2024 VET

COURSE GUIDE

Noble Park Secondary College

CONTENTS

WHAT ARE VET COURSES?	1
SENIOR SCHOOL TEAM	2
CERTIFICATE II in Applied Fashion Design & Technology	4
CERTIFICATE III in Screen & Media	5
CERTIFICATE II in Dance	6
CERTIFICATE III in Music (Performance Stream) (Sound Production)	7
CERTIFICATE III in Visual Arts	8
CERTIFICATE II in Automotive Vocational Preparation	10
CERTIFICATE II in Building & Construction (Carpentry) Pre-apprenticeship (Partial Completion)	12
CERTIFICATE II in Building and Construction Pre-Apprenticeship (Full Completion)	13
CERTIFICATE III Business or Certificate II in Workplace Skills	15
CERTIFICATE II in Applied Languages (Chinese)	17
CERTIFICATE III in Health Services Assistance (Full Completion)	18
CERTIFICATE II & III in Community Services (Full Completion)	19
CERTIFICATE III in Early Childhood Education & Care (Full Completion)	20
CERTIFICATE II in Active Volunteering	21
CERTIFICATE III in Laboratory Skills	22
CERTIFICATE II in Electrotechnology (Career Start)	24
CERTIFICATE II in Engineering Studies	26
CERTIFICATE II in Heavy & Light Rail Fundamentals	27
CERTIFICATE II in Cookery, Certificate II in Hospitality or Certificate III in Patisserie	29
CERTIFICATE III in Information Technology	31
CERTIFICATE III in Equine Studies	33
CERTIFICATE II in Animal Care	34
CERTIFICATE III in Beauty Services	36
CERTIFICATE II in Salon Assistant with selected units in Certificate III in Beauty Services	37
VCE VET Hair and Beauty Program	37
CERTIFICATE II in Retail Services or Retail Cosmetics	38
CERTIFICATE III in Sport & Recreation	40

WHAT ARE VET COURSES?

Vocational Education and Training in Schools (VET) programs are designed to expand opportunities and pathways for senior secondary students and improve post compulsory educational outcomes as well as address the employment needs of industry in Victoria. Introduced in 1994, VET programs are comprised of nationally recognised VET certificates undertaken by senior secondary students as part of their Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL). They provide a vocationally oriented program of studies leading to a secondary school certificate.

PLEASE NOTE:

The Senior Secondary Certificates in Victoria are undergoing reform. From 2023 the VCE Vocational Major will replace Intermediate and Senior VCAL and the Victorian Pathways Certificate will replace Foundation VCAL. At the time of printing this publication advice is being provided to schools regarding the implementation arrangements for the new certificates for 2024.
For the most up to date information please refer to:
https://www.vcaa.vic.edu.au/victorianseniorsecondarycertificatereform/Pages/Index.aspx
VCAL units at Senior level will meet the requirements of the VCE VM, transition arrangements for current VCAL students have not been finalised. Any VET Units 3 and 4 sequence achieved and described in the following course listing will also apply to the VCE VM, additional ways students can achieve a Units 3 and 4 sequence from VET will be provided to schools.

VET PROGRAMS OFFER:

- a nationally recognised vocational certificate with credits built in just like other subjects
- counts towards the VCE & VCAL Certificates
- contributes to the ATAR or study score
- training in a specific industry area
- an opportunity to put knowledge and skills into practice in a simulated or actual workplace environment known as Structured Workplace Learning (SWL)
- a qualification which will provide access to further training
- improved chances of getting work when finishing school
- offer a pathway into apprenticeships, school-based apprenticeships and traineeships

