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The information contained in this publication is correct at time of print (September 2018). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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© Centre for Adult Education – RTO/TOID: 3737
M1658 02/19
OVERVIEW OF VET IN SCHOOLS

In partnership with over 200 secondary schools, Box Hill Institute Group is committed to deliver high quality vocational programs and has put in place an infrastructure that supports successful study and social development for young people studying Vocational Education and Training (VET) programs as part of their Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) in 2019.

All proposed programs are modern and responsive to industry needs. Box Hill Institute Group staff are highly trained and have current industry expertise. The programs lead to employment opportunities or further study options. The following information is provided for students undertaking secondary school studies in 2019.

PROGRAM OPTIONS

VCE VET programs are VET qualifications approved by the VCAA following consultation with schools, industry and training providers. VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a VET qualification.

This is achieved through integration of nationally recognised training qualifications into the VCE and VCAL programs.

A VCE VET program is usually at an Australian Qualifications Framework (AQF) Level II or III and reflects specific industry needs and standards.

All programs are delivered or auspiced by Box Hill Institute Group.

VET BLOCK CREDIT PROGRAMS

Students with full or partial completion of a nationally recognised Vocational Education and Training or Further Education (VET/FE) qualification may be eligible for credit towards the VCE and VCAL.

Students are eligible for credit if they have completed, or are completing, training in a nationally recognised VET/FE qualification that is not included in the suite of approved VCE VET and School Based Apprenticeships and Traineeships programs.

Credit may be available for full or partial completion of a nationally recognised qualification.

To be eligible for credit the student must be enrolled in VCE or VCAL.
OVERVIEW OF
VET IN SCHOOLS

HOW TO APPLY

In 2019 all applications will be made online by visiting www.boxhill.edu.au/vetis

If you need any assistance please email vetis@boxhill.edu.au or for further information call 1300 269 445.

An invoice(s) for 2019 will be sent to the student’s named secondary school to cover all program associated costs, including tuition and materials.

INVOICING

Please refer to boxhill.edu.au for current course information. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course. Proposed course(s) and delivery location(s) are subject to minimum student numbers and may change.

COURSE EXIT

Students have up to four weeks from the commencement date of the program to withdraw. Withdrawing prior to this date will not incur student fees.

Withdrawals must be completed in writing via the VETiS course exit form or via email vetis@boxhill.edu.au

BOX HILL INSTITUTE COST SCHEDULE – VETiS FEES 2019

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Delivery</strong></td>
<td>Students attending Box Hill Institute for delivery of course hours/units/modules or workshops. Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours. Materials, including required tools of trade, books and cost of licensed qualifications (e.g. CI Card).</td>
<td>Refer to fees listed with each individual course. Materials charged to the school by invoice along with the tuition fees.</td>
</tr>
<tr>
<td><strong>External Delivery</strong></td>
<td>Box Hill Institute VIT registered and qualified staff deliver externally at secondary schools. Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours. Materials, including required tools of trade, books and cost of licensed qualifications (e.g. CI Card).</td>
<td>Refer to fees listed with each individual course. Materials charged to the school by invoice along with the tuition fees.</td>
</tr>
<tr>
<td><strong>Auspicing/Total School Delivery</strong></td>
<td>Secondary school delivers and assesses the whole program. All schools will need to provide evidence of compliance with Standards for RTOs 2015 for a program to be fully or partially auspiced by Box Hill Institute. A once–off set up fee of $700.00 per program will be charged for new auspicing arrangements with new schools. Auspiced schools that are further distance than 50km from Box Hill, 3128 will be required to pay an additional annual travelling fee of $330.00. Learning and assessment resources can also be supplied for Auspiced programs, additional charges apply per student per unit</td>
<td>$950.00 per course per annum per school. Plus $70 Certification fee per student</td>
</tr>
<tr>
<td><strong>Part Auspicing/Shared Delivery</strong></td>
<td>Box Hill Institute delivers and assesses part of the program. School delivers and assesses part of the program. All schools will need to provide evidence of compliance with Standards for RTO’s 2015 for a program to be fully or partially auspiced by Box Hill Institute. A once–off set up fee of $700.00 per program will be charged for new auspicing arrangements with new schools. Auspiced schools that are further distance than 50km from Box Hill, 3128 will be required to pay an additional annual travelling fee of $330.00</td>
<td>$950.00 per course per annum per school, plus $10.00 per hour per student for Box Hill Institute delivery and assessment. Plus $70 Certification fee per student</td>
</tr>
</tbody>
</table>
INTAKE

All courses commence on the week beginning 4 February 2019.
› Standard delivery – Wednesday afternoons or evenings over two years
› Accelerated/Fast Track Delivery – selected programs only, – Wednesday or Fridays 9:00am to 4:00pm
› Mid-year intakes are available commencing July 2019 in selected programs. These programs will run Fridays 9am to 4pm. Expression of interest will be requested during Term 2.

VETiS PORTAL

Box Hill Institute VETiS Portal is an online student management system, allowing secondary schools to access live student information including attendance reporting, mid-year and end of year student progress reports, and up to date commentary from teaching staff.

ISSUANCE OF VOCATIONAL QUALIFICATION CERTIFICATE

Students undertaking these courses will be enrolled at Box Hill Institute (BHI) RTO: 4687. Upon completion you will receive certification from Box Hill Institute.

EDUCATIONAL SUPPORT


SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

School Based Apprenticeships and Traineeships (SBATs) are available and enable students to combine a senior secondary school certificate with part time employment and training. For further information and program options, please contact the Schools Relationship Unit at schools@boxhill.edu.au

SUMMER SCHOOL

Summer school will commence in early January 2019 and will comprise of additional training required to complete Box Hill Institute VET in Schools partial completion programs. These programs include:
› Early childhood
› Building and Construction
› Community Services
› Allied Health Assistance
For further information and enrolment, please email schools@boxhill.edu.au

SKILLS AND JOBS CENTRES

Skills and Jobs Centres are the first port-of-call for students looking to start training, and offer a range of support services for individuals and businesses.
Skills and Jobs Centres offer advice and a range of services including:
› apprenticeship and traineeship advice
› referral to additional service providers offering welfare support and financial advice
› job search skills and resume preparation assistance
› assistance to identify existing skills with the opportunity to formalise these through Recognition of Prior Learning (RPL)
› access to information on employment trends, industry areas with skills shortages and employment opportunities
› assistance with career and training plans, identifying training qualifications that could be undertaken to make a successful career transition.

STRUCTURED WORKPLACE LEARNING (SWL)

Structured workplace learning is on the job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA). These courses are VET programs undertaken by VCE or VCAL students. The VCAA has determined that structured workplace learning is an appropriate and valuable component of all VET undertaken by VCE and VCAL students. Structured workplace learning complements the training undertaken at school or at an RTO and should be spread across the duration of the training program.
It provides the context for enhanced skill development, practical application of industry knowledge, assessment of units of competence/modules, as determined by the RTO and increased employment opportunities.
Public Portal for Parent/Guardian and Students for potential placements www.workplacements.education.vic.gov.au
In 2019, Box Hill Institute has some new and exciting programs that have been specifically chosen due to their demands in Industry and Box Hill Institute’s link to future employment opportunities. These programs include practical activities in landscaping, music performance with a hip hop focus, health support, floristry and outdoor recreation.

So watch this space!

- AHC21616 CERTIFICATE II IN LANDSCAPING
- CUA30915 CERTIFICATE III IN MUSIC INDUSTRY
- HLT23215 CERTIFICATE II IN HEALTH SUPPORT SERVICES
- SFL20115 CERTIFICATE II IN FLORISTRY (ASSISTANT)
- SIS20213 CERTIFICATE II IN OUTDOOR RECREATION
CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

WHAT DOES THIS COURSE INVOLVE?
Do you want to gain a qualification that provides a pathway to other qualifications within the community sector and improve your employability skills?

Certificate II in Active Volunteering (CHC24015) is designed especially for entry level volunteer workers. Throughout this course you will learn important skills to:

› work effectively as a volunteer in a variety of capacities and contexts.
› work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.
› participate in safe work practices to ensure their own health and safety, and that of others.
› communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.
› complete a range of tasks associated with setting up and staging public activities and events.
› recognise and respond to life-threatening emergencies with appropriate first aid procedures.
› use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 year

Class day and times:
Wednesday 9:00pm to 12:30pm or 1:30pm to 5:00pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
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<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>CHCDIV001</td>
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<tr>
<td>CHCVOL001</td>
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<tr>
<td>HLTWHS001</td>
</tr>
<tr>
<td>BSBCMM201</td>
</tr>
<tr>
<td>CUAEV2P01</td>
</tr>
<tr>
<td>HLTAID002</td>
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<tr>
<td>SITXFSA001</td>
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</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
Upon completion of this course, volunteers will work under direct and regular supervision within clearly defined guidelines.

Students will gain sufficient skills and knowledge enabling them to commence work effectively in the organisation of their choice, and will gain a qualification that provides a pathway to other vocational qualifications improving their employability skills.

