

GEELONG TERTIARY FUTURES PROGRAM

HANDBOOK

Participating Schools:

Newcomb Secondary College

Bellarine Secondary College

Northern Bay College

Western Heights College

*In partnership with Skilling the Bay, the Victorian
Government and The Gordon*

2015 – 2017

Disclaimer:

The contents of this document are designed to provide students, parents and school staff with an overview of how the Geelong Tertiary Futures Program operates. The document provides background information about a selection of education and training pathways linked to the Preview Courses offered in the Geelong Tertiary Futures Program.

Whilst every attempt has been made to ensure the contents of the document are accurate, students are encouraged to consult with their careers teacher for guidance about the education, training, and careers pathways they might pursue following their participation in the Geelong Tertiary Futures Program.

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1. Principal's Introduction

We are delighted to be able to offer this program to our Year 9 students. The later years of schooling are very much focused on students identifying future pathways working towards opportunities that match their aspirations, interests and capabilities.

The Geelong Tertiary Futures Program (GTFP) offers students a valuable insight into a broad variety of post-secondary pathways. I commend the program to you knowing that our students will have a significantly expanded understanding and context for selecting their future pathways as a result. Indeed, experience shows that many will become very excited about their future prospects.

2. Key Purpose of the Program: Students will benefit in the following ways:

- Help find a meaningful pathway to the future
- Experience an adult learning environment
- Preview a range of courses leading to further education and employment
- Enjoy a different and practical learning style
- Raise awareness of the value of further study and the importance of continuing education
- Build on resumes for future job applications
- Complete two nationally accredited TAFE units
- Develop more advanced job readiness skills
- Have fun developing new skills in a range of vocational areas
- Develop the confidence to take on opportunities that otherwise may not be considered
- Enjoy being out of normal school for 10 days in the year!

3. How the program works

3.1 Part of the Victorian Government's Skilling the Bay Program

The Geelong Tertiary Futures Program is part of the Victorian Government funded Skilling the Bay initiative and builds on the excellent model developed by Newcomb Secondary College in partnership with The Gordon from 2008 -2013. The Gordon is working with partner schools to deliver a rich preview course of tertiary training and education options for Year 9 students to improve education attainment and skill levels across the Geelong region.

3.2 Finding a pathway to the future

The Geelong Tertiary Futures Program is an important part of the Year 9 careers program providing "pathway to the future" planning. Students will understand that furthering their education is an important element to a successful transition beyond school.

3.3 Ten full days on site at The Gordon

Students undertake 10 full days of training at The Gordon either in Semester 1 or Semester 2 depending on how the school timetable is arranged.

3.4 Theory and practical sessions alternate

The 10 days are divided into 5 days of practical, hands-on activities and 5 days of theory. The 5 days of practical learning are separated into 5 separate courses giving students a taste of 5 potential pathways.

The 5 days of theory are for students to complete 2 units of Certificate I in Vocational Preparation (see 4.1 below).

3.5 A range of VET Preview Courses available from which to choose

The Gordon will offer a range of Preview Courses for the Year 9 Geelong Tertiary Futures Program (see sample list below).

PREVIEW COURSES
Allied Health
Animal Studies
Automotive Collision Repair
Automotive Mechanics
Bricklaying
Carpentry
Children's Services
Community Services
Conservation and Land Management
Cookery
Desktop Publishing
Digital Media (Games)
Electrical
Engineering Fabrication
Engineering Mechanical
Events
Fashion Design
Fitness
Floristry
Furnishing
Hairdressing and Beauty
Horticulture
Hospitality
Interactive Digital Media
IT Networking
Painting and Decorating
Plumbing

These courses will be arranged in groups of 5 for timetabling purposes. Students choose their preferred group of 5 Preview Courses which best suits their interests. This may mean that one or two of the Preview Courses in their preferred group may not be exactly what they want but it will still be a useful learning experience for them, and who knows?... it may lead to a new understanding and direction not previously considered.

NB: The published groups of Preview Courses may change depending on student interest and resourcing constraints. Every effort will be made to provide groups suitable for everyone.

3.6 Credit towards Year 9 completion

We regard this program to be a very important part of Year 9 and for this reason expect students to complete it as a requirement of Year 9.

4. Credit towards Certificate I in Employment Pathways

4.1 Credited units

The theory component of the program enables students to complete two nationally accredited Vocational Education and Training sector units:

- *Contribute to health and safety of self and others* (BSBWHS201A)
- *Communicate in the workplace* (BSBCMM201A)

These units provide a valuable insight into the world of work and will contribute to students' job-readiness skills and attributes needed in all workplaces.

4.2 Statement of results/attainment

Students will be enrolled in the Certificate I in Vocational Preparation at The Gordon and will be issued a statement of results or attainment as part of the reporting process.

5. Safety Equipment and clothing

5.1 General

Practical courses sometimes require safety equipment and/or clothing. Students are expected to provide overalls and safety boots for some Preview Courses. The Gordon will provide safety glasses and other clothing or equipment depending on course requirements. If students have difficulty obtaining these items then please contact the Year 9 Coordinator for assistance.

