitoring and controlling accounts and using technology in the workplace. Units 3 and 4 cover areas such as maintaining financial records, preparing financial reports and reconciling and monitoring accounts receivable. To complete the qualification, a range of electives are available including developing, presenting and negotiating client solutions, establishing client relationships and analysing needs and processing customer transactions.

Career opportunities: Completion of Certificate III in Financial Services will provide students with a pathway into further training in sectors such as retail financial services, credit management, personal trustees, accounting, insurance, conveyancing, stock broking and financial planning. With additional training and experience, future employment outcomes may include financial officer, credit and loans officer, collections officer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/finance/finance.html
www.ntis.gov.au/Default.aspx?/trainingpackage/FNS04/qualification/FNS30104/rules

Food Processing (Wine)

Training Package: FDF03 Food Processing

Qualification: FDF20403 Certificate II in Food Processing (Wine)

VCE credit: Up to six units: four units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Food Processing (Wine) is for students interested in working in the wine industry in grape growing, cellar operations, laboratory operations, bottling and packaging or cellar door sales. Students will develop the basic skills they need to safely and competently undertake work in this industry and will also learn how to apply food safety principles and follow quality assurance practices. Units of competence in the program include using basic mathematical concepts, implementing occupational health and safety systems and procedures, implementing quality systems and procedures and following work procedures to maintain food safety.

Career opportunities: With additional training and experience, future employment outcomes may include leading hand in a vineyard or cellar, cellar door salesperson, vineyard assistant, wine maker or a retail liquor outlet salesperson.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/food/foodprocwine.html
www.ntis.gov.au/Default.aspx?/trainingpackage/FDF03/qualification/FDF20403/rules

Furnishing

Qualification: 21278VIC Certificate II in Furnishing (Pre-apprenticeship Cabinet Making)

VCE credit: Up to seven units: five units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Furnishing covers a wide range of work areas within the furnishing industry. Students completing this program will have a knowledge of timber and other furnishing materials and an ability to read plans while working on a range of projects. Units 1 and 2 include safe working policies and practices, constructing a basic timber furnishing product and an optional industry placement. Elective units include first aid, selecting and applying hardware and setting up, operating and maintaining drilling machines. Units 3 and 4 cover areas such as assembling furnishing components, using hand and power tools and following plans to assemble production furniture.

Career opportunities: Certificate II in Furnishing provides students with a pathway into an apprenticeship in the furniture industry in areas including cabinet making, upholstery, polishing, soft furnishing, picture framing, floor finishing and covering. Qualified tradespeople can be employed in occupations such as furniture/cabinet maker, picture framer, wood machinist, kitchen fitter.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/furnishing/furnish.html
<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Horticulture

Training Package: RTF03 Amenity Horticulture

Qualification:

- RTF20103 Certificate II in Horticulture
- RTF20203 Certificate II in Horticulture (Arboriculture)
- RTF20303 Certificate II in Horticulture (Floriculture)
- RTF20403 Certificate II in Horticulture (Landscape)
- RTF20503 Certificate II in Horticulture (Retail Nursery)
- RTF20603 Certificate II in Horticulture (Wholesale Nursery)
- RTF20703 Certificate II in Horticulture (Parks and Gardens)
- RTF20803 Certificate II in Horticulture (Turf)

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Horticulture develops the practical skills and knowledge for students to undertake a broad range of tasks in gardening, nursery work and landscaping; as well as the foundation skills and knowledge required by many horticultural industry sectors. Units 1 and 2 include occupational health and safety, observing environmental work practices, applying chemicals under supervision and additional units from the chosen stream. Units 3 and 4 incorporate general horticultural procedures, activities or contexts or sector specific

training. Depending on the stream chosen, skills include development and maintenance of plants and landscapes, propagation, tending nursery plants, planting, pruning, treating weeds, pests and diseases, maintaining garden beds and irrigation and using a range of horticultural equipment.

Career opportunities: The VCE VET Horticulture program provides pathways into a number of industry sectors that may include the following:

- Arboriculture: maintenance and management of trees in private and public gardens, removal and transplanting of large trees, provision of advice on tree planting and maintenance.
- Floriculture: growing and harvesting of commercial flowers, flower seed and foliage, post harvest treatments and production of plant products.
- Landscape: construction and maintenance of domestic and commercial landscapes, design of gardens and commercial landscapes, rehabilitation and maintenance of urban bushland.
- Nursery: propagation, production and maintenance of plants for sale and/or hire, wholesaling and retailing of plants and associated products, provision of advice on plant selection and garden design.
- Parks and Gardens: management and maintenance of public and private parks, reserves, gardens, natural bushland and community recreation areas, provision of advice for plant selection and use in commercial and domestic situations.
- Turf: establishment and maintenance of commercial and recreational turf, design and preparation of sports turf playing surfaces, commercial growing and supply of turf.