CAREER OUTCOMES
This qualification is part of the Community Services Training Package. It reflects the role of entry level volunteer workers.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for recognition of up to two units at Units 1 and 2 level. This increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
All students are required to complete 40 hours (1 week) of structured work placement in a volunteer role.

TUITION COST
Year 1 $1,330.00

MATERIAL FEES
Year 1 $410.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace

Internal code: HVAV2
WHAT DOES THIS COURSE INVOLVE?
This course will teach you the skills and knowledge required to provide assistance to health professionals involved in the care of clients and involves direct client contact under supervision.

Within this program you will also develop a range of factual, technical and procedural knowledge relating to infection prevention and control, workplace health and safety, food safety, client movement and transport, bed making, cultural diversity, workplace organisation and communication. In doing so, you will gain practical skills in order to complete typical work tasks such as making and maintaining patient beds, assist with the movement and transport of patients, cleaning of rooms and wards and assistance with food service.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time – 2 year

Class day and times:
Wednesday 9am to 12:30pm
Wednesday 1:30pm to 5:00pm

Please note, students will be required to attend 2 days scheduled classes during term 1 holidays.

PROGRAM OUTLINE

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<th>Code</th>
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<tbody>
<tr>
<td></td>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td></td>
<td>HLTINFO01</td>
<td>Comply with infection prevention and control policies and procedures</td>
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<tr>
<td></td>
<td>HLTWHSO01</td>
<td>Participate in workplace health and safety</td>
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<tr>
<td></td>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td></td>
<td>CHCCCS002</td>
<td>Assist with movement</td>
</tr>
<tr>
<td></td>
<td>CHCCCS010</td>
<td>Maintain high standard of service</td>
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<td></td>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
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<td></td>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
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<tr>
<td></td>
<td>HLTHSS003</td>
<td>Perform general cleaning tasks in a clinical setting</td>
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<td></td>
<td>HLTFSE005</td>
<td>Apply and monitor food safety requirements</td>
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<td></td>
<td>HLTAID003</td>
<td>Provide first aid</td>
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<th>Title</th>
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</thead>
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<tr>
<td></td>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
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<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
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<td></td>
<td>CHCCCS026</td>
<td>Transport individuals</td>
</tr>
<tr>
<td></td>
<td>HLTHPS001</td>
<td>Take clinical measurements</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This program can only be completed as part of your VCE or VCAL program in Year 11 & 12. You need to have successfully completed Year 10 and have the approval of your school to enrol in this program.

STUDENT PATHWAYS
You may wish to apply for entry into other health programs such as the HLT43015 – Certificate IV in Allied Health Assistance or HLT54115 – Diploma of Nursing.

CAREER OUTCOMES
After successful completion you may wish to apply for a range of employment opportunities including:
› Patient Care Assistant
› Patient Services Assistant
› Ward Assistant
› Allied health assistant

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.
› Students who receive a Units 3 and 4 sequence for the VCE VET Health program will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four)
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA mandates a minimum of 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1330
Year 2 $1330

For VETiS programs undertaken by secondary school students, please contact your school to confirm fees.

MATERIAL COST
Year 1 $285.00
Year 2 $245.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn during practical sessions and your structured workplace learning requirements.

Internal code: HVAIN
ACM20117 CERTIFICATE II IN ANIMAL STUDIES

Proposed course/s and delivery location/s are subject to minimum student numbers and may change.

WHAT DOES THIS COURSE INVOLVE?
This VET in Schools Program provides you with the basic skills and knowledge in order to become an animal carer. You will learn how to care for a variety of animals and provide information on companion animals, products and services.

You will gain the practical skills and basic knowledge you need for entry–level work in the animal care industry. You will learn how to assist with general animal care, provide food and water for animals and follow occupational health and safety procedures in the workplace.

You will undertake work in our animal facility throughout the year giving you the opportunity to work with mice, rats, guinea pigs, rabbits, fish and reptiles. You will also have dogs and cats regularly attend class for practical training.

WHERE ARE THE CLASSES HELD?
Box Hill, City, Lilydale

COURSE LENGTH
Part time: 1 – 2 years

Class day and times:
Wednesday 9:00am – 12:30pm – Box Hill or Lilydale – year 1 only
Wednesday 1:30pm to 5:00pm – Box Hill, City or Lilydale
City campus students will be required to attend the Box Hill campus 6 times over the year to complete practical assessments.

Fast track program: 1 year (1 – 4 unit sequence)
Wednesday 1:30pm – 7:30pm – Box Hill

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>ACMGAS201</td>
<td>Work in the animal care industry</td>
</tr>
<tr>
<td>ACMGAS202</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td>ACMGAS203</td>
<td>Complete animal care hygiene routines</td>
</tr>
<tr>
<td>ACMGAS204</td>
<td>Feed and water animals</td>
</tr>
<tr>
<td>ACMGAS205</td>
<td>Assist in health care of animals</td>
</tr>
<tr>
<td>ACMOHSS201</td>
<td>Participate in occupational health and safety processes</td>
</tr>
<tr>
<td>ACMUSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

YEAR 2 ELGAR AND LILYDALE CAMPISES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMSPES310</td>
<td>Provide basic care of mammals</td>
</tr>
<tr>
<td>ACMGAS209</td>
<td>Provide information on companion animals, products and services</td>
</tr>
<tr>
<td>ACMGAS206</td>
<td>Provide basic first aid for animals</td>
</tr>
<tr>
<td>ACMGAS208</td>
<td>Source Information for animal care needs</td>
</tr>
<tr>
<td>ACMCAS307</td>
<td>Provide companion animal hydro-bathing services</td>
</tr>
</tbody>
</table>

Note: The Year 2 unit, ACMCAS307 – Provide companion hydro-bathing, will not be delivered at the City campus. This unit will be replaced with ACMGAS302 – Provide enrichment for animals.

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course. A tetanus vaccination is required for entry into the course. This course involves both practical and written assessments and students will be required to complete work at home between classes. A suitable laptop or tablet device is highly desirable as many written assessments will be completed in class.

STUDY PATHWAYS
You may wish to apply for entry into courses such as:

• ACM30317 – Certificate III in Animal Studies
• ACM30310 – Certificate III in Captive Animals
• ACM40412 – Certificate IV in Veterinary Nursing
• ACM50117 – Diploma of Animal Technology

CAREER OUTCOMES
This course may provide you with entry level employment in animal rescue centres, pet retail shops, welfare organisations and veterinary clinics, etc.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

• recognition of up to two units at Units 1 and 2 level and a Units 3 and 4 sequence.
• Students who receive a Units 3 and 4 sequence for ACM20117 Certificate II in Animal Studies will be eligible for an increment towards their ATAR. (10% of the lowest study score of the primary four).

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

Further information on the ATAR can be found on the VTAC website: www.vtac.edu.au

• The VCE VET Animal Studies program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,190.00
Year 2 $1,190.00
Fast track (1 year) $1,800.00

MATERIAL FEES
Year 1 $600.00
Year 2 $460.00
Fast track (1 Year) $870
All fees invoiced to Secondary Schools

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: AS200

Note: The Year 2 unit, ACMCAS307 – Provide companion hydro-bathing, will not be delivered at the City campus. This unit will be replaced with ACMGAS302 – Provide enrichment for animals.
WHAT DOES THIS COURSE INVOLVE?
Are you interested in a career in the fashion industry? This course will provide you with a strong foundation of skills focused on the fashion design process. The subjects will include design, pattern making, garment construction, fashion illustration and textiles. Over the two year course you will produce a design folio and several garments of choice.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years
Class day and times:
Wednesday 1:00pm to 6:00pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MSMWHS200</td>
<td>Work safely</td>
</tr>
<tr>
<td></td>
<td>MSS402051</td>
<td>Apply quality standards</td>
</tr>
<tr>
<td></td>
<td>MSTCL2011</td>
<td>Draw and interpret a basic sketch</td>
</tr>
<tr>
<td></td>
<td>MSTCL2010</td>
<td>Modify patterns to create basic styles</td>
</tr>
<tr>
<td></td>
<td>MSTFD2005</td>
<td>Identify design process for fashion design</td>
</tr>
<tr>
<td></td>
<td>MSTFD2006</td>
<td>Use a sewing machine for fashion design</td>
</tr>
<tr>
<td></td>
<td>MSTCL2019</td>
<td>Sew components, complex tasks</td>
</tr>
<tr>
<td></td>
<td>MSTCL1001</td>
<td>Produce simple garment</td>
</tr>
<tr>
<td></td>
<td>MSTCL2005</td>
<td>Use specialised machinery to assist assembly production</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MSMENV272</td>
<td>Participate in environmentally sustainable work practice</td>
</tr>
<tr>
<td></td>
<td>MSTCL1001</td>
<td>Produce a simple garment</td>
</tr>
<tr>
<td></td>
<td>MSTGN2006</td>
<td>Perform test or inspection to check product quality</td>
</tr>
<tr>
<td></td>
<td>MSTGN2011</td>
<td>Identify fibres, fabric and textiles used in the TCF</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
You may wish to apply for the Bachelor of Fashion or Bachelor of Fashion Merchandising.