5.2 Preview Course specific clothing requirements

Course	Safety clothing requirements
Automotive Collision Repair, Automotive Mechanics	Enclosed leather shoes, old/casual clothes – no sneakers, no T-bars, no sandals
Bricklaying	Work boots, old/casual clothes or overalls
Carpentry	Work boots, old casual clothes or overalls
Cookery	Enclosed leather shoes, hat/cap, (no sneakers, t-bars or sandals)
Conservation and Land Management	Enclosed leather shoes, old casual clothes or overalls
Electrical	Work boots, old casual clothes or overalls
Engineering Fabrication, Engineering Mechanical	Work boots, boiler overalls (The Gordon will supply safety glasses)
Fashion	Hair tied back, no long jewellery
Furnishing	Work boots, old casual clothes or overalls
Fitness	Sporting attire
Horticulture	Enclosed leather shoes, old casual clothes or overalls
Panel and Paint	Enclosed leather shoes, overalls – no sneakers, no T-bars, no sandals
Painting and Decorating	Enclosed leather shoes, old casual clothes or overalls
Plumbing	Work boots, overalls, (The Gordon will supply safety glasses)

5.3 Consequences for not having the correct safety clothing

Students who do not have the required safety clothing will be unable to attend the course. If students have difficulty obtaining the correct clothing please contact the Year 9 Coordinator in advance.

6. Transport to and from The Gordon

6.1 Bus transport (no cost to students)

A supervised bus service for students and staff will be provided at no cost. Students will arrive at school at the normal time and board buses for transit to The Gordon. Transit from The Gordon back to school in the afternoon will be timed to connect with the normal school bus run home.

6.2 Can you make your own way to and from The Gordon?

The school may give special permission for students to make their own way to and from the Gordon. Permission will be granted following receipt of a written request from parents or carers.

7. Daily routine (SAMPLE ONLY)

Time	Activity	Notes
9.00am	Buses depart schools	
9.20am	Morning briefing	Students move to The Gordon Cafeteria and are greeted by The Gordon teachers and administrative staff. Instructions for the day are issued and any programming matters clarified.
9.30am	Students move to classrooms or workshops and commence classes	The Gordon teaching staff take groups to their work area and attendance rolls are marked. Unexpected absentees are reported to Home School duty staff who follow up accordingly.
12.00pm	Lunch break	Students are instructed about where they are to have lunch and the location of school staff on duty.
12.30pm	Afternoon classes commence	The Gordon teaching staff take rolls and report unexpected absences to school staff who follow up accordingly.
2.40pm	Classes conclude	
2.45pm	Students board buses	
3.05pm	Students arrive back at school	

8. Timetable – How it works (SAMPLE ONLY)

Week	Group A	Group B	Group C	Group D
1	<ul style="list-style-type: none"> ○ Orientation ○ Workplace Safety 	<ul style="list-style-type: none"> ○ Orientation ○ Workplace Safety 	<ul style="list-style-type: none"> ○ Orientation ○ Workplace Safety 	<ul style="list-style-type: none"> ○ Orientation ○ Workplace Safety
2	Carpentry	Plumbing	Hospitality/Tourism	Horticulture
3	Workplace Safety	Workplace Safety	Workplace Safety	Workplace Safety
	<i>No program: School Swimming Carnival</i>			
	<i>No program: Parent/Teacher Interviews</i>			
	<i>ANZAC Day</i>			
4	Automotive	Carpentry	Hairdressing	Furniture
5	Workplace Safety	Workplace Safety	Workplace Safety	Workplace Safety
6	Plumbing	Paint and Panel	Fashion	Multimedia Games
7	Workplace Skills	Workplace Skills	Workplace Skills	Workforce Skills
8	Painting and Decorating	Automotive	Cookery	Community Services
9	Workplace Skills	Workplace Skills	Workplace Skills	Workplace Skills
	<i>No program: Report Writing Day</i>			
10	Bricklaying	Engineering	Visual Arts	Events

9. Staffing and supervision of students

9.1 The Gordon staff

The Gordon teaching staff will supervise students whilst delivering the Preview Courses during class time. They will manage minor behavioural concerns and will refer more serious concerns such as disciplinary problems requiring exclusion from class, illness or injury to the Home School duty staff member.

The Gordon teaching staff will take attendance rolls and refer any unexpected absences to the Home School duty staff member on site.

The Gordon administrative staff will assist as required to ensure the smooth running of the program.

9.2 Home School staff

Home School staff will supervise students in transit to and from The Gordon on the buses and will be a presence on site all day. They will be available to assist if issues arise and will circulate between classes as the day unfolds. In addition, they will be a supervisory presence during the lunch break.

Home School staff can be contacted by the Home School throughout the day if and as required (see 11.3 below).

10. Behavioural expectations

10.1 General

Students are expected to abide by the Home School's Behaviour Management Policy (or equivalent) with identical expectations to school excursions or camps. It is anticipated that students quickly adapt to the adult working environment and take a highly responsible approach to their studies whilst at The Gordon.

10.2 During lunch-break

Students may not leave The Gordon without permission from their Home School duty staff member and must remain within the designated area on campus.