With additional training and experience, future employment outcomes may include nursery worker, nursery assistant, grounds keeper, horticulturalist, horticultural tradesperson, gardener, landscaper.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/horticulture/horticult.html
www.ntis.gov.au/Default.aspx?trainingpackage/RTF03/volume/RTF03_1/qualificationlevel/521

Hospitality

Training Package: SIT07 Tourism, Hospitality and Events

The VCE VET Hospitality program aims to provide students with the knowledge and skills to enhance their employment prospects in a range of hospitality settings. There are two qualifications available:

- SIT20207 Certificate II in Hospitality and selected units of competence from SIT30707 Certificate III in Hospitality
- SIT20307 Certificate II in Hospitality (Kitchen Operations)

Qualification: SIT20207 Certificate II in Hospitality and selected units of competence from SIT30707 Certificate III in Hospitality

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Hospitality is designed to provide students with the necessary training and skill development for the achievement of competence in food and beverage service. Depending on the electives chosen, Units 1 and 2 include units that cover developing and updating hospitality industry knowledge, serving food and beverage to customers, organising and preparing food, providing visitor information and workplace hygiene. Units 3 and 4 incorporate units such as providing food and beverage service, preparing and serving non-alcoholic beverages, responsible service of alcohol and preparing and serving espresso coffee.

Career opportunities: Completion of Certificate II in Hospitality may provide employment opportunities in a variety of roles; such as a food and beverage attendant, bar/bottle shop attendant, front office/receptionist, catering assistant, kitchen hand, waiter or barista. With additional training and experience, future employment outcomes may include restaurant manager, sommelier, maître d'.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/hospitality/hospitality.html

www.ntis.gov.au/Default.aspx?/trainingpackage/SIT07/qualification/SIT20207/rules

Qualification: SIT20307 Certificate II in Hospitality (Kitchen Operations)

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate II in Hospitality (Kitchen Operations) provides students with the skills and knowledge to be competent in a range of kitchen functions and activities. Work is undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Core units of competence in Units 1 and 2 include health, safety and security procedures, workplace hygiene, working with colleagues and customers, using basic methods of cookery, receiving and storing kitchen supplies and presenting food. Units 3 and 4 covers areas such as preparing, cooking and serving food for service, preparing appetisers and salads, stocks, sauces, soups, and desserts.

Career opportunities: With additional training and experience, future employment outcomes may include chef, pastry chef, caterer, breakfast cook, short order cook.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/hospitality/hospitality.html

www.ntis.gov.au/Default.aspx?/trainingpackage/SIT07/qualification/SIT20307/rules

Information Technology

Training Package: ICA05 Information Technology

The VCE VET Information Technology program aims to provide students with the knowledge and skills to enhance their employment prospects in the information and communications technology industry. There are two qualifications available:

- ICA20105 Certificate II in Information Technology
- Partial completion of ICA30105 Certificate III in Information Technology

Qualification: ICA20105 Certificate II in Information Technology

VCE credit: Up to three units at Units 1 and 2.

Description: Certificate II in Information Technology provides students with the fundamentals to confidently operate computer equipment and computing packages. Depending on the electives chosen, units of competence include integrating commercial computing packages, designing organisational documents using computing packages, detecting and protecting systems from spam and destructive software and installing software applications.

Career opportunities: Certificate II in Information Technology is an entry level qualification that provides general computing skills that enable participation in an information technology environment in any industry. Potential occupations may include office or administrative assistant, records officer, or helpdesk officer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/infotech/infotech.html

www.ntis.gov.au/Default.aspx?/trainingpackage/ICA05/qualification/ICA20105/rules

Qualification: Partial completion of ICA30105 Certificate III in Information Technology

VCE credit: Up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Partial completion of Certificate III provides students with the skills and knowledge to be competent in introductory ICT 'technical' functions. The certificate is designed to support information activities in the workplace and to achieve a degree of self sufficiency as an advanced ICT 'user'. Similarly to Certificate II, Units 1 and 2 include integrating and operating commercial computing packages, designing organisational documents, detecting and protecting systems from spam and destructive software and installing software applications. Depending on the electives chosen, Units 3 and 4 include using advanced features of computer applications, installing and managing network protocols, connecting internal hardware components and managing customer relationships.