CAREER OUTCOMES
On satisfactory completion of this qualification you can pathway into an undergraduate course in fashion design or merchandising which can lead to a variety of career paths in the fashion industry including fashion designer, design assistant, pattern maker, production assistant stylist or fashion buyer.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

- recognition of four units at Units 1 and 2 level, and a Units 3 and 4 sequence.
- Students who receive a Units 3 and 4 sequence for VCE VET Applied Fashion Design and Technology will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
- The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- Further information can be found on the VTAC website: www.vtac.edu.au
- The VCE VET Applied Fashion Design and Technology program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,190.00
Year 2 $2,190.00

MATERIAL FEES
Year 1 $325.00
Year 2 $320.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes and comfortable closed shoes for all practical activities.

Internal code: MT266
AUR20716 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

WHAT DOES THIS COURSE INVOLVE?
The VCE VET Automotive program is the Industry endorsed program for secondary school students aiming to enter a career in the Automotive Industry. This training covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body.

Topics covered will include the use of workplace tools and equipment, servicing and inspection of engines, transmissions, cooling, fuel, steering, suspension and braking systems, identifying automotive faults, effective workplace communication and customer relation skills.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:30pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURASA002</td>
<td>Follow safe working practices in an automotive workplace</td>
</tr>
<tr>
<td>AUTTKK002</td>
<td>Use and maintain tools and equipment in an automotive workplace</td>
</tr>
<tr>
<td>AURETR003</td>
<td>Identify automotive electrical system components</td>
</tr>
<tr>
<td>AURLTA001</td>
<td>Identify automotive mechanical systems and components</td>
</tr>
<tr>
<td>AURAFA004</td>
<td>Resolve routine problems in an automotive workplace</td>
</tr>
<tr>
<td>AURTTE027</td>
<td>Carry out basic vehicle servicing operations</td>
</tr>
<tr>
<td>AURETR015</td>
<td>Inspect test and service batteries</td>
</tr>
<tr>
<td>AURAEA002</td>
<td>Follow environmental and sustainability best practice in an automotive workplace</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AURAFA003</td>
<td>Communicate effectively in an automotive workplace</td>
</tr>
<tr>
<td>AUTTKK003</td>
<td>Operate electrical test equipment</td>
</tr>
<tr>
<td>AURETR006</td>
<td>Solder electrical wiring and circuits</td>
</tr>
<tr>
<td>AURETR048</td>
<td>Construct and test basic electronic circuits</td>
</tr>
<tr>
<td>AURTTE007</td>
<td>Dismantle and assemble single cylinder four-stroke petrol engines</td>
</tr>
<tr>
<td>AURTTE008</td>
<td>Dismantle and assemble multi-cylinder four-stroke petrol engines</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to continue your studies in an apprenticeship in AUR30616 – Certificate III in Light Vehicle Mechanical Technology.

CAREER OUTCOMES
This course will give you employment opportunities to start your career as an automotive apprentice.

This qualification may also give you the skills to enter the workforce in the bicycle, marine, motorcycle, heavy vehicle and outdoor power equipment areas.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

- recognition of two units at Units 1 and 2, and a Units 3 and 4 sequence
- Students who receive a Units 3 and 4 sequence for AUR20716 Certificate II in Automotive Vocational Preparation will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

- The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC)
- Further information can be found on the VTAC website at www.vtac.edu.au
- The VCE VET Automotive program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 160 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,080.00
Year 2 $2,080.00

MATERIAL FEES
Year 1 $310.00
Year 2 $310.00

All fees invoiced to Secondary Schools

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required. Details will be supplied upon enrolment.

Internal code: NAU42
WHAT DOES THIS COURSE INVOLVE?
If you’re interested in a career in beauty, this VCE VET Hair and Beauty program is designed to give you the skills and knowledge required as a beautician to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services.
You will develop beauty techniques such as waxing, manicure and pedicures, make-up application, cosmetic tanning, lash and brow services and relaxation massage.
You will also learn the communication and retail techniques necessary for a career in beauty, all while putting your practical skills to work in a real simulated work environment.
After successful completion you will possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 or 2 years

Class day and times:
Wednesday 1:30pm to 6:00pm or Friday 9:00am to 4:00pm
Fast track program: 1 year
Friday 9.00am to 4.00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBXWHS001</td>
<td>Apply safe hygiene, health and work practices</td>
</tr>
<tr>
<td>SHBBMUP002</td>
<td>Design and apply make-up</td>
</tr>
<tr>
<td>SHBBMUP003</td>
<td>Design and apply make-up for photography</td>
</tr>
<tr>
<td>SHBBNLS001</td>
<td>Provide manicure and pedicare services</td>
</tr>
<tr>
<td>SHBXCSC002</td>
<td>Provide salon services to clients</td>
</tr>
<tr>
<td>SHBBBOS001</td>
<td>Apply cosmetic tanning products</td>
</tr>
<tr>
<td>SHBBNLS004</td>
<td>Apply nail art</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBXCSC001</td>
<td>Conduct salon financial transactions</td>
</tr>
<tr>
<td>SHBBFAS001</td>
<td>Provide lash and brow services</td>
</tr>
<tr>
<td>SHBBRES001</td>
<td>Research and apply beauty industry information</td>
</tr>
<tr>
<td>SHBXIND001</td>
<td>Comply with organisational requirements within a personal services environment</td>
</tr>
<tr>
<td>SHBBCSC001</td>
<td>Advise on beauty products and services</td>
</tr>
<tr>
<td>SHBBHRS001</td>
<td>Provide waxing services</td>
</tr>
<tr>
<td>SHBBMUP001</td>
<td>Apply eyelash extensions</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
If you successfully complete this course, you may be given credits when applying for the Box Hill Institute SHB40115 – Certificate IV in Beauty Therapy or the SHB50115 – Diploma of Beauty Therapy that specialises in spa treatment.

CAREER OUTCOMES
This course may lead to work in beauty salons and hairdressing salons that provide beauty services.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence
› Students who receive a Units 3 and 4 sequence for SHB30115 Certificate III in Beauty Services or SHB30215 Certificate III in Make-Up from the VCE VET Hair and Beauty program will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website: www.vtac.edu.au
› The VCE VET Hair and Beauty program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,990.00
Year 2 $1,990.00
Fast track $2,450.00

MATERIAL FEES
Year 1 $1,165.00
Year 2 $595.00
Fast track $1,695.00
All fees invoiced to Secondary Schools

UNIFORM REQUIREMENTS
You will be required to wear a Black Box Hill Institute t-shirt to all classes.
Internal code: SHB36
22338VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY – PARTIAL COMPLETION)

WHAT DOES THIS COURSE INVOLVE?
This VCE VET program will prepare you for a career in the building and construction industry.

The course will include an introduction to the industry and workplace safety. In addition to the industry required White Card, you will learn from industry professionals, a range of topic including:

› perform industry calculations
› use hand and power carpentry tools
› develop your communication skills
› sub floor construction
› wall and roof framing
› installing window frames and doorframes
› formwork for concreting
› workplace documents and plans

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCHS1001</td>
<td>Prepare to work safely in the construction industry</td>
</tr>
<tr>
<td>CPCC-OHS2001A</td>
<td>Apply OHS requirements, policies and procedures in the construction industry</td>
</tr>
<tr>
<td>VU22022</td>
<td>Identify and handle carpentry tools and equipment</td>
</tr>
<tr>
<td>VU22015</td>
<td>Interpret and apply basic plans and drawings</td>
</tr>
<tr>
<td>VU22028</td>
<td>Install basic window and door frames</td>
</tr>
<tr>
<td>VU22023</td>
<td>Perform basic setting out</td>
</tr>
<tr>
<td>VU22024</td>
<td>Construct basic sub-floor</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM1014A</td>
<td>Conduct workplace communication</td>
</tr>
<tr>
<td>VU22025</td>
<td>Construct basic wall frames</td>
</tr>
<tr>
<td>VU22022</td>
<td>Identify and handle carpentry tools and equipment</td>
</tr>
<tr>
<td>VU22028</td>
<td>Install basic window and door frames</td>
</tr>
<tr>
<td>CPCCCM1012A</td>
<td>Work effectively and sustainably in the construction industry</td>
</tr>
<tr>
<td>VU22030</td>
<td>Carry out basic demolition of timber structures</td>
</tr>
<tr>
<td>VU22026</td>
<td>Construct a basic roof frame</td>
</tr>
</tbody>
</table>

Class day and times:
Year 1 – Wednesday morning 9am to 12:30pm or afternoon 1:30pm to 5pm (Box Hill and Lilydale)
Year 2 – Wednesday 5:15pm to 8.45pm (Box Hill only)
Year 2 – Wednesday 1:30pm to 5pm (Lilydale only)
Full Day – Friday 9am to 4:30pm (Box Hill and Lilydale)
Year 1 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays.
Year 2 students will be required to attend 3 or 4 days during the Term 1 and Term 2 school holidays.

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
Successful completion will enable you to progress to an apprenticeship CPC30211 – Certificate III in Carpentry or CPC40110 – Certificate IV in Building and Construction.