10.3 Consequences of inappropriate behaviour

Any serious breaches of behaviour will be referred to Home School duty staff. The normal school process for determining consequences of inappropriate behaviour will be followed in consultation with The Gordon staff. The Gordon Vocational Pathways Coordinator will collaborate with the Home School in determining disciplinary outcomes for students in breach of the Home School's Behaviour Management Policy (or equivalent).

For very serious breaches, students will be excluded from some or all of the program.

11. Emergency procedures

11.1 Injury or illness whilst at The Gordon

Should an injury arise during the student's time on campus at The Gordon, the normal insurance provisions apply in the same way they do at school.

11.2 Exclusion from class whilst at The Gordon

If, in the view of The Gordon teacher, a student's behaviour is sufficiently inappropriate to cause physical or emotional harm to themselves or other participants, or to compromise the good teaching of the course, the student will be removed from the class. The Home School duty teacher on site will be contacted immediately. They will then take direct responsibility for the welfare of the removed student.

11.3 Home emergency requiring student contact

On occasions, parents or carers may need to make immediate contact with a student at The Gordon. In this case, parents/carers are requested to contact the Home School and the Home School will make the necessary arrangements for the student to be informed and instructed of any requirements.

12. Combining classes with other schools

With four schools involved in the program, there may be times when classes will be combined for a variety of reasons. The most important reason will be to enable as many students as possible their preferred Preview Course. With multiple schools this enables greater flexibility in the allocation of students to classes and reduces the prospect of Preview Course cancellations due to inadequate numbers.

13. Select a program that is right for you

13.1 General advice

Every effort has been made to provide a range of Preview Course Groups from which students select the five Preview Courses most closely reflecting their interests. Of the five Preview Courses available in each Group, identify the ones in which you have the most

interest. If one or two of the five are not as attractive, be mindful that each Preview Course will provide you with an excellent introduction to a range of work place skills and knowledge that you can use in any future employment, even if you never work in that area.

13.2 Combinations of courses from which to choose

Students will undertake a Preview Course selection process at school to identify their Preview Course Group preferences. Every effort will be made to provide students with their preferences. There may, however, be occasions when resourcing constraints make this impossible.

14. Costs to students / families

- Students provide safety boots and overalls for relevant courses
- There is no cost for bus transport to and from school
- The School may charge a levy for this program similar to other subject charges

15. VET Training Pathways and Preview Courses

This section is provided to give students background information about a selection of education and training pathways linked to the Preview Courses offered in the Geelong Tertiary Futures Program.

It is **NOT** intended to provide a comprehensive or exhaustive list of training pathway options available in the VET or TAFE training sector. Rather, it is a simplified list of possible pathways. The careers teacher at school will be able to provide specialist advice when exploring potential pathways.

NB: The Preview Courses relating to the education and training packages noted in this section of the Handbook do NOT provide students with any accreditation.

Rather, the Preview Courses are designed give students an insight into the training and careers relevant to the training and employment area described in the table below.


Preview Course	Education and Training Pathways
Allied Health Preview Course	<p>Certificate III in Allied Health Assistance provides you with foundation skills and knowledge to provide therapeutic and program support to a range of allied health professionals. Certificate IV will require you to conduct therapeutic related activities under the guidance of an allied health professional. Supervision may be direct, indirect or remote and must occur within organisational requirements. You will be required to identify client circumstances that may need additional advice from the allied health professional.</p> <p>The Certificate IV Allied Health course enables you to specialise in a range of allied health areas including:</p> <ul style="list-style-type: none"> • Physiotherapy • Podiatry • Occupational Therapy • Speech Pathology • Community Rehabilitation • Nutrition and Dietetics • Massage therapy (Myotherapy) <p>The Allied Health course pathway leads to the Diploma of Nursing and Bachelor of Nursing.</p>

	<p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Patient services assistant • Therapy assistant – Physiotherapy, Occupational Therapy, Speech Pathology, Podiatry, Nutrition, Community Rehabilitation, Dietetic • Remedial massage therapist • Myotherapist • Enrolled nurse • Registered nurse <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Animal Studies Preview Course</p>	<p>The Certificate II in Animal Studies course equips you with comprehensive skills and knowledge to care for animals in a range of environments. Major areas of study include working in the animal care industry, assisting with general care of animals, first aid for animals, veterinary reception duties, daily clinic routine and assisting with surgery preparations. The course will also assist you in developing the skills necessary to provide the public with information on animal welfare, products and services.</p> <p>Certificate II in Animal Studies students are prepared for employment in veterinary clinics, animal shelters, pet shops, companion animal services or animal training.</p> <p>The course is also the preferred prerequisite to study the Certificate III in Animal Studies.</p> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Veterinary Nurse • Animal shelter assistant • Pet shop assistant • Animal service provider <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>