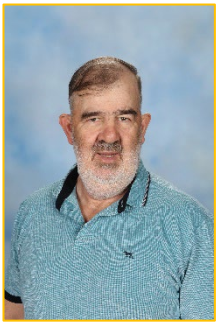
SENIOR SCHOOL TEAM

Pam Dyson
College Principal

Helen Karagounis
Assistant Principal

Suzanne Menezes
Leading Teacher Year 10, 11 & 12

Mary Soumplis
Year 12 Level coordinator

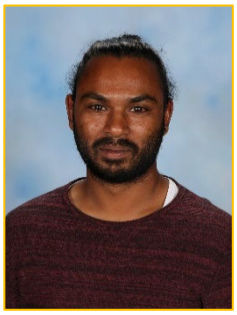


Mark Ward
Year 11 Level Coordinator

Emily Cotela
Year 10 Level Coordinator

Rose Schiavello
Careers Counsellor

Trevor Barry
VCE-VM/VPC Coordinator



Dinuka Perera
Student Wellbeing

Noble Park Secondary College

Arts & Media

CERTIFICATE II in Applied Fashion Design & Technology

AIM:

Certificate II in Applied Fashion Design and Technology is a two-year qualification that provides participants with the knowledge and skills to achieve units of competency that will enhance their employment prospects in fashion or fashion related industries. This qualification will enable participants to gain a recognised credential and make a more informed choice of vocation and career path as well as expose them to skills, such as design, sewing and pattern making.

UNITS OF STUDY MAY INCLUDE:

- Work in the TCF industry
- Identify design process for fashion designs
- Identify fibres, fabric and textiles used in the TCF industry
- Produce a simple garment
- Use steaming and pressing equipment in TFC production
- Prepare and produce a complex whole garment from specifications
- Work Safely
- Apply quality standards
- Participate in environmentally sustainable work practices
- Draw and interpret a basic sketch
- Design and produce a simple Garment
- Use a sewing machine for fashion design
- Modify patterns to create basic styles

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Fashion Designer
- Interior Designer
- Tailor
- Dress Maker
- Milliner
- Costume Designer
- Patternmaker

CERTIFICATE III in Screen & Media

AIM:

This qualification forms part of the Film, TV, Radio, and Multimedia Training Package. It is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as assisting in updating a web page, assisting with a design brief, assisting with animation, capturing, and manipulating images and assisting with video production.

UNITS OF STUDY MAY INCLUDE:

Some units of 1st Year

- Develop and extend critical and creative thinking skills
- Work effectively in the screen and media industries
- Follow occupational health and safety procedures
- Produce and prepare photo images
- Follow a design process
- Maintain interactive content

Some units of 2nd Year

- Create 2D digital animations
- Write content for a range of media
- Explore and apply the creative design process to 2D form
- Author interactive sequences
- Create visual design components

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Graphic Designer
- Publisher
- Media Producer
- Editor
- Photographer
- Screen Printer
- Webpage Designer

CERTIFICATE II in Dance

AIM:

Certificate II in Dance enables the learner to develop the knowledge and skills to participate in a variety of dance routine roles. It provides the fundamental skills in a number of specialised dance disciplines. It also aims to provide young people with the technical and performance skills, knowledge and attitude to begin the process of establishing a career in the entertainment industry.

UNITS OF STUDY MAY INCLUDE:

Some units of Cert II

- Develop basic level of physical condition for dance performance
- Develop basic dance techniques
- Follow basic safe dance practices
- Work effectively with others
- Perform basic jazz dance technique
- Perform basic contemporary technique
- Perform basic street dance technique

Some units of Cert III

- Prepare self for performance
- Incorporate artistic expression into basic dance performance
- Develop and apply creative art s industry knowledge
- Develop audition techniques
- Increase depth of jazz dance technique
- Increase depth of street dance technique
- Increase depth of contemporary dance techniques

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Community Dance Worker
- Dance Teacher
- Dance Therapist
- Dancer
- Choreographer
- Professional Dancer

CERTIFICATE III in Music (Performance Stream) (Sound Production)

AIM:

Performance Stream aims to provide students with a broad-based knowledge and skills required to work in the music industry in a range of areas like performance and composition if they take up Certificate III in Music.

Sound Production aims to provide students with broad based knowledge and skills required to work in the music industry in a range of areas such as recording and mixing and editing sound sources.