CAREER OUTCOMES
The Certificate provides an understanding of the building and construction industry, and provides the necessary skills and knowledge to seek employment as an apprentice carpenter, or work within similar roles in the building and construction industry.

CONTRIBUTION TO VCE, VCAL AND ATAR
Students who receive a Units 3 and 4 sequence for VCE VET Building and Construction will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Further information can be found on the VTAC website: www.vtac.edu.au

The VCE VET Building and Construction program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,120.00
Year 2 $2,120.00

MATERIAL FEES
Year 1 $500.00
Year 2 $410.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required.
Details will be supplied upon enrolment.

Internal code: BVS41
CHLOE BAULCH
CERTIFICATE II IN COMMUNITY SERVICES (CHC22015)

Chloe Baulch has always had a strong interest and passion for helping people with disabilities.

“With my teachers knowing I was interested in pursuing a career in disability services and my keen interest in social justice, I was very fortunate to be given the opportunity to start my CHC22015 Certificate II in Community Services at Box Hill Institute as part VETis. I am really enjoying my course and I’m finding that it is valuable in preparing me for a career in disability services.”
WHAT DOES THIS COURSE INVOLVE?
This VCE VET Community Services program offers secondary students the opportunity to learn about the community services sector and explore specific contexts of community services work.

This program will develop your skills and knowledge required to appropriately greet clients, exchange routine information, prioritize individual’s needs, and to respond to immediate needs. Throughout the program you will develop skills in workplace diversity and cultural safety, health and safety, infection prevention & control and first aid.

This qualification may be used as a pathway for entry into the community services sector, providing a first point of contact to clients and assisting them to meet their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 9:00am to 12:30pm or Wednesday 1:30pm to 5:00pm.

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>CHCCOM001</td>
<td>Provide first point of contact</td>
</tr>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>HLTWHS002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>HLTaida003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>HLTINFO01</td>
<td>Comply with infection prevention, control policies and procedures</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCS016</td>
<td>Respond to client needs</td>
</tr>
<tr>
<td>CHCCDE003</td>
<td>Work within a community development framework</td>
</tr>
<tr>
<td>CHCCDE004</td>
<td>Implement participation and engagement strategies</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After completion of this program, you may wish to apply for entry into another Community Services program such as CHC40413 – Certificate IV in Youth Work or CHC43115 – Certificate IV in Disability.

CAREER OUTCOMES
After successful completion of this course, you may apply for roles as a community services worker who provides the first point of contact and assists individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this two year program, you will be eligible for:

- recognition of up to three VCE units at Units 1 & 2 level
- a units 3 & 4 sequence
- the awards of CHC22015 Certificate II in Community Services & CHC32015 Certificate III in Community Services.

If you wish to receive a study score for the Units 3 and 4 sequence, you must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to your ATAR, either as one of your best four studies (the primary four) or as a fifth or sixth study. If you elect not to receive a study score, no contribution to the ATAR will be available.

STRUCTURED WORKPLACE LEARNING
You will be required to complete a minimum 60 hours of structured workplace learning (SWL) per year of this two year program (minimum 120 hours total). These hours must be undertaken with an appropriate community services organisation and completed by the start of term 4 each year.

TUITION COST
Year 1 $1,350.00  
Year 2 $1,350.00

MATERIAL FEES
Year 1 $335.00  
Year 2 $335.00  
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace learning (SWL) requirements.

Internal code: HCCS3
LIAM SYKES
CERTIFICATE II IN EQUINE STUDIES (22246VIC)

Liam Sykes is well on his way to a career in the equine industry. He completed the 22246VIC – Certificate II in Equine Studies, and at the end of his course was offered a 12-month internship with Breakoday Quarterhorses.

“For me the 22246VIC – Certificate II in Equine Studies was a great way to reinforce and build on my base knowledge of the horse industry. It taught me how to effectively operate in a professional manner in the equine workplace. The best part was meeting like-minded friends and important career contacts.”
CUA30715 CERTIFICATE III IN DESIGN FUNDAMENTALS

WHAT DOES THIS COURSE INVOLVE?
Build a strong foundation in design skills and get a head start in your tertiary design studies with credit into your Certificate IV pathway program. The training program covers the basics of design that can be applied to any design area including graphic design, interior design and visual merchandising.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td></td>
<td>BSBDES201</td>
<td>Follow a design process</td>
</tr>
<tr>
<td></td>
<td>BSBDES301</td>
<td>Explore the use of colour</td>
</tr>
<tr>
<td></td>
<td>BSBDES302</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td></td>
<td>CUAACD301</td>
<td>Produce drawings to communicate ideas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ICPPRP325</td>
<td>Create graphics using a graphics application</td>
</tr>
<tr>
<td></td>
<td>BSBDES303</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
<tr>
<td></td>
<td>BSBDES304</td>
<td>Source and apply design industry knowledge</td>
</tr>
<tr>
<td></td>
<td>ICPPRP221</td>
<td>Select and apply type</td>
</tr>
<tr>
<td></td>
<td>CUADIG303</td>
<td>Produce and prepare photo images</td>
</tr>
<tr>
<td></td>
<td>CUAPHI302</td>
<td>Capture photographic images</td>
</tr>
<tr>
<td></td>
<td>CUAPPR301</td>
<td>Produce creative artwork</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion of this program, you may wish to continue your studies in CUA40715 – Certificate IV in Design, CUA41115 – Certificate IV in Photography and Photo Imaging, MSF40113 – Certificate IV in Interior Decoration, or SIR50217 – Diploma of Visual Merchandising

CAREER OUTCOMES
This course may give you the skills to apply for employment opportunities as an entry level or junior at a graphic design, marketing or media business.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

› Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
› 90 nominal hours of training is required for each VCE Unit.
› The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
› Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
› VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $1,890.00
Year 2 $1,890.00

MATERIAL FEES
Year 1 $475.00
Year 2 $170.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: CA375
WHAT DOES THIS COURSE INVOLVE?
This VCE VET program is ideal for people who want to make a difference in the lives of young children and families.
During this partial completion program, you will learn from experienced and supportive trainers and participate in industry work placement. You will gain the skills and knowledge to:
› maintain a safe, clean and appealing environment
› promote healthy eating and ensure that food and drinks provided are nutritious, appropriate for each child and prepared in a safe and hygienic manner.
› apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment.
› provide children with opportunities to maximise their potential and develop a foundation for future success.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 9:00am to 12:30pm or
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS001</td>
<td>Participate in work health and safety</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>CHCECE012</td>
<td>Support children to connect with their world</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This program can only be completed as part of your Years 11 and 12 secondary school studies. You must have the approval of your school to enroll in this program.

STUDY PATHWAYS
After completion of this program, you may wish to complete the remaining units in the CHC30113 – Certificate III in Early Childhood Education and Care to complete your qualification or apply for entry into the CHC50113 – Diploma of Early Childhood Education and Care.

CAREER OUTCOMES
To obtain employment opportunities as a Certificate III Level Educator you must be enrolled and working towards completion of the CHC30113 Certificate III in Early Childhood Education and Care qualification. You must also be a minimum of 18 years of age.

Work settings may include preschools/kindergartens, long day care, out of hours school care, recreation and mobile care services.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, students will be eligible for:
› a statement of attainment towards completion of CHC30113 Certificate III in Early Childhood Education & Care
› recognition of up to two units of credit at Units 1 & 2 and two Unit 3 & 4 sequences.

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA mandates a minimum of 120 hours (60 hours per year) of structured workplace learning (SWL) placement over the duration of the program

TUITION COST
Year 1 $1,240.00
Year 2 $1,240.00

MATERIAL FEES
Year 1 $420.00
Year 2 $375.00
All fees invoiced to Secondary Schools

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace learning requirements.

Internal code: HCEC3
**22261VIC CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) (ELECTRICAL STREAM)**

**WHAT DOES THIS COURSE INVOLVE?**
A state accredited curriculum that offers students the opportunity to develop their skills and knowledge across a range of electrical sectors, including electrical, electronics, refrigeration and mechanical engineering.

This hands-on pre-apprenticeship will give you a broad Science, Technology, Engineering and Maths (STEM) based understanding of the electrical industry, learning how to use tools, electrical wiring and equipment of the trade.

On completion of this Certificate II pre-apprenticeship, you will receive a White Card enabling you to work safely on a building site. This will give you a better standing when applying for an apprenticeship with an employer.