Additional requirements to fully complete ICA30105 Certificate III in Information Technology can be found on the VCAA website via the following link:

www.vcaa.vic.edu.au/vet/programs/infotech/IT07_additional_units.pdf

Career opportunities: Areas of employment may include working in personal computer support or network systems administration. With additional training and experience future employment outcomes may include software/ hardware developer, systems analyst, helpdesk officer.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/infotech/infotech.html
www.ntis.gov.au/Default.aspx?/trainingpackage/ICA05/qualification/ICA30105/rules

Interactive Digital Media

Training Package: CUF07 Screen and Media

The VCE VET Interactive Digital Media program aims to provide students with the knowledge and skills to enhance their employment prospects in the media and media related industries. There are two qualifications available:

- CUF20107 Certificate II in Creative Industries (Media)
- CUF30107 Certificate III in Media

Qualification: CUF20107 Certificate II in Creative Industries (Media)

VCE credit: Up to three units at Units 1 and 2.

Description: Certificate II in Creative Industries (Media) provides students with the knowledge and skills that will enhance their employment prospects in the media industry. Core units of competence in Units 1 and 2 include participating in health and safety processes, developing and applying creative arts industry knowledge, working with others and applying critical thinking techniques. To complete the certificate, there are a broad range of electives available in areas such as interactive content, radio presentation, multimedia, basic vision and sound editing, props and set construction.

Career opportunities: Completion of Certificate II in Creative Industries (Media) may provide pathways into job roles such as community radio or television production assistant, editing assistant or interactive media author assistant.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/multimedia/multimedia.html
www.ntis.gov.au/Default.aspx?/trainingpackage/CUF07/qualification/CUF20107/rules

Qualification: CUF30107 Certificate III in Media

VCE credit: up to four units: two units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Similarly to Certificate II in Creative Industries (Media), Units 1 and 2 include units such as participating in occupational health and safety processes, developing and

applying creative arts industry knowledge, working with others and applying critical thinking techniques. Units 3 and 4 incorporate units of competence which cover areas in 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

Career opportunities: With additional training and experience potential employment outcomes may include, camera/lighting assistant, radio program maker/presenter, editing assistant, interactive media author, production assistant, web designer, games designer, animator, special effects producer.

www.vcaa.vic.edu.au/vet/programs/multimedia/multimedia.html
www.ntis.gov.au/Default.aspx?/trainingpackage/CUF07/qualification/CUF30107/rules

Laboratory Skills

Training Package: PML04 Laboratory Operations

Qualification: PML30104 Certificate III in Laboratory Skills

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate III in Laboratory Skills 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. Units 1 and 2 of the VCE VET program include units such as recording and presenting data, planning and conducting laboratory/field work, maintaining the laboratory fit for purpose, performing basic tests and assisting with fieldwork. Units 3 and 4 incorporate core units such as performing aseptic techniques, contributing to the achievement of quality objectives and preparing working solutions, performing microscopic examinations and preparing culture media.

Career opportunities: Completion of Certificate III in Laboratory Skills may provide career opportunities in sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, pathology testing and scientific glassblowing. Potential occupations may include environmental field assistant, laboratory assistant in industry and educational institutions.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/laboratory/laboratory.html
www.ntis.gov.au/Default.aspx?/trainingpackage/PML04/qualification/PML30104/rules

Music Industry

Training Package: CUS01 Music Industry

The VCE VET Music program aims to provide students with the knowledge and skills to enhance their employment prospects in the music industry. There are three qualifications available:

- CUS20101 Certificate II in Music Industry (Foundation)
- CUS30101 Certificate III in Music
- CUS30201 Certificate III in Music Industry (Technical Production)

Qualification: CUS20101 Certificate II in Music Industry (Foundation)

VCE credit: Up to four units at Units 1 and 2.

Description: Certificate II in Music Industry provides students with the knowledge and skills that will enhance their employment prospects in the music industry. Units 1 and 2 include developing and updating music industry knowledge, following health, safety and security procedures, laying sound tracks, installing, aligning and testing sound equipment and planning a career in music.

Career opportunities: With additional training and experience future employment outcomes may include professional musician, sound or studio engineer, writer/arranger, sales and merchandising personnel.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/music/music.html
www.ntis.gov.au/Default.aspx?trainingpackage/CUS01/qualification/CUS20101/rules

Qualification: CUS30101 Certificate III in Music

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate III in Music provides students with music industry knowledge, practical knowledge of copyright and how to follow health, safety and security practices important to the music industry. Units of competence in the VCE VET program include preparing self for performance, extending technical skills in performance, operating a sound mixing console, editing sound using digital systems and expanding skills in critical listening.