UNITS OF STUDY MAY INCLUDE:

Some units of Cert III Music Industry (Performance)

- Implement copyright arrangements
- Develop technical skills in performance
- Contribute to health and safety of self and others
- Develop ensemble skills for singing & playing music
- Perform music as part of a group or soloist
- Apply knowledge of genre to music making
- Develop improvisation skills
- Prepare for performances

Some units of Cert III Music Industry (Sound Production)

- Work effectively with others
- Manage own work and learning
- Source and apply entertainment industry knowledge
- Assist with sound recordings
- Perform basic sound editing
- Record and mix basic music demo
- Select and manage microphone and other audio input sources
- Set up and disassemble audio equipment
- Operate sound reinforcement systems
- Install and disassemble audio equipment
- Mix music in a studio environment
- Manage audio input sources

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Music Technician
- Studio Teacher
- Sound and Lighting Technician
- Stage Manager
- Digital Audio Technician
- Sound Engineer
- Music Management
- Band Member

CERTIFICATE III in Visual Arts

AIM:

Certificate III in Visual Arts aim to provide students with the skills and knowledge required to enhance their employment prospects in a visual arts environment or related industry. The focus is on painting, sculpture, digital photography, design and drawing.

UNITS OF STUDY MAY INCLUDE:

- Participate in OHS processes
- Develop drawing skills to communicate ideas
- Produce creative work
- Produce digital images
- Apply knowledge of history and theory to own work
- Document the work progress
- Produce drawings
- Produce paintings

POSSIBLE FUTURE CAREER PATHS:

- Creative Arts
- Public Art
- Any Art Administration Role
- Illustrator
- Visual Artist
- Concept Artist
- Set Painter
- Art Therapist

Noble Park
Secondary College

Automotive

CERTIFICATE II in Automotive Vocational Preparation

AIM:

Certificate II in Automotive Vocational Preparation is designed to:
- Provide students with theoretical and practical skills required in the automotive industry
- Provide opportunities for students to make a more informed choice regarding career paths in the automotive industry
- Enhance employment prospects for students interested in the automotive industry and provide a pathway into an automotive apprenticeship

UNITS OF STUDY MAY INCLUDE:

First year:
- Apply safe work practices
- Job seeking skills
- Use and maintain workplace tools and equipment
- Carry out industry research
- Participate in basic vehicle servicing operations
- Dismantle & assemble engine, four stroke multi-cylinder
- Remove & replace wheel and tyre assemblies
- Remove and refit steering assembly

Second year:
- Dismantle and assemble carburettor
- Dismantle and assemble fuel pump
- Dismantle and assemble engine, four stroke multicylinder (petrol)
- Remove and replace clutch assembly
- Remove and replace brake assembly
- Remove and refit batteries
- Use and maintain measuring equipment
- Remove and replace cylinder head
- Set up and use oxy-acetylene equipment

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 160 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer
- Parts Interpreter

Noble Park Secondary College

Building & Construction

CERTIFICATE II in Building & Construction (Carpentry) Pre-apprenticeship (Partial Completion)

AIM:

This Course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become a carpenter. Students are taught 10 core building modules and all of the carpentry stream modules.

UNITS OF STUDY MAY INCLUDE:

First year:

- Workplace safety and site induction
- Work safely in the construction industry
- Communications skills for the construction industry
- Quality principles for the construction industry
- Calculations for the construction industry
- Building structures
- Carpentry hand tools
- Workplace documents and plans
- Basic setting out
- Levelling
- Sub-floor framing
- Provide basic first aid

Second year:

- Roof framing
- Wall framing
- Basic environmental sustainability in carpentry
- External cladding
- Installation of window and door frames
- Interior fixing
- Formwork for concreting
- Introduction to demolition
- Carpentry power tools
- Safe handling and use of plant and selected portable power tools
- Introduction to scaffolding and working platforms

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Building Site Administration
- Building Services
- Building Inspection
- Contract Administration
- Foremanship

CERTIFICATE II in Building and Construction Pre-Apprenticeship (Full Completion)

AIM:

This Course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become a carpenter. Students are taught 10 core building modules and all of the carpentry stream modules.