**WHERE ARE THE CLASSES HELD?**
Box Hill, Lilydale

**COURSE LENGTH**
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:30pm

**PROGRAM OUTLINE**

**YEAR 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID002</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>UEENEEE101A</td>
<td>Apply occupational health and safety regulations, codes and practices in the workplace</td>
</tr>
<tr>
<td>UEENEEE102A</td>
<td>Fabricate, assemble and dismantle utilities industry components</td>
</tr>
<tr>
<td>CPCCOH5001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>UEENEEE105A</td>
<td>Fix and secure electrotechnology equipment</td>
</tr>
<tr>
<td>UEENEEE130A</td>
<td>Provide solutions and report on routine electrotechnology problems</td>
</tr>
<tr>
<td>UEENEEE142A</td>
<td>Produce products for carrying out energy sector work activities</td>
</tr>
</tbody>
</table>

**YEAR 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEENEEE148A</td>
<td>Carry out routine work activities in an energy sector environment</td>
</tr>
<tr>
<td>UEENEEE179A</td>
<td>Identify and select components, accessories and materials for energy sector work activities</td>
</tr>
<tr>
<td>UEENEEE141A</td>
<td>Use of routine equipment/plant/technologies in an energy sector environment</td>
</tr>
<tr>
<td>UEENEEK112A</td>
<td>Provide basic sustainable energy solutions for energy reduction in residential premises</td>
</tr>
<tr>
<td>UEENEEP024A</td>
<td>Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply</td>
</tr>
<tr>
<td>UEENEEE103A</td>
<td>Solve problems in ELV single path circuits</td>
</tr>
</tbody>
</table>

Year 1 and Year 2 students will be required to attend three mandatory practical days in Term 1 break.

**ENTRY REQUIREMENTS**
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

**STUDY PATHWAYS**
On successful completion, you may wish to apply to a Certificate III (apprenticeship) in your chosen field.

This course will provide some credits toward the UEE30811 - Certificate III in Electrotechnology Electrician or UEE32111 - Certificate III in Appliance Service.

**CAREER OUTCOMES**
This course prepares you for employment as an apprentice Electrician.

Box Hill Institute has numerous affiliations with industry. Part of our role is not only to educate and train you but also to assist you finding employment opportunities through real industry contacts.

Our aim for this course is to get you work ready. This is exactly how we will deliver this course, both with practical skills and theoretical knowledge.

**CONTRIBUTION TO VCE, VCAL AND ATAR**
On successful completion of this program, you will be eligible for:

- recognition of three units at Units 1 and 2 level and a Units 3 and 4 sequence.
- Students who receive a Units 3 and 4 sequence for VCE VET Electrical Industry will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
- The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- Further information can be found on the VTAC website: www.vtac.edu.au
- The VCE VET Electrical Industry program does not offer scored assessment.

**STRUCTURED WORKPLACE LEARNING**
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

**TUITION COST**
Year 1 $2,080.00
Year 2 $1,870.00

**MATERIAL FEES**
Year 1 $565.00
Year 2 $495.00

All fees invoiced to Secondary Schools.

**UNIFORM REQUIREMENTS**
Personal Protection Equipment (PPE) required.
Details will be supplied upon enrolment.

Internal code: ETE14
WHAT DOES THIS COURSE INVOLVE?
Start your training at the Refrigeration and Climate Control Centre of Excellence (RCCC), a nationally and internationally recognised training facility.

This hands-on pre-apprenticeship will give you a broad understanding of the Refrigeration and Air-conditioning industries.

You will learn how to use hand and power tools, electrical wiring and equipment of the trade as well as identify various refrigerants.

During this course you will learn flaring, welding, pressure testing and leak testing in regards to refrigeration systems, and practical applications with electrical apparatus and circuits.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:30pm
Year 1 and Year 2 students will be required to attend three mandatory practical days in Term 1 break.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HLTAID002</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td></td>
<td>UEENEEE101A</td>
<td>Apply occupational health and safety regulations, codes and practices in the workplace</td>
</tr>
<tr>
<td></td>
<td>UEENEEE102A</td>
<td>Fabricate, assemble and dismantle utilities industry components</td>
</tr>
<tr>
<td></td>
<td>CPCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td></td>
<td>UEENEEE105A</td>
<td>Fix and secure electrotechnology equipment</td>
</tr>
<tr>
<td></td>
<td>UEENEEE130A</td>
<td>Provide solutions and report on routine electrotechnology problems</td>
</tr>
<tr>
<td></td>
<td>UEENEEE142A</td>
<td>Produce products for carrying out energy sector work activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UEENEEE148A</td>
<td>Carry out routine work activities in an energy sector environment</td>
</tr>
<tr>
<td></td>
<td>UEENEEE179A</td>
<td>Identify and select components, accessories and materials for energy sector work activities</td>
</tr>
<tr>
<td></td>
<td>UEENEEJ102A</td>
<td>Prepare and connect refrigerant tubings and fittings.</td>
</tr>
<tr>
<td></td>
<td>UEENEEJ103A</td>
<td>Establish the basic operating conditions of vapour compression systems</td>
</tr>
<tr>
<td></td>
<td>UEENEEJ104A</td>
<td>Establish the basic operating conditions of air conditioning systems</td>
</tr>
<tr>
<td></td>
<td>UEENEEE103A</td>
<td>Solve problems in ELV single path circuits</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
This course will provide some credits toward the UEE30811 – Certificate III in Electrotechnology Electrician or UEE32111 – Certificate III in Appliance Service.

CAREER OUTCOMES
This course prepares you for employment as an apprentice in the refrigeration, air conditioning industry and appliance servicing.

Box Hill Institute has numerous affiliations with industry. Part of our role is not only to educate and train you but also to assist you finding employment opportunities through real industry contacts.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

› recognition of three units at Units 1 and 2 level and a Units 3 and 4 sequence.

› Students who receive a Units 3 and 4 sequence for VCE VET Electrical Industry will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

› Further information can be found on the VTAC website: www.vtac.edu.au

› The VCE VET Electrical Industry program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,080.00
Year 2 $1,870.00

MATERIAL FEES
Year 1 $565.00
Year 2 $495.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required.
Details will be supplied upon enrolment.
Internal code: REF02
WHAT DOES THIS COURSE INVOLVE?
This VCE VET Engineering program will provide you with the knowledge and tools to start a career in Engineering. Known as STEM (Science, Technology, Engineering and Maths), this program will allow you to continue studies towards an engineering diploma, degree or even a fabrication, automotive or manufacturing trade.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesdays 1:30pm to 5:00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13014A</td>
<td>Apply principles of Occupational Health and Safety in a work environment</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>Organise and communicate information</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>Interact with computing technology</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>Use power tools/ hand held operations</td>
</tr>
<tr>
<td>VU20909</td>
<td>Develop an individual career plan for the engineering industry</td>
</tr>
<tr>
<td>VU20916</td>
<td>Create engineering drawings using computer aided systems</td>
</tr>
<tr>
<td>MEM30012A</td>
<td>Apply mathematical techniques in a manufacturing, engineering or related environment</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU20911</td>
<td>Handle engineering materials</td>
</tr>
<tr>
<td>MSS402040</td>
<td>Apply 5S procedures</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
</tr>
<tr>
<td>MSMENV272</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>VU20910</td>
<td>Produce basic engineering sketches and drawings</td>
</tr>
<tr>
<td>VU20905</td>
<td>Assist with design of a basic mechanical system</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in Years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
This course may be used as a pathway into a range of qualifications in manufacturing or related industries. Examples include:

› MEM30105 Certificate III in Engineering – Production System

 › MEM30205 - Certificate III in Engineering – Mechanical Trade
 › MEM30305 - Certificate III in Engineering – Fabrication Trade
 › MEM50105 - Diploma of Engineering – Advanced Trade

CAREER OUTCOMES
The aim of this course is to provide you with pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically, after completing this course you may:

› Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a tradesperson.
› Gain level entry employment in engineering or related industries.

CONTRIBUTION TO VCE, VCAL AND ATAR
Students wishing to receive an ATAR contribution for the units 3 and 4 sequence of VCE VET engineering studies must undertake scored assessment for the purpose of achieving a study score. Scored assessment consists of three course work tasks worth of 66% of the overall study score and an end of year examination worth 34% of the overall study score.

After successful completion of this VET in Schools program you will achieve the following:

› VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL
› VCE: On completion you will be eligible for four units. Two units at the unit 1 & 2 level and two units at the 3 & 4 level.
› ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,080.00
Year 2 $2,080.00

MATERIAL FEES
Year 1 $360.00
Year 2 $360.00

All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required.
Details will be supplied upon enrolment.

Internal code: MER59
“It gives you the opportunity to try out your passions”

KATIE MCINTYRE
CERTIFICATE II IN EQUINE STUDIES (22246VIC)

Katie McIntyre has always loved horses, but it wasn’t until mid-high school that she realised it could actually become her career. She completed the 22246VIC – Certificate II in Equine Studies at Box Hill Institute while also doing her VCE at the Centre for Adult Education (CAE). About studying a VET in Schools course Katie said the following:

“Studying a VETiS course allowed me to decide whether I just like horses or if I actually want to get into the industry. I now know that I’d like to work in the equine industry as a career. I’d like to tell other students that it gives you the opportunity to try out your passions, and also gives you more freedom and responsibility.”
WHAT DOES THIS COURSE INVOLVE?
This VCE VET Program is designed as an introduction to the equine industry. In the first year of the course you will learn the skills and knowledge to work safely with horses including basic horse husbandry and care, understanding equine behaviour, daily work routines and equine anatomy.