Career opportunities: Completion of Certificate III in Music prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment outcomes may include band member, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/music/music.html
www.ntis.gov.au/Default.aspx?trainingpackage/CUS01/qualification/CUS30101/rules

Qualification: CUS30201 Certificate III in Music Industry (Technical Production)

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: Certificate III in Music Industry (Technical Production) provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 of the program include developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices. For Units 3 and 4 students undertake units of competence that include editing sound using digital systems, operating sound mixing console, operating sound reinforcement system and mixing sound sources.

Career opportunities: Completion of Certificate III in Music (Technical Production) prepares students for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment outcomes may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/music/music.html
www.ntis.gov.au/Default.aspx?trainingpackage/CUS01/qualification/CUS30201/rules

Retail

Training Package: SIR07 Retail Services

Qualification: SIR20207 Certificate II in Retail

VCE credit: Up to four units at Units 1 and 2.

Description: Certificate II in Retail provides students with the knowledge and skills to be competent in a range of activities and functions requiring basic retail operational knowledge. The program includes core units such as operating retail technology, performing stock control procedures, communicating in the workplace and minimising theft. Elective units can be chosen from either the general selling or general food selling stream; for example, selling products and services, advising on food products and services, using computers as part of business and e-commerce processes, providing marketing and promotion program support.

Career opportunities: Completion of Certificate II in Retail may provide employment opportunities for students in the retail industry in roles such as a sales assistant, customer service representative, crew member or cashier (checkout operator).

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/retail/retail.html
www.ntis.gov.au/Default.aspx?trainingpackage/SIR07/qualification/SIR20207/rules

Small Business

Qualification: 21956VIC Certificate II in Small Business (Operations/Innovations)

VCE credit: Up to three units at Units 1 and 2.

Description: Certificate II in Small Business provides students with foundation skills and knowledge required for employment in a small business workplace. The program includes a work placement unit that will enhance students' skill development and practical application of industry knowledge. Other units of competence include market research, small business planning, maintaining daily financial business records and sharing ideas in the workplace.

Career opportunities: Completion of Certificate II in Small Business will provide students with a basic knowledge of small business operations and may lead students into self employment in small business.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/smallbusiness/smallbusiness.html
<http://trainingsupport.otte.vic.gov.au/curriculumDisplay.cfm>

Sport and Recreation

Training Packages: SRF04 Fitness, SRC04 Community Recreation, SRO03 Outdoor Recreation, SRS03 Sport

The VCE VET Sport and Recreation program aims to provide students with the knowledge and skills to enhance their employment prospects in the sport and recreation or related industries. There are two qualifications available:

- SRC20206 Certificate II in Community Recreation with selected units of competence from Certificate III in Sport and Recreation qualifications
- SRO20206 Certificate II in Outdoor Recreation with selected units of competence from Certificate III in Sport and Recreation qualifications

VCE credit: Up to five units: three units at Units 1 and 2, and a Units 3 and 4 sequence.

Description: The VCE VET Sport and Recreation program provides students with the opportunity to acquire and develop

the skills, knowledge and confidence to work in the areas of community and outdoor recreation. Leadership, organisational and specialist activity skills will be developed through the units of competence undertaken in Units 1 to 4 of the selected program. Common core in Units 1 and 2 covers areas such as implementing improved work practices, providing first aid and developing knowledge of the sport and recreation industry. Elective units can focus on career orientated activities, coaching specialisations and/or officiating specialisations in areas such as AFL, golf, netball and soccer or activity specialisation such as bushwalking, canoeing, skiing and surfing. Units 3 and 4 include sport and recreation law, risk analysis activities and conducting a sport and recreation session for participants. Optional focus areas are available in aquatics, fitness, outdoor recreation or sport.

Career opportunities: Completion of Certificate II in Community Recreation may provide pathways into the community recreation industry in leisure centres, aquatic centres, amusement parks, adventure and theme parks. Potential job roles may include recreation activities assistant or gymnasium assistant.

Completion of Certificate II in Outdoor Recreation may provide pathways into outdoor recreation services. With additional experience and training, potential employment outcomes may include ski/snorkel/rock climbing instructor, lifeguard, tour guide, recreational activity coordinator.

Either of the Sport and Recreation qualifications could allow students to undertake further training or study to enable them to be employed in roles such as personal trainer, gym instructor, event/promotions manager, facilities manager, coach.

Many volunteering opportunities exist for students who undertake either of the VCE VET Sport and Recreation programs.

Further information/useful links:

www.vcaa.vic.edu.au/vet/programs/sportrecreation/sportrec.html
www.ntis.gov.au/Default.aspx?trainingpackage/SRC04/qualification/SRC20204/rules
www.ntis.gov.au/Default.aspx?trainingpackage/SRO03/qualification/SRO20203/rules



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