UNITS OF STUDY MAY INCLUDE:

First year:

- Workplace safety and site induction
- Work safely in the construction industry
- Communications skills for the construction industry
- Quality principles for the construction industry
- Calculations for the construction industry
- Building structures
- Carpentry hand tools
- Workplace documents and plans
- Basic setting out
- Levelling
- Sub-floor framing
- Provide basic first aid

Second year:

- Roof framing
- Wall framing
- Basic environmental sustainability in carpentry
- External cladding
- Installation of window and door frames
- Interior fixing
- Formwork for concreting
- Introduction to demolition
- Carpentry power tools
- Safe handling and use of plant and selected portable power tools
- Introduction to scaffolding and working platforms

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Building Site Administration
- Building Services
- Building Inspection
- Contract Administration
- Foremanship

Noble Park Secondary College

Business

CERTIFICATE III Business or Certificate II in Workplace Skills

AIM:

Certificate III aims to provide participants with the knowledge and skills to enhance their employment prospects within a broad range of business and industry settings. It will enable participants to gain a recognised credential and make a more informed choice of vocational and career paths.

UNITS OF STUDY MAY INCLUDE:

First year:

- Contribute to health and safety off self and others
- Deliver a service to customers
- Work effectively in a business environment
- Process and maintain workplace information
- Handle mail
- Communicate in the workplace
- Produce simple word processed documents
- Create and use spreadsheets
- Work effectively with others

Second year:

- Participate in environmentally sustainable work practices
- Use business technology
- Deliver and monitor a service to customers
- Organise workplace information
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

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

Noble Park Secondary College

Community Services, Health & Education

CERTIFICATE II in Applied Languages (Chinese)

AIM:

The Certificate II in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English. Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages backgrounds present. They learn the basic linguistic competency required to understand and use an additional language in social and workplace settings. This course is being applied to Chinese.

UNITS OF STUDY MAY INCLUDE:

- Conduct basic oral communication for social purposes in a language other than English
- Conduct basic workplace oral communication in a language other than English
- Read and write basic documents for social purposes in a language other than English
- Read and write basic workplace documents in a language other than English

POSSIBLE FUTURE CAREER PATHS:

- English as a foreign language teacher
- Lexicographer
- Marketing executive
- Public relations officer
- Publishing copywriter/proofreader
- Secondary school teacher
- Speech and language therapist
- Talent agent

CERTIFICATE III in Health Services Assistance (Full Completion)

AIM:

These programs provide the skills and knowledge required to provide assistance to health professionals.

UNITS OF STUDY MAY INCLUDE:

First year:

- Comply with infection control policies and procedures
- Communicate and work effectively in health
- Interpret and apply medical terminology
- Provide first aid
- Recognise healthy body systems in a health care context
- Assist with client movement
- Assist nursing team in an acute care environment
- Transport clients

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Assistant in nursing
- Patient service attendant
- Ward assistant
- Pathology Collector
- Medical Receptionist
- Health Technician
- Enrolled Nurse
- Registered nurse

CERTIFICATE II & III in Community Services (Full Completion)

AIM:

Certificate II/III in Community Services aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the community services or community services related industries.

UNITS OF STUDY MAY INCLUDE:

First year:

- Prepare for work in the community services industry
- Communication with people assessing the services of the organisation
- Follow the organisation's policies, procedures and programs
- Work with others
- Participate in WHS process Electives:
- Work effectively with people with a disability
- Prepare for disability work
- Ensure children's health and safety
- Work effectively in the community sector
- Communicate with children
- Facilitate responsible behaviour

Second year:

- Participate in OH&S processes
- Advocate for clients
- Work effectively with young people
- Undertake community sector work within own community
- Work effectively in the leisure and health industry
- Operate under a case work frame work

ELECTIVES:

- Respond effectively to difficult or challenging behaviour
- Support group activities
- Support community resources

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 120 hours over the duration of this course is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

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

CERTIFICATE III in Early Childhood Education & Care (Full Completion)

AIM:

This qualification covers workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

UNITS OF STUDY MAY INCLUDE:

- Participate in work, health & safety
- Support the holistic development of children in early childhood
- Provide care for children
- Ensure the health and safety of children
- Work within a legal and ethical framework
- Use an approved learning framework to guide practice
- Support the behaviour of children and young people
- Identify & respond to children and young people at risk
- Provide emergency first aid response in an education and care setting

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum 160 hours of work placement is required to successfully complete this course.