In second year you will learn how to identify and monitor the signs of common illness and injury in horses; understand basic horse physiology and the impact of illness and injury on horses; identify conformation in horses and develop the ability to use appropriate conformation terminology to describe the relationship between conformation, movement and function; and gain understanding of how to implement feeding programs, monitor the quality of feed, feed supplements and individual feeding habits of horses.

WHERE ARE THE CLASSES HELD?
Box Hill, City, Lilydale and off-campus delivery

COURSE LENGTH
Part time: 2 years

Class day and times:
On campus
Tuesday 4:00pm to 7:30pm (Box Hill) (1st year only)
Wednesday 1:30pm to 5:00pm (Lilydale)
Wednesday 2:00 to 5:30 (Box Hill or City)
You are required to attend full practical training days, six times in the first year and three times in the second.

Off campus (1st year only)
Online optional tutorial sessions
Monday 6:00 to 7:00. Wednesday 6:00 to 8:00

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCHBR203A</td>
<td>Provide daily care of horses</td>
</tr>
<tr>
<td>AHCWRK204A</td>
<td>Work effectively in the industry</td>
</tr>
<tr>
<td>HLTAID002</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>SISOE0201A</td>
<td>Handle horses</td>
</tr>
<tr>
<td>VU21401</td>
<td>Work safely in an equine organisation</td>
</tr>
<tr>
<td>VU21405</td>
<td>Equine anatomy</td>
</tr>
<tr>
<td>VU21407</td>
<td>Demonstrate basic horse riding or driving</td>
</tr>
<tr>
<td>VU21409</td>
<td>Assist in the preparation of a horse for an event</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21402</td>
<td>Implement horse health and welfare practices</td>
</tr>
<tr>
<td>VU21403</td>
<td>Implement and monitor a horse feeding program</td>
</tr>
<tr>
<td>VU21404</td>
<td>Relate equine form and function</td>
</tr>
<tr>
<td>VU21406</td>
<td>Equine physiology</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enroll in the course.

Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses. Ambulance cover and tetanus vaccination is also required when working with horses. Please contact Box Hill Institute prior to enrollment to discuss alternative options as required.

Students wishing to enrol in the online delivery program must have suitable ICT and internet connection to participate in online tutorial sessions with the ability to upload photos and videos of you completing practical tasks. You will also need access to horses to demonstrate practical skills for the online uploads.

STUDY PATHWAYS
After successful completion, you may wish to further your studies in the equine industry.

CAREER OUTCOMES
After successful completion, you may wish to apply for employment opportunities as an animal attendant, stable or stud hand, horse breeder, veterinary nurse or riding coach. Other possible industries are horse racing and retail.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

- recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.
- Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Equine Studies must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.
- Scored assessment is based on the Units 3 and 4 sequence of VCE VET Equine Studies.

STRUCTURED WORKPLACE LEARNING
The VCAA mandates a minimum of 40 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,240.00
Year 2 $1,150.00

MATERIAL FEES
includes all resources and practical training.
Year 1 $1,240.00
Year 2 $970.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Students will be required to provide their own helmets, boots and riding pants for practical days.

Internal code: AST25
SFL20115 CERTIFICATE II IN FLORISTRY (ASSISTANT)

WHAT DOES THIS COURSE INVOLVE?
This VCE VET Floristry program will prepare you with the skills and knowledge to succeed as a floristry assistant. Your employers may include traditional retail floristry shops, studios and floristry businesses that sell via the internet or phone.

In our floristry course, you’ll learn basic construction skills and techniques for items such as bunches, bouquets, boxed arrangements, table centre pieces and basic wired items such as corsages and buttonholes.

You will also learn floristry specific subjects focusing on floristry stock. This includes how to recognise, receive, store, prepare and care for flowers, as well as how to source floristry stock, displays and merchandising.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

YEAR 1
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>SIRXSK201</td>
<td>Minimise loss</td>
</tr>
<tr>
<td>SFLDEC001</td>
<td>Maintain floristry tools and equipment</td>
</tr>
<tr>
<td>SFLDEC005</td>
<td>Assemble floristry products</td>
</tr>
<tr>
<td>SFLSOP001</td>
<td>Source information on floristry products and services</td>
</tr>
<tr>
<td>SFLSOP002</td>
<td>Work effectively in the floristry industry</td>
</tr>
<tr>
<td>SFLSOP003</td>
<td>Recognise flower and plant materials</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFLSOP004</td>
<td>Receive and store floristry stock</td>
</tr>
<tr>
<td>SFLSOP005</td>
<td>Prepare and care for floristry stock</td>
</tr>
<tr>
<td>SFLSOP006</td>
<td>Display and merchandise floristry products</td>
</tr>
<tr>
<td>SFLSOP007</td>
<td>Interact with floristry customers</td>
</tr>
<tr>
<td>SFLWHS001</td>
<td>Participate in safe work practices</td>
</tr>
</tbody>
</table>

OFFERED IN 2020

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
Successful completion will enable you to apply for entry into the SFL30115 – Certificate III in Floristry, as a full time student or as an apprentice. You will receive credits for your previous study.

CAREER OUTCOMES
After successful completion, you may wish to apply for employment in the floristry industry as an assistant.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

– Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
– 90 nominal hours of training is required for each VCE Unit.
– The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
– Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
– VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,490.00
Year 2 $1,490.00

MATERIAL FEES
Year 1 $170.00
Year 2 $170.00

All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will be required to wear a Black Box Hill Institute t-shirt to all classes.

Internal code: SHF35
WHAT DOES THIS COURSE INVOLVE?
Do you enjoy working with wood, creating furniture and constructing kitchens and cabinets? Start your journey to develop your furniture and cabinet making skills.
You will participate in environmentally sustainable work practices and discover what it means to communicate and work within a team environment. Learn to plan, cost and calculate before you begin a job.
You will create high quality furniture using hand tools, power tools and woodworking machinery that you can take home with you.
Learn to make joints by hand, leg and rail construction methods, furniture and cabinet assembly, timber preparation and spray finishing.
WHERE ARE THE CLASSES HELD?
Box Hill
COURSE LENGTH
Part time: 2 years
Class day and times:
Wednesday 8:30am to 12:00pm or
Wednesday 1:30pm to 5:00pm
PROGRAM OUTLINE

YEAR 1
Code | Title
--- | ---
MSFFP2002 | Develop a career plan for the furnishing industry
MSFFM2003 | Select and Apply Hardware
MSMPCI103 | Demonstrate care and apply safe practices at work
MSMENV272 | Participate in environmentally sustainable work practices
MSFFP2003 | Prepare surfaces
MSFFP2005 | Join furnishing materials
MSFFP2006 | Make simple timber joints
MSMSUP106 | Work in a team

YEAR 2
Code | Title
--- | ---
MSFFM2001 | Use furniture making sector hand and power tools
MSFFM2002 | Assemble furnishing components
MSFFP2001 | Undertake a basic furniture making project
MSFGN2001 | Make measurements and calculations

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion of this course, you may wish to continue your studies in an apprenticeship in the:
- MSF31113 – Certificate III in Cabinet Making
- MSF30213 – Certificate III in Furniture Making

CAREER OUTCOMES
This course will prepare you for an apprenticeship in furniture making.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
- recognition of two units at Units 1 and 2, and a Units 3 and 4 sequence.
- Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Furnishing must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.
- Further information can be found on the VTAC website www.vtac.edu.au
- Scored assessment is based on the Units 3 and 4 sequence of VCE VET Furnishing.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,920.00
Year 2 $1,920.00

MATERIAL FEES
Year 1 $410.00
Year 2 $310.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required.
Details will be supplied upon enrolment.
Internal code: MF205
WHAT DOES THIS COURSE INVOLVE?
This course will teach you the skills and knowledge required to provide nursing care assistance in an acute care environment. This includes providing non-client contact support with activities of daily living, collecting client clinical data, shallow wound care, catheter care, assistance with breathing devices, completing workplace forms, and selecting, cleaning and storing equipment.

Within this program you will also develop a range of factual, technical and procedural knowledge relating to infection prevention and control, workplace health and safety, client movement and transport, bed making, cultural diversity, workplace organisation and communication.

In this role, you will support the nursing care team under the direction and supervision of a registered nurse in an acute care setting.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm

ENTRY REQUIREMENTS
This program can only be completed as part of your VCE or VCAL program in Year 11 & 12. You need to have successfully completed Year 10 and have the approval of your school to enrol in this program.

STUDY PATHWAYS
You may wish to apply for entry into other health programs such as the HLT43015 – Certificate IV in Allied Health Assistance or HLT54115 – Diploma of Nursing.

CAREER OUTCOMES
After successful completion you may wish to apply for a range of employment opportunities including:
› Assisting in Nursing
› Nursing Assistant
› Patient Care Assistant
› Patient Services Assistant
› Ward Assistant

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.
› Students who receive a Units 3 and 4 sequence for the VCE VET Health program will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA mandates a minimum of 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,330.00
Year 2 $1,330.00

MATERIAL FEES
Year 1 $285.00
Year 2 $245.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn during practical sessions and your structured workplace learning requirements.