<p>Automotive Collision Repair Preview Course</p>	<p>The Certificate II in Automotive Studies - Paint and Panel course is designed to prepare students for employment as apprentices in the automotive industry and offers opportunities to gain broad automotive knowledge as well as specialised skills in paint and panel work (vehicle body).</p> <p>Students will gain essential skills in spray painting, panel beating, welding steel and plastic, quoting, metal finishing and car detailing.</p> <p>Graduates may have an enhanced opportunity of gaining an apprenticeship as a panel beater or spray painter. Certificate II graduates will need to be indentured by an employer before they continue their training as an apprentice.</p> <div style="text-align: center;"> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Apprentice panel beater or spray painter • Panel Beater • Vehicle body repair technician • Vehicle body restoration technician • Heavy vehicle body and chassis repair technician <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Automotive Mechanics Preview Course</p>	<p>The Certificate II in Automotive Studies – Motor Mechanics course is designed to prepare students for employment as apprentices in the automotive industry and offers opportunities to gain broad automotive knowledge as well as specialised skills in motor mechanics.</p> <p>Graduates may have an enhanced opportunity of gaining an apprenticeship as a motor mechanic, and they may be eligible to complete their apprenticeship in three years compared to the traditional four years, and could commence on the equivalent wage to a second-year apprentice.</p> <p>Certificate II graduates will need to be indentured by an employer before they continue their training as an apprentice. Students can expect approximately 30 hours of class attendance each week.</p> <div style="text-align: center;"> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Apprentice Mechanic • Mechanic <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>

<p>Bricklaying Preview Course</p>	<p>Certificate II in Building and Construction (Bricklaying Pre-Apprenticeship) will equip you with the basic skills and knowledge to enter the bricklaying industry or other building trade, and is designed to enhance your prospects of securing an apprenticeship.</p> <p>The Certificate III in Bricklaying/Blocklaying course is a trade level qualification designed for apprentices, and provides students with necessary skills, knowledge and experience to work on a building site in the areas of bricklaying and blocklaying.</p> <p>Major areas of study include interpretation of plans, measurements and calculations, use of power tools and equipment, surface preparation, different types of construction, levelling and paving.</p> <p>To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p> <div data-bbox="336 696 1497 1003" style="text-align: center;"> <pre> graph LR A["Certificate II in Building and Construction (Building Pre-Apprenticeship)"] --> B["Certificate III in Bricklaying / Blocklaying (apprenticeship) OR Certificate III in an associated building trade (apprenticeship)"] B --> C["Post-trade studies"] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Self-employed contractor • Bricklaying company employee • Sales representative in the brick manufacturing sector • Qualified bricklayer <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Carpentry Preview Course</p>	<p>Certificate II in Building and Construction (Carpentry Pre-Apprenticeship) will equip you with the basic skills and knowledge to enter the carpentry industry or other building trade, and is designed to enhance your prospects of securing an apprenticeship.</p> <p>The Certificate III in Carpentry is a trade level qualification, designed to equip apprentice carpenters with comprehensive skills and knowledge to work as a qualified carpenter in domestic and commercial construction.</p> <p>The carpentry apprenticeship provides students with the relevant skills and experience required to work on a building site in the areas of carpentry, formwork, framework and fixing out. The course includes interpretation of plans; measurements and calculations; use of power tools and equipment; surface preparation; construction and installation.</p> <p>This course has been designed by industry bodies and reflects the skills required by carpenters in today's building industry, with training comprising approximately 40% theory and 60% practical work, and assessments linked to each unit.</p> <p>To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p>

	<p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Qualified carpenter • Self-employed contractor/sub-contractor • Estimator • Sales representative in construction industry <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Children’s Services Preview Course</p>	<p>The Certificate III in Early Childhood Education and Care is an entry-level course designed to equip you with comprehensive skills and knowledge to enter the children’s services sector as a trained assistant.</p> <p>The course encompasses health, education and sociological perspectives to prepare students for work in a range of environments. The child care training equips students with the skills to use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.</p> <p>Depending on the setting, graduates may work under direct supervision or autonomously, and in some settings may also have limited supervisory responsibilities of volunteers. This course also has 11 units common to the Diploma of Early Childhood Education and Care.</p> <p>Please note: successful applicants are required to obtain a current <i>Working with Children</i> card to meet workplace regulatory requirement.</p> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Family day carer • Nanny • Out of School Care assistant • Childcare assistant (supervised)


	<ul style="list-style-type: none"> • Team leader • Childcare Centre Manager <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Community Services Preview Course</p>	<p>The Certificate II in Community Services will equip you with the entry level skills and knowledge for employment or further study in the community services sector.</p> <p>Students will undertake studies in first-aid, program policies and procedures, advocacy for clients, leisure and health sector familiarisation, casework, supporting community resources and responding to difficult or challenging behaviour.</p> <div data-bbox="343 616 1492 996" style="text-align: center;">  <pre> graph LR A["Certificate II in Community Services Work"] --> B["Diploma of Community Services Work OR Certificate IV in Aged Care"] C["Certificate IV in Youth Work OR Certificate III in Aged Care"] --> B </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Aged care worker • Disability services worker • Youth worker • Personal care worker • Community care worker • Nursing assistant <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Conservation and Land Management Preview Course</p>	<p>The Certificate II in Conservation and Land Management will equip you with entry level skills and knowledge to enter a range of natural resource management industries, with an emphasis on practical skills and hands-on learning.</p> <p>The courses provide training to enable you to gain employment as a work crew member or within a leadership / supervisory role. Graduates will be equipped to work in national or state parks, reserves, public and private land with conservation groups, State Government authorities or contractors. The Certificate III in Conservation and Land Management provides a pathway to further study in the Certificate IV in Conservation and Land Management.</p> <p>Subject areas include revegetation techniques, seed collection, fencing, site assessment, pest plant and animal control and a range of industry specific employability skills such as workplace communications and responding to emergencies.</p> <p>This course can also be studied part-time, or as a traineeship when employed in the industry.</p>