POSSIBLE FUTURE CAREER PATHS:

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

CERTIFICATE II in Active Volunteering

AIM:

This certificate provides students and schools with the ability to engage with their local school and wider community. The program enables learning to be provided in an environment which reflects the working circumstances of volunteers in our community under direct supervision.

Certificate II in Active Volunteering reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.

To achieve this qualification, the candidate must have completed at least 40 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

UNITS OF STUDY MAY INCLUDE:

- Participate in work, health & safety
- Communicate in the workplace
- Work with diverse people
- Be an effective volunteer
- Provide first aid
- Provide first point of contact
- Communicate and work in health or community services

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum 40 hours of work placement is required to successfully complete this course.

POSSIBLE FUTURE CAREER PATHS:

- Community Services Work
- Community Services Volunteer
- Migrant Support Worker
- Neighbourhood Centre Worker
- Social Housing Coordinator
- Outreach Worker
- Community Health Worker
- Disability Support Worker

CERTIFICATE III in Laboratory Skills

AIM:

This qualification is an entry level course for laboratory personnel in many industry sectors such as construction, material testing, environmental monitoring, food testing, pathology testing and mineral assaying. Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering or similar will also benefit from the practical skills gained in the qualification. This is a two-year course.

UNITS OF STUDY MAY INCLUDE:

- Participate in environmentally sustainable work practices
- Communicate with other people
- Plan and conduct laboratory/ field work
- Record and present data
- Maintain the laboratory fit for purpose
- Participate in laboratory/ field workplace safety
- Perform basic tests
- Receive and prepare samples for testing
- Contribute to the achievement of quality objectives
- Perform aseptic techniques
- Prepare working solutions
- Perform microscopic examination
- Prepare culture media

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Support Staff to Scientists in Research, Education & Industry
- Laboratory Assistant/ Manager
- Laboratory Technician
- Laboratory Attendant
- Instrument Operator
- Senior Technician

Noble Park Secondary College

Electronics & Electrical

CERTIFICATE II in Electrotechnology (Career Start)

AIM:

Certificate II in Electrotechnology (Career Start) aims to:
Provide participants with the knowledge and skills to achieve units of competence that will:
- Enhance their employments prospects in the Electrotechnology related industries
- Enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

The Electrotechnology program reflects the new trends emerging because of the convergence of information and communications technology and electronics technologies and their applications in industry.

UNITS OF STUDY MAY INCLUDE:

First year:
- Apply OHS regulations, codes and practices in the workplace
- Use of routine equipment/ plant/technologies in an energy sector environment
- Carry out routine equipment/ plant/technologies in an energy environment
- Identify and select components, accessories and materials for energy sector work activities
- Fabricate, assemble and dismantle utilities industry components
- Use computer applications relevant to a workplace

Second year:
- Solve problems in multiple path d.c. circuits
- Produce products for carrying out energy sector work activities
- Fix and secure electrotechnology equipment
- Apply environmental and sustainable energy procedures
- Attach cords and plugs to electrical equipment

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Electrical tradesperson (mechanic)
- Electrician
- Electrical Fitter
- Refrigeration and Air Conditioning
- Electrical Line worker
- Electrical Cable Jointer
- Electrotechnology Communications Technician
- Electrotechnology Systems Technician

Noble Park Secondary College

Engineering

CERTIFICATE II in Engineering Studies

AIM:

Certificate II in Engineering Studies aims to provide:

- Participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Engineering or Engineering related industries.
- Participants with a recognised credential to make a more informed choice of vocation and career paths.