Internal code: HVAIN

---

**YEAR 2 (TEACH OUT ONLY)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>CHCCCS026</td>
<td>Transport individuals</td>
</tr>
<tr>
<td>CHCCCS012</td>
<td>Prepare and maintain beds</td>
</tr>
<tr>
<td>CHCPRP005</td>
<td>Engage with health professionals and the health system</td>
</tr>
<tr>
<td>HLTAIN002</td>
<td>Provide non-client contact support in an acute care environment</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
</tbody>
</table>
HLT23215 CERTIFICATE II IN HEALTH SUPPORT SERVICES

WHAT DOES THIS COURSE INVOLVE?
Are you considering a career in healthcare? This qualification will provide you with the skills and knowledge to provide support for the effective functioning of health services. Throughout this course you will learn important skills and knowledge to:

› communicate effectively with clients
› work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.
› follow infection prevention and control procedures.
› participate in safe work practices to ensure their own health and safety, and that of others.
› apply bed making and cleaning practices to a range of beds to ensure that people can safely occupy a clean bed.
› respond effectively to behaviours of concern of people.
› provide safe, timely and efficient transportation of people from one location to another at a particular site, or to other sites.
› distribute and collect menus, prepare minor meals and refreshments, plate meals, distribute meals and provide general housekeeping functions.
› handle medical gas equipment in a safe manner within the health care environment.
› use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 year

Class day and times:
Wednesday 9:00am to 12:30pm or 1:30pm to 5:00pm

PROGRAM OUTLINE

**YEAR 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>HLTINFO01</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>CHCCCS012</td>
<td>Prepare and maintain beds</td>
</tr>
<tr>
<td>CHCCCS026</td>
<td>Transport individuals</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>HLTWHS007</td>
<td>Handle medical gases safely</td>
</tr>
<tr>
<td>HLTWHS005</td>
<td>Conduct manual tasks safely</td>
</tr>
<tr>
<td>SITXFS101</td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>CHCCCS020</td>
<td>Respond effectively to behaviours of concern</td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS:
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS:
Upon completion of this course, health support workers will work under direct and regular supervision within clearly defined guidelines.

Students will gain sufficient skills and knowledge enabling them to commence work effectively in the organisation of their choice, and will gain a qualification that provides a pathway to other vocational qualifications improving their employability skills.

CAREER OUTCOMES:
This qualification is part of the Health Services Training Package. It reflects the role of entry level health support workers.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for recognition of up to three units at Units 1 and 2 level. This increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
All students are required to complete 40 hours (1 week) of structured work placement with a relevant health service.

TUITION COST
Year 1 $1,390.00

MATERIAL FEES
Year 1 $410.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace learning.

Internal code: HSSC2
WHAT DOES THIS COURSE INVOLVE?
Looking to get started in horticulture or the landscape industry? This VET VCE program is designed to provide you with the skills to maximise your employment opportunities.

You will develop a wide range of skills including plant care, chemical usage, plant propagation and turf establishment.

You’ll also learn how to install aggregate paths, how to operate basic machinery and equipment (including tractors and chainsaws) and how to prune shrubs and small trees.

WHERE ARE THE CLASSES HELD?
Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCWHS201</td>
<td>Participate in work health and safety processes</td>
</tr>
<tr>
<td>AHCWRK209</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>AHCPCM201</td>
<td>Recognise plants</td>
</tr>
<tr>
<td>AHCPCM202</td>
<td>Collect, prepare and preserve plant specimens</td>
</tr>
<tr>
<td>AHCNSY203</td>
<td>Undertake propagation activities</td>
</tr>
<tr>
<td>AHCNSY201</td>
<td>Pot up plants</td>
</tr>
<tr>
<td>AHCPCM202</td>
<td>Plant trees and shrubs</td>
</tr>
<tr>
<td>AHCCHM201</td>
<td>Apply chemicals under supervision</td>
</tr>
</tbody>
</table>

YEAR 2 OFFERED IN 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCSPG203</td>
<td>Prune shrubs and small trees</td>
</tr>
<tr>
<td>AHCMMOM203</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCLSC201</td>
<td>Assist with landscape construction work</td>
</tr>
<tr>
<td>AHCLSC204</td>
<td>Lay paving</td>
</tr>
<tr>
<td>AHCWRK205</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td>AHCSPMG201</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCSPMG202</td>
<td>Treat plant pests, diseases and disorders</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
Successful completion will enable you to apply for the AHC30716 – Certificate III in Horticulture or AHC31416 – Certificate III in Conservation and Land Management.

CAREER OUTCOMES
After successful completion you may wish to apply for a range of employment opportunities including landscape apprentice or parks and gardens apprentice.

CONTRIBUTION TO VCE, VCAL AND ATAR
Students who receive a Units 3 and 4 sequence for any of VCE VET Agriculture, Horticulture, or Conservation and Land Management will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Students who receive a Units 3 and 4 sequence for any of the approved school-based apprenticeship and traineeship qualifications from the Agriculture, Horticulture, Conservation and Land Management industry area will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Further information can be found on the VTAC website: www.vtac.edu.au

The VCE VET Agriculture, Horticulture, Conservation and Land Management program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,820.00
Year 2 $1,820.00

MATERIAL FEES
Year 1 $445.00
Year 2 $445.00

All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required. Details will be supplied upon enrolment.

Internal code: HOR25
WHAT DOES THIS COURSE INVOLVE?
Integrated Technologies Cisco can start your path to a career as a key player in an organisation’s computer systems by gaining hands on experience in computer networking skills, using industry current routers, hubs and switches.

You will work with highly qualified Cisco networking professionals to design, configure, troubleshoot and implement computer networks.

QUALIFICATION ISSUED ON COMPLETION
A Certificate and a Statement of Results listing all units of competency completed will be issued upon successful completion at the end of the first and second year.

WHERE ARE THE CLASSES HELD?
Box Hill

Cisco 1 and 2 (first year)
Part time: 1 year
Wednesday 1:30 to 5:30

Cisco 3 and 4 (second year)
Part time: 1 year
Wednesday 8:00am to 12:00pm

PROGRAM OUTLINE

UNITS 3 AND 4
PROGRAM A – COMPULSORY

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22324</td>
<td>Build a simple network and establish end to end connectivity</td>
</tr>
<tr>
<td>VU22325</td>
<td>Configure and troubleshoot network switches and routers</td>
</tr>
</tbody>
</table>

UNITS 3 AND 4
PROGRAM B – COMPULSORY

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22326</td>
<td>Apply network scaling tools and techniques</td>
</tr>
<tr>
<td>VU22327</td>
<td>Establish connectivity to a wide area network (WAN)</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
Successful completion of the VET Cisco program (1st and 2nd years) will provide you with unit credits against the ICA41011 – Certificate IV in Computer Systems Technology and ICT50415 – Diploma of Information Technology Networking.

CAREER OUTCOMES
This course provides the skills and knowledge for you to install and administer simple networks, servers, and client desktop deployments either as an independent information and communications technology (ICT) technician or as part of a team.

Possible job titles relevant to this qualification include network support administrator, network operations support, network operations technician, network technician, network support technician, level 1 help desk support, desktop deployment technician.

The VET Cisco program provides the building blocks of understanding to enrol in an IT Qualification, which will lead towards a career in basic networking and IT support.

CONTRIBUTION TO VCE, VCAL AND ATAR
Students who receive a Units 3 and 4 sequence through Cisco CCNA v6 Routing and Switching will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Students who receive two Units 3 and 4 sequences through Cisco CCNA v6 Routing and Switching will be eligible for two increments towards their ATAR (10% of the lowest study score of the primary four).

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website at: www.vtac.edu.au The VCE VET Cisco program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $1,490.00
Year 2 $1,490.00

MATERIAL FEES
Year 1 $170.00
Year 2 $170.00

All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: ST463
MSF31013 CERTIFICATE III IN INTERIOR DECORATION RETAIL SERVICES

WHAT DOES THIS COURSE INVOLVE?
Explore the interior decoration industry in a retail environment by undertaking this course. It will be delivered through a variety of interactive tutorials and class activities. You will work in groups and individually on activities weekly that build towards the completion of a portfolio of visual work.

Investigative tasks will be used to immerse you in the following topics:
› introduction to interior design elements, such as materials and finishes, lighting, furniture and accessories
› design industry and its value in society
› relevance of history in contemporary design

Practical tasks (entry–level) will include exploration of the following design essentials:
› colour theory
› ergonomics
› manual drawing and computer aided design
› preparation of a mood board to communicate ideas
› use of measuring devices
› WHS implications of interior decoration effects

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:00pm to 5:30pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSMWHS2000</td>
<td>Work safely</td>
</tr>
<tr>
<td>MSMSUP102</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>MSMSUP106</td>
<td>Work in a team</td>
</tr>
<tr>
<td>MSFGN2001</td>
<td>Make measurements and calculations</td>
</tr>
<tr>
<td>BSBDES202</td>
<td>Evaluate the nature of design in a specific industry context</td>
</tr>
<tr>
<td>BSBDES301</td>
<td>Explore the use of colour</td>
</tr>
<tr>
<td>BSBDES305</td>
<td>Source and apply information on the history and theory of design</td>
</tr>
</tbody>
</table>

YEAR 2 OFFERED IN 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUADIG304</td>
<td>Create visual design components</td>
</tr>
<tr>
<td>CUAACD301</td>
<td>Produce drawings to communicate ideas</td>
</tr>
<tr>
<td>MSFGN3002</td>
<td>Estimate and cost job</td>
</tr>
<tr>
<td>MSFID3001</td>
<td>Source and specify decoration products</td>
</tr>
<tr>
<td>MSFID3002</td>
<td>Style a retail display</td>
</tr>
<tr>
<td>MSMENV272</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your VCE or VCAL program in Year 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion you may wish to apply for further study in the industry.