	<p>NB: This pathway is available through the VET in Schools program, School Based Traineeship or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Natural area restoration officer • Landcare project officer • Conservation crew team member • Bush regeneration program member • DEPI Project fire fighter • Pest Control crew or contractor • Environmental team member <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Cookery Preview Course</p>	<p>The hospitality courses will equip you with comprehensive skills and knowledge to work in a working kitchen in various roles. The Certificate II in Kitchen Operations provides students with a range of practical skills to operate in a supervised kitchen workplace.</p> <p>Students will develop food handling and preparation skills to prepare them for entry into the hospitality industry. Major areas of study include basic methods of cookery, organisation, preparation and presentation of food, receiving store supplies, cleaning and maintenance of kitchen premises, following workplace hygiene procedures, working in a socially diverse environment and the development of knowledge about the hospitality industry.</p> <p>The Certificate II in Kitchen Operations provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills. Work can be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Graduates may work as short order cooks or in a similar role in cafes, bistros, hotels, clubs, canteens and commercial catering operations.</p> <p>The Certificate II in Kitchen Operations is embedded into the Certificate III Commercial Cookery.</p>

	<p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Kitchen hand • Apprentice cook • Short order cook • Chef Support <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Desktop Publishing Preview Course</p>	<p>The Certificate II in Printing and Graphic Arts (Desktop Publishing) will provide you with the core skills and knowledge to enable you to gain entry level employment or further study prospects in the printing, desktop publishing and graphic arts industries. The program provides an introduction to computer based design using industry standard Adobe software, covering core skills in design development for commercial printing.</p> <p>Major areas of study include access and use of the internet, development of basic design concepts, selection and application of type, production of graphics, editing of digital images, production of files for online screen display, electronically combining and assembling data, digitising images for reproduction and production of a typographic image.</p> <div data-bbox="341 1016 1497 1240" style="text-align: center;"> <pre> graph LR A["Certificate II in Printing & Graphic Arts (Desktop Publishing)"] --> B["Diploma of Graphic Design"] B --> C["Advanced Diploma of Graphic Design"] C --> D["Bachelor of Communication Design"] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Printing and graphic arts industry • Small or large scale printing and design businesses <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Digital Media (Games) Preview Course</p> <p>Interactive Digital Media Preview Course</p>	<p>The Certificate III in Media (Interactive Digital Media) will equip you with entry-level training in the new medium of digital technology within the interactive digital media industries. The program will expose you to the roles performed by editing assistants and interactive media author assistants, with a focus on 2D and 3D digital art and animation.</p> <p>Major areas of study include extending critical and creative thinking skills, production and preparation of photographic images, creation of 2D digital animations, write content for a range of media, apply creative design processes to 2D forms, author interactive sequences, prepare video assets and</p>

	<p>create visual design components.</p> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Interactive digital media industry • Scenery and set construction <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Electrical Preview Course</p>	<p>The Certificate II in Electrotechnology (Career Start) provides entry-level training for people wanting a career in the electrical industry, and also enhances the opportunity to gain an electrical apprenticeship.</p> <p>The major areas of study include electrical concepts and applications, parts and components, mathematics, electrical wiring and equipment, drawings and diagrams and introduction to welding.</p> <p>The Certificate III in Electrotechnology is a trade-level qualification, designed to equip apprentice electricians with skills and knowledge to become a fully qualified electrician in domestic, commercial or industrial areas.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process</p> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Electrical Apprentice • Electrician <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>

<p>Engineering Fabrication Preview Course</p> <p>Engineering Mechanical Preview Course</p>	<p>Certificate II in Engineering will equip you with the entry level skills and knowledge to work in the engineering industry and increase your opportunities to enter into an apprenticeship in the metal fabrication, manufacturing or mechanical field.</p> <p>The course covers skills in the use of hand and power tools, engineering science, fabrication techniques, machining, technical drawing, and quality concepts.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p> <div style="text-align: center;"> <pre> graph LR A["Certificate II in Engineering Studies (Fabrication or Mechanical)"] --> B["Certificate III in Engineering (Fabrication or Mechanical)"] B --> C["Diploma of Engineering - Advanced Trade"] C --> D["Advanced Diploma of Engineering Technology"] D --> E["Bachelor of Engineering"] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Apprentice in metal or mechanical trade • Boilermaker • Welder • Fabricator • Fitter and turner • Tool maker • Engineer <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Events Preview Course</p>	<p>The Certificate III in Events will provide you with the skills and knowledge to build a career in the events industry. The Diploma of Events equips students with a broad range of event management skills and knowledge including significant communication, planning and organisational skills and detailed knowledge of the event management process.</p> <p>A Diploma of Events qualification can lead to employment opportunities within a diverse range of organisations where event management takes place, such as professional conference organisations, exhibition and event management companies, sporting associations, community organisations, and hospitality and cultural venues.</p> <div style="text-align: center;"> <pre> graph LR A["Certificate III in Events"] --> B["Diploma of Events"] B --> C["Advanced Diploma of Events"] C --> D["Bachelor of Management OR Bachelor of Commerce"] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Event administrative assistant