UNITS OF STUDY MAY INCLUDE:

- Apply principles of O,H & S in a work environment
- Perform basic fabrication techniques
- Perform basic computational principles in engineering work activities
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings
- Using CAD and hand drawing instruments
- Report on a range of sectors in the manufacturing, engineering and related industries.
- Undertake a basic engineering project

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Electrical Engineering
- Fitter and Turner
- Manufacturing Engineering
- Boiler Maker
- Metallurgical Engineer
- Toolmaker
- Mechanical Engineering
- Automotive Engineering

CERTIFICATE II in Heavy & Light Rail Fundamentals

AIM:

The purpose of this course is to provide learners with basic knowledge and skills in key areas of the heavy (train) and light (tram) rail industry in Victoria. This will enable them to make a more informed choice to transition into entry level employment or further study within an area of the industry which best suits their interest, capabilities and career aspirations.

UNITS OF STUDY MAY INCLUDE:

First year:

- Provide first aid
- Apply safety awareness in a rail environment
- Explore applications and operation of the Internet of Things (IoT)
- Prepare for employment in the rail industry
- Complete a basic heavy or light rail industry project
- Investigate rail system fundamentals for Victoria

Second year:

- Examine heavy and light rail network
- Examine heavy and light rail infrastructure fundamentals for Victoria
- Provide service to internal and external heavy and light rail customers
- Examine rolling stock fundamentals for Victoria

STRUCTURED WORKPLACE LEARNING (SWL):

No mandatory SWL hours. A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- **Customer:** Station staff, Booking Clerk, Communications Advisor, Call Centre, Passenger Assistance
- **Operations:** Trainee train/ tram driver, Shunter, Conductor, Signal Operator, Timetable Officer
- **Infrastructure:** Track worker, Welder, Overhead Line-worker, Signal Maintenance Technician
- **Rollingstock:** Electrical & Mechanical Maintainer, Rollingstock Maintenance Apprentice, Mechanical Fitter

Noble Park Secondary College

Hospitality

CERTIFICATE II in Cookery, Certificate II in Hospitality or Certificate III in Patisserie

AIM:

Certificate II and III in Cookery aim to provide a general overview of the industry and develop specific competencies in hospitality operational skills, food preparation and presentation.

UNITS OF STUDY MAY INCLUDE:

Certificate II in Hospitality:

- Work effectively with others
- Prepare simple dishes
- Source and use information on the hospitality industry
- Use hygienic practices for food safety
- Prepare sandwiches
- Provide service to customers
- Serve food and beverage to customers
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee

Certificate II in Cookery:

- Work effectively with others
- Prepare simple dishes
- Source and use information on the hospitality industry
- Use hygienic practices for food safety
- Produce appetisers and salads
- Produce stocks, sauces and soups
- Use cookery skills effectively
- Prepare poultry dishes
- Prepare vegetable, fruit, egg and farinaceous dishes

Certificate III in Patisserie:

- Prepare food to meet special dietary requirements
- Produce and serve food for buffets
- Produce desserts
- Produce cakes

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

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

Noble Park Secondary College

Information Technology

CERTIFICATE III in Information Technology

AIM:

Certificate III in Information Technology aims to:
- Provide participants with the foundation knowledge and skills to achieve competencies which will enhance their employment prospects within the information technology industry.
- Provides knowledge and skills for a range of uses for technology, advanced use of software applications

UNITS OF STUDY MAY INCLUDE:

First year:
- Participate effectively in WHS communication and consultative process
- Work and communicate effectively in an IT environment
- Run standard diagnostic tests
- Operate application software packages
- Use social media tools for collaboration and engagement
- Produce digital images for the web

Second year:
- Create user documentation
- Install and optimise operating system software
- Implement and monitor environmentally sustainable work practises
- Provide ICT advice to clients
- Maintain equipment and software
- Customise packaged software applications for clients
- Connect internal hardware components
- Install, configure and secure a small office or home office network

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

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

Noble Park Secondary College

Primary Industries

CERTIFICATE III in Equine Studies

AIM:

Certificate III in Equine Studies aims to provide equine skills that can lead to pathways in all sectors of the equine industry.