	<ul style="list-style-type: none"> • Conference assistant • Exhibitions assistant • Events Coordinator • Conference Coordinator • Functions Coordinator • Wedding Coordinator • Venue Coordinator <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Fashion Design Preview Course</p>	<p>The Certificate II in Applied Fashion Design and Technology provides you with an excellent introduction to the fashion design and related industries, covering basic knowledge and skills in pattern making, garment design and garment construction for the creation of your own items.</p> <p>The Advanced Diploma of Applied Fashion Design and Technology is four qualifications in one: students complete the Certificate III in Clothing Production and the Certificate IV in Applied Fashion Design and Technology in the first year, the Diploma of Applied Fashion Design and Technology in the second year, and the Advanced Diploma in the final year.</p> <p>In the first year students develop foundation skills across core disciplines in patternmaking, fibres and fabrics, illustration, range development, garment construction and quality assurance. The second year increases students' awareness of the complementary and integrated roles of design, patternmaking, construction and associated technologies; developing, investigating and creating skills related to current and future directions of the fashion industry. In the final year students enhance their skills in design, marketing and global operations to work within the fast-paced fashion world from designers through to manufacturers. Final year students also complete a major internship within a fashion enterprise, as well as developing their own fashion range.</p> <div data-bbox="363 1077 1533 1375" style="text-align: center;">  <pre> graph LR A["Certificate II in Applied Fashion Design and Technology"] --> B["Advanced Diploma in Applied Fashion Design and Technology"] B --> C["Bachelor of Applied Science - Fashion Technology OR Bachelor of Design - Fashion"] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Fashion designer • Product developer • Quality assurance officer • Pattern maker • Retail buyer or visual merchandiser <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Fitness Preview Course</p>	<p>The Certificate III in Fitness equips you with the skills and knowledge to work in the fitness industry, preparing you for careers in the areas of physical health, fitness and rehabilitation.</p> <p>Training will focus on health screening, anatomy and physiology principles in a fitness context, first-aid, undertake risk analysis of activities, provision of healthy eating advice to clients and the care and maintenance of recreational equipment. Electives may include water familiarisation and rescue, implementation of gym programs and delivery of group sessions.</p>

	<p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Personal training • Exercise rehabilitation • Nutrition • Motivation counselling • Coaching • Gym instructing <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Floristry Preview Course</p>	<p>The Certificate III in Floristry course will equip you with comprehensive skills in floral design, floral construction, floral display, and visual merchandising. This course also develops strong industry skills and knowledge and the ability to implement sustainable work practices.</p> <p>Areas of study include the care, preparation and display of floristry stock, creation of designs using a range of classic and contemporary floral techniques and mediums, floral and flower art, botanical designs, working to floral design briefs, bridal and wedding flowers and bouquets, floristry products, selling and technology, and related industry skills.</p> <p>This floristry course can also be undertaken as an apprenticeship, where you must be employed as an apprentice within the floristry industry. Graduates have the knowledge and skills to begin successful careers in the retail and wholesale sectors of the industry.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Florist • Wholesale florist • Event stylist <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>

<p>Furnishing Preview Course</p>	<p>The Certificate II in Furniture Making will equip you with the basic skills and knowledge to enter the furnishing, cabinet making and joinery industries and is designed to enhance your apprenticeship prospects.</p> <p>The program covers the skills and knowledge required to work in a production environment in both the manufacturing of free-standing furniture or built-in cabinets, and to provide on-site assistance to the installation of these items.</p> <p>Training will focus on preparation of surfaces for finishing, measurements, joinery of solid timber, hand-made timber joints, construction of a basic furnishing product, use of furnishing sector hand and power tools, preparation of cutting lists, assemblage of furnishing components, and furnishing construction methods.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p> <div data-bbox="421 792 1342 1115" style="text-align: center;"> <pre> graph LR A[Certificate II in Furniture Making] --> B[Certificate III in Joinery OR Certificate III in an associated building trade apprenticeship] </pre> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Cabinet maker • Joiner • Other building trades • Building site administrator • Foreman • Estimator • Building inspector • Draftsperson <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Hairdressing and Beauty Preview Course</p>	<p>The Certificate II in Hairdressing is an entry-level hairdressing course which will equip you with foundation skills and knowledge for a career in the hairdressing industry and will enhance your opportunities for a hairdressing apprenticeship.</p> <p>This hairdressing qualification provides basic training in key areas at the apprenticeship level. Graduates would be able to provide assistance to other team members and perform a range of duties under supervision including a limited range of hairdressing tasks, customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices and developing hairdressing industry knowledge.</p> <p>This course may be completed in conjunction with other Certificate II courses such as Certificate II in Nail Technology or Retail Make-up and Skin Care, which may increase your employment opportunities.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p>

Possible Career Outcomes

- Hair and beauty salon assistant
- Apprentice hairdresser

The Certificate IV in Hairdressing has been designed for qualified hairdressers, seeking to advance their knowledge of the hairdressing industry and further develop their technical skills.

This advanced hairdressing course is designed to produce highly skilled senior hairdressers with developed complex technical skills and knowledge to work as part of, or coordinating, a salon team. A hairdresser at this level may provide specialist services, including haircutting, hair design, hair colouring, complex colour correction, hair extensions, chemical reformation, trichology and make-up application.

The course includes the skills and knowledge required to work as a technical adviser with a hairdressing products company, or independently as a freelance session stylist. Hairdressers may also be entitled to financial advantages in the industry for holding an additional qualification.



NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.

Possible Career Outcomes

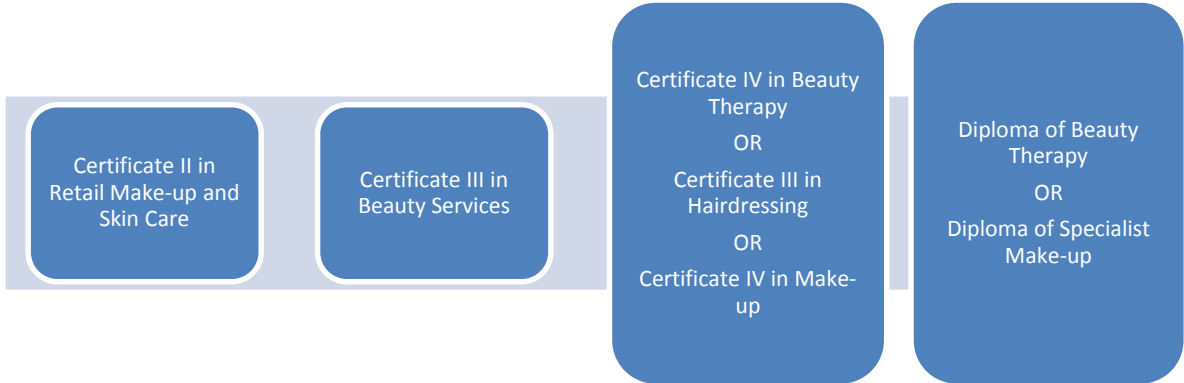

- Advanced hairdresser
- Salon supervisor/owner/manager
- Hairdressing industry trainer
- Session stylist
- Technical advisor

Certificate II in Retail Make-up and Skin Care equips you with the knowledge and skills to enhance your employment prospects in the hair and beauty industry. The program covers topics such as demonstrating and selling make-up and retail skin care products, and develops your customer service skills to prepare you for performing routine salon and store functions. It also equips you to perform make-up applications and pursue a career in make-up artistry.

Certificate III in Beauty Services is an entry-level beauty therapy course which will equip you with relevant skills and knowledge to successfully enter the beauty therapy and related cosmetic industries.

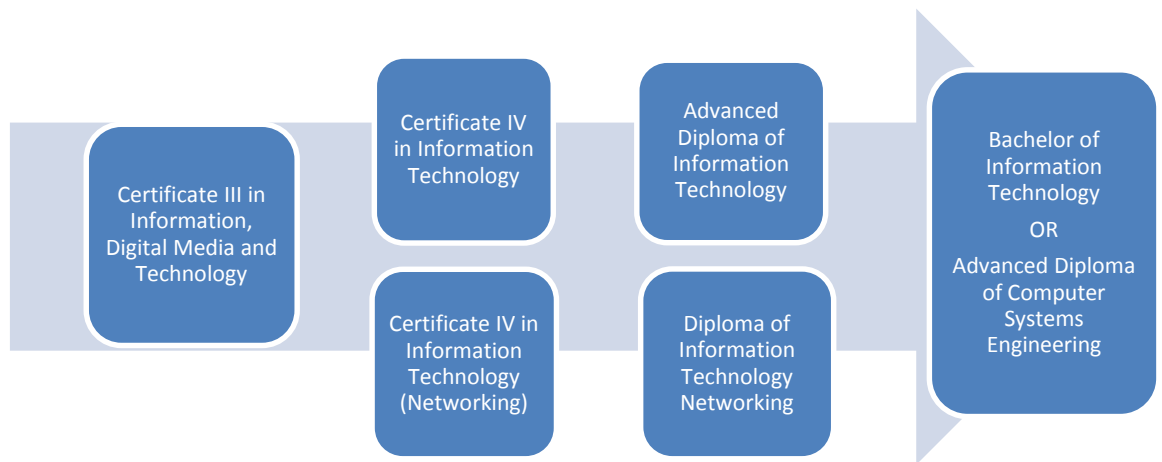
The course covers basic levels of skin biology and science, waxing, eyelash and brow tinting, nail grooming services, manicure and pedicure, make-up services and retail customer service skills, and offers elective options in nail technology.