UNITS OF STUDY MAY INCLUDE:

- Handle horses safely
- Work effectively in an equine organisation
- Identify Equine Anatomy
- Apply knowledge of horse behaviour

ELECTIVES MAY INCLUDE:

- Provide First Aid
- Assist in the preparation of a horse for an event

Second year:

- Prepare for the care of pregnant mares, foals and young horses
- Implement horse health and welfare practices
- Implement and monitor a horse feeding program
- Identify and describe equine physiology
- Relate equine form to function

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Horse Breeding
- Stud Nurse
- Stable Hand
- Stud Manager
- Racehorse Trainer
- Trail guide
- Rural studies
- Equine Dentistry
- Equine Farrier
- Equine Coaching
- Equine Therapy

CERTIFICATE II in Animal Care

AIM:

This is a general qualification for entry into sectors of the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, kennels, catteries, sanctuaries, and veterinary clinics. The Certificate II in Animal Care is the perfect way to break into the exciting and rewarding world of animal care.

UNITS OF STUDY MAY INCLUDE:

- Work in the Animal Care Industry
- Participate in workplace communications
- Complete animal care hygiene routines
- Feed and water animals
- Assist in healthcare of animals
- Provide basic first aid for animals
- Source information for animal care needs
- Provide basic care for domestic dogs
- Provide basic care for domestic cats
- Participate in environmentally sustainable workplace practices
- Participate in workplace health and safety processes

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Animal Care Assistant
- Veterinary Nursing Assistant
- Animal Trainer
- Pet Shop Worker
- Kennel Assistant
- Dog Groomer
- Animal Carer
- Zookeeper Assistant
- Animal Shelter attendant
- Cattery attendant

Noble Park Secondary College

Retail

CERTIFICATE III in Beauty Services

AIM:

This course will give you the skills to confidently deliver treatments such as waxing, make up, nail technology, lash and brow treatments, lash extensions, cosmetic tanning, demonstration and sales of retail skin care and other cosmetic products, effective communication, and the retail environment. If you enjoy working with people and want to build a career in the beauty services industry, this course is for you.

Certificate III in Beauty Services aims to:

• Provide skills that can lead to a pathway into all areas of the Beauty Industry.

UNITS OF STUDY:

• Advise on beauty products and services
• Conduct salon financial transactions
• Apply cosmetic tanning products
• Apply eyelash extensions
• Apply safe hygienic, health and work practices
• Comply with organisational requirements within a personal services environment
• Design and apply make-up
• Provide lash and brow services
• Provide manicure and pedicure services

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 40 hours is recommended.

POSSIBLE FUTURE CAREER PATHS:

• Beautician
• Beauty Technician
• Beauty Therapist
• Makeup artist
• Nail Technician
• Cosmetic Consultant

CERTIFICATE II in Salon Assistant with selected units in Certificate III in Beauty Services

VCE VET Hair and Beauty Program

AIM:

The VCE/VET Hair and Beauty program offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge to pursue a career or further training in the hairdressing and beauty services industry.

Certificate II in Salon Assistant aims to:
- Provide candidates with current industry knowledge
- Provide candidates with additional employability skills

UNITS OF STUDY MAY INCLUDE:

First year:
- Communicate in the workplace
- Work effectively in a retail environment
- Apply salon safety procedures
- Participate in environmentally sustainable work practices
- Perform shampoo and basin services
- Greet and prepare clients for salon services
- Dry hair to shape
- Maintain and organise tools, equipment and work areas
- Conduct financial transactions
- Perform head, neck and shoulder massage
- Apply hair colour products
- Recommend hair, beauty and cosmetic products and services

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 40 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Hairdresser
- Retail Sales
- Hair Stylist
- Salon Manager

CERTIFICATE II in Retail Services or Retail Cosmetics

AIM:

Certificate II in Retail Services aims to develop skills, knowledge, and personal attributes for work at an entry level in the various sectors of the retail industry.

UNITS OF STUDY MAY INCLUDE:

- Communicate in the workplace to support team and customer outcomes
- Apply point-of-sale handling procedures
- Interact with customers
- Work effectively in a customer service environment
- Organise and maintain work areas
- Apply safe working practices
- Minimise loss
- Operate retail technology
- Perform stock control procedures
- Balance and secure point-of sale terminal
- Sell products and services
- Advise on products and services
- Merchandise products
- Create a display

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 40 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Sales Assistant
- Customer Service Representative
- Crew Member
- Checkout Operator

Noble Park Secondary College

Sport & Recreation

CERTIFICATE III in Sport & Recreation

AIM:

Certificate III in Sport and Recreation aims to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the sport and recreation or related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.