To become a trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment

	<p>process.</p>  <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Beauty Salon assistant • Retail cosmetics sales assistant • Beauty Therapist <p>*Preview Courses related to these pathways do NOT provide any unit accreditation.</p>
<p>Horticulture Preview Course</p>	<p>The Certificate II in Horticulture is an entry-level horticulture course designed to equip you with core skills and knowledge, and introduce you to various horticulture specialisations.</p> <p>This is a hands-on course where you'll learn to recognise plants, undertake planting tasks, use correct pruning techniques, collect plant specimens, and develop retail skills relevant to a garden centre environment.</p> <p>Certificate III in Horticulture is a generalist horticulture course which equips you with relevant comprehensive skills and knowledge to successfully enter the horticulture industry.</p> <p>The course covers a range of horticulture aspects including plant identification, pest and disease, weeds, propagation, soils and plant nutrition, customer service, turf establishment, plant establishment, drainage and irrigation, retaining walls and paving, and Occupational Health and Safety.</p> <p>Graduates will need to be indentured by an employer before they continue their training as an apprentice. To become an apprentice or trainee you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p>  <p>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Horticulturalist • Nursery worker - retail/wholesale

	<ul style="list-style-type: none"> • Landscaper • Groundsperson • Parks and gardens Assistant • Landscape manager / designer • Nursery manager • Botanic gardener • Supervisor in specialty area such as turf management <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>Hospitality Preview Course</p>	<p>The Certificate II in Hospitality will equip you with the basic operational knowledge and practical skills to pursue a career in various roles within the hospitality industry where you would perform a range of food and beverage service activities in a supervised workplace. The course focuses on basic skills such as food and beverage service, working behind a bar and making espresso coffee.</p> <p>Training will focus on preparation of simple dishes, food safety and hygiene, preparation and service of non-alcoholic beverages, responsible service of alcohol, social and cultural sensitivity, preparation of sandwiches, preparation and service of espresso coffee, provision of advice on food and process financial transactions.</p> <div data-bbox="347 862 1522 1328" style="text-align: center;"> </div> <p>NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.</p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Food and beverage service in cafes, bistros, hotels, clubs and function houses • Chef • Head chef • Patissier • Catering manager • Chef de partie • Sous chef <p>*Preview Courses related to this pathway do NOT provide any unit accreditation.</p>
<p>IT Networking Preview Course</p>	<p>The Certificate III in Information, Digital Media and Technology is an entry level IT course providing introductory skills and knowledge in a choice of one of two streams –websites or networking – to prepare students for work either as an independent Information and Communications Technology (ICT) specialist, or as part of a team.</p> <p>The networking course stream has an emphasis on networking, PC hardware and software maintenance, server administration, NBN optical fibre, client operating systems and workplace skills.</p>

The website course stream has an emphasis on building websites, introductory programming, games development, PC maintenance and networking, IT applications, and work skills.



NB: This pathway is available through the VET in Schools program or School Based Traineeship as part of your VCAL or VCE Certificate.

Possible Career Outcomes

- Network technician
- Help desk assistant
- Software support technician
- Website administrator

***Preview Courses related to this pathway do NOT provide any unit accreditation.**

Painting and Decorating Preview Course

The Certificate II in Building and Construction (Painting and Decorating Pre-apprenticeship) will equip you with the basic skills and knowledge to enter the painting and decorating industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry and specific trade skills including the use of hand and power tools.

The Certificate III in Painting and Decorating is a trade-level qualification designed for apprentices working in the industry, equipping you with comprehensive skills, knowledge and experience to work in the painting and decorating industry.

Major areas of study include occupational health and safety, interpretation of plans and documents, measurements and calculations, use of hand and power tools, erection and dismantling of scaffolding, paint application and paint types and uses.

To become an apprentice you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.

NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.

	<p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Qualified painter and decorator • Colour consultant • Estimator • Sales representative in paint outlet • Interior designer <p><i>*Preview Courses related to this pathway do NOT provide any unit accreditation.</i></p>
<p>Plumbing Preview Course</p>	<p>The Certificate II in Plumbing pre-apprenticeship course will equip you with skills and knowledge to enter the plumbing or building industries. The introductory plumbing course covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.</p> <p>This course provides an excellent introduction to the industry and is specifically designed to enhance your building or plumbing apprenticeship prospects. Certificate II graduates will need to be indentured by an employer before they continue their training as an apprentice.</p> <p>To become an apprentice you will first need to find an employer willing to employ you. Australian Apprenticeship Centres can assist you with this, and will also start your application and enrolment process.</p> <p><i>NB: This pathway is available through the VET in Schools program or School Based Apprenticeship as part of your VCAL or VCE Certificate.</i></p> <p>Possible Career Outcomes</p> <ul style="list-style-type: none"> • Apprentice in the plumbing or building industry • Licensed plumber • Registered plumber • Sales representative in the trade industry <p><i>*Preview Courses related to this pathway do NOT provide any unit accreditation.</i></p>