UNITS OF STUDY MAY INCLUDE:

- Participate in WHS hazard identification, risk assessment and risk control
- Organise personal work priorities and development
- Provide first aid
- Participate in workplace health and safety
- Use social media tools for collaboration and engagement
- Conduct non-instructional sport, fitness or recreation sessions
- Plan and conduct programs
- Provide quality service
- Respond to emergency situations

STRUCTURED WORKPLACE LEARNING (SWL):

A minimum of 80 hours is strongly recommended.

POSSIBLE FUTURE CAREER PATHS:

- Leisure / Recreation Officer
- Sports Manager
- Coach
- Sportsperson
- Exercise Physiology
- Personal Trainer
- Outdoor Education Instructor
- Sports Massage
- Sportsperson
- Fitness Instructor

Application to undertake a VET Course in 2024

The following information is required to set up your application for a VET course in 2024.

Complete this Application form even if you are continuing a 2nd year of a VET course begun in 2023.

Student Full Name: _____ **Student ID:** _____

Personal Email: _____ **Year Level in 2023:** _____

Date of birth: _____ **Student Mobile No:**_____

VCE or VCE VM (circle one to identify which course you will be studying in 2024)

Parent/ Guardian Name: _____

Address: _____Post Code:_____

Phone No: _____ **Email**: _____

VET Courses: Please list a maximum of two

1. _____**Location:** _____**Day: WED or FRI**
2. _____**Location:** _____**Day: WED or FRI**

Parent / Guardian Statement

- I understand there may be costs involved with some VET courses.
- I understand that the VET placement may not be based at Noble Park Secondary College and my son/daughter may need to travel to the off campus location.
- I have been provided with information on VET and agree to support my son/daughter's application for the VET course.

Parent Signature: _____ **Date:** _____

You must have your parents/guardian sign this form and apply foy your USI number (Instructions over page) Before you can meet with Rose in Careers to discuss your VET course

IMPORTANT NOTICE TO ALL STUDENTS STUDYING A VET COURSE
UNIQUE STUDENT IDENTIFIER (USI NUMBER)

Why do I need a USI Number?
From 2015 onwards, every student will need a Unique Student Identifier (USI) when studying nationally recognised training in order to obtain their certificate or qualification from their Registered Training Organisation (RTO).
A USI gives you access to your online USI account, which will keep all your training records together. Your USI will ensure you have easy access to your training records and results when applying for a job or enrolling in further study.

What do I do with the USI Number?
You will need to record your USI in a safe place, both physically recorded and in an electronic device or mobile phone as well.
You will be required to provide it to your RTO before your Vocational Education and Training (VET) or School Based Apprenticeship or Training (SBAT) course begins.
This will allow you to do a number of things:

- To view and update your details in your USI account
- To give your RTO permission to view and/or update your USI account
- To give your RTO access to your transcript of results
- To allow you to control access to your transcript
- To view online and download a transcript of your training records and results to use for job applications and enrolment in further training

How do I get a USI?

GO TO: WWW.USI.GOV.AU/STUDENTS

Have one form of identification (ID) ready from the list below:

- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport for International Students)
- Birth Certificate (Australian)
- Citizenship Certificate

The USI will be linked to your name on the form of ID you use to create the USI. The personal details used to create your USI **must match exactly** with those on your form of ID.

You must provide your USI to the school as without having a record you will not be able to enrol into a VET course.

USI number: _____

Please provide a copy of the email sent to you by the USI website

‘Our Best Always’

Noble Park Secondary College
3 Callaghan Street,
Noble Park, Victoria, 3174
+61 3 9546 9066
noble.park.sc@education.vic.gov.au
www.nobleparksc.vic.edu.au
CRICOS: 00861K