CAREER OUTCOMES
The qualification reflects vocational outcomes for job roles in retailers/department stores and showrooms that provide products for interior decoration. It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgment is required in the selection of equipment, services or contingency measures and within known time constraints.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit. The following guidelines apply:
› Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
› 90 nominal hours of training is required for each VCE Unit.
› The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
› Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
› VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $1,840.00
Year 2 $1,840.00

MATERIAL FEES
Year 1 $330.00
Year 2 $330.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: MS313
MSL30116 CERTIFICATE III IN LABORATORY SKILLS*

*Please refer to boxhill.edu.au for current course information. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course.

WHAT DOES THIS COURSE INVOLVE?
This VCE VET program in laboratory skills is a general prevocational qualification aimed for inclusion as a school program (VCE or VCAL) and as an entry point into the industry.

This course is designed to provide entry level technical training in laboratory skills across a range of industries.

It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the science industry.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesdays 1:30pm to 5:00pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MSMENV272</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td></td>
<td>MSL913001</td>
<td>Communicate with other people</td>
</tr>
<tr>
<td></td>
<td>MSL913002</td>
<td>Plan and conduct laboratory/field work</td>
</tr>
<tr>
<td></td>
<td>MSL922001</td>
<td>Record and present data</td>
</tr>
<tr>
<td></td>
<td>MSL943002</td>
<td>Participate in laboratory/field workplace safety</td>
</tr>
<tr>
<td></td>
<td>MSL933001</td>
<td>Maintain the laboratory/field workplace fit for purpose</td>
</tr>
<tr>
<td></td>
<td>MSL973001</td>
<td>Perform basic tests</td>
</tr>
<tr>
<td></td>
<td>MSL953001</td>
<td>Receive and prepare samples for testing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MSL933002</td>
<td>Contribute to the achievement of quality objectives</td>
</tr>
<tr>
<td></td>
<td>MSL973004</td>
<td>Perform aseptic techniques</td>
</tr>
<tr>
<td></td>
<td>MSL973002</td>
<td>Prepare working solutions</td>
</tr>
<tr>
<td></td>
<td>MSL973007</td>
<td>Perform microscopic examination</td>
</tr>
<tr>
<td></td>
<td>MSL973003</td>
<td>Prepare culture media</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your VCE or VCAL program in Year 11 and 12. You need to have successfully completed Year 10. You need to have the approval of your school to enrol in the course.

STUDY PATHWAYS
On successful completion of this course, you may be eligible to progress to a MSL40116 - Certificate IV in Laboratory Techniques, MSL50116 - Diploma of Laboratory Technology or Higher Education qualifications (Degree or Associate Degree qualifications).

CAREER OUTCOMES
The MSL30116 Certificate III in Laboratory Skills may lead you to apply for entry level employment as a sampler or tester or laboratory/field assistant.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

› recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

› Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Laboratory Skills must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.

› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

› Further information can be found on the VTAC website: www.vtac.edu.au

› Scored assessment is based on the Units 3 and 4 sequence of MSL30116 Certificate III in Laboratory Skills.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,240.00
Year 2 $1,240.00

MATERIAL FEES
Year 1 $510.00
Year 2 $370.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Closed toe shoes are required at all times. Laboratory coats and personal protective equipment will be provided.

Internal code: CLS33
AHC21616 CERTIFICATE II IN LANDSCAPING

WHAT DOES THIS COURSE INVOLVE?
Our landscaping course gives you the essential skills needed to enter the landscape construction industry. In this course, you will take your landscaping capabilities to the next level, developing skills in paving, machinery operation, low profile retaining wall construction and other vital skills relevant to the industry.

WHERE ARE THE CLASSES HELD?
Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesdays 1:30pm to 5:00pm

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>NEW FOR 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Title</td>
</tr>
<tr>
<td>AHCWHS201</td>
<td>Participate in work health and safety processes</td>
</tr>
<tr>
<td>AHCMOM203</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCCHM201</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCWRK204</td>
<td>Work effectively in the industry</td>
</tr>
<tr>
<td>AHCLSC201</td>
<td>Construct low profile timber or modular retaining wall</td>
</tr>
<tr>
<td>AHCLSC202</td>
<td>Assist with landscape construction work</td>
</tr>
<tr>
<td>AHCPGD201</td>
<td>Plant trees and shrubs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>OFFERED IN 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Title</td>
</tr>
<tr>
<td>AHCLSC204</td>
<td>Lay paving</td>
</tr>
<tr>
<td>AHCLSC203</td>
<td>Install aggregate path</td>
</tr>
<tr>
<td>AHCINF203</td>
<td>Maintain properties and structures</td>
</tr>
<tr>
<td>AHCPGD203</td>
<td>Prune shrubs and small trees</td>
</tr>
<tr>
<td>AHCPMG201</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCPMG202</td>
<td>Treat plant pests, diseases and disorders</td>
</tr>
<tr>
<td>AHCTRF204</td>
<td>Support turf establishment</td>
</tr>
</tbody>
</table>

STUDY PATHWAYS
Successful completion will enable you to apply for the AHC30716 - Certificate III in Horticulture or AHC31416 - Certificate III in Conservation and Land Management.

CAREER OUTCOMES
After successful completion you may wish to apply for a range of employment opportunities including landscape apprentice or parks and gardens apprentice.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit, The following guidelines apply:

- Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- 90 nominal hours of training is required for each VCE Unit.
- The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
- VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,820.00
Year 2 $1,820.00

MATERIAL FEES
Year 1 $515.00
Year 2 $515.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required. Details will be supplied upon enrolment.

Internal Code: LSC21
WHAT DOES THIS COURSE INVOLVE?
This course will provide you with a broad range of skills for a role in the entertainment industry. You may provide assistance with technical support to a team.

Lighting, audio and production skills are key components of the course making graduates valuable employees in a range of contexts including theatre, live music, venues, festivals and corporate events.

You will also gain the valuable licenses to assist you in working safely in the industry including:
- test and tag
- Elevated Work Platform
- and the construction industry White Card

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 6:00pm

PROGRAM OUTLINE

**YEAR 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCHWS1001</td>
<td>Prepare to work safely in the construction industry</td>
</tr>
<tr>
<td>CUASOU308</td>
<td>Install and disassemble audio equipment</td>
</tr>
<tr>
<td>CUALGT201</td>
<td>Develop basic lighting skills and knowledge</td>
</tr>
<tr>
<td>CUASTA202</td>
<td>Assist with bump in and bump out of shows</td>
</tr>
<tr>
<td>CUAWHS302</td>
<td>Apply work health and safety practices</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>CUAINI301</td>
<td>Work effectively in the creative arts industry</td>
</tr>
<tr>
<td>CUASOU304</td>
<td>Prepare audio assets</td>
</tr>
</tbody>
</table>

**YEAR 2** OFFERED IN 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAPPR304</td>
<td>Participate in collaborative creative projects</td>
</tr>
<tr>
<td>SITXCCS006</td>
<td>Provide service to customers</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
</tr>
<tr>
<td>CUALGT303</td>
<td>Prepare, install and test lighting equipment</td>
</tr>
<tr>
<td>CUACMP301</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUASOU301</td>
<td>Undertake live audio operations</td>
</tr>
<tr>
<td>CUASTA301</td>
<td>Assist with production operations for live performances</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to apply for entry into the CUA40415 – Certificate IV in Live Production and Technical Services or CUA50415 – Diploma of Live Production and Technical Services.

CAREER OUTCOMES
This course will provide you with a broad range of skills for a role in the entertainment industry. Roles may include a Production Assistant.

CONTRIBUTION TO VCE, VCAL AND ATAR
Students who undertake additional training from Certificate III and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $2,120.00
Year 2 $2,120.00

MATERIAL FEES
Year 1 $220.00
Year 2 $220.00

All fees invoiced to Secondary Schools

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: CA345
SHB30215 CERTIFICATE III IN MAKE-UP

WHAT DOES THIS COURSE INVOLVE?
This VCE VET Hair and Beauty program is designed to give you the skills and knowledge required to be employed as a make-up artist to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

You will develop beauty techniques such as makeup application, cosmetic tanning, lash and brow services and eyelash extensions.

You will also learn the communication and retail techniques necessary for a career in beauty, as well as how to monitor and manage a small business; all while putting your practical skills to work in a real simulated work environment.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 or 2 years

Class day and times:
Wednesday 1:30pm to 6:00pm
Friday 9:00am to 4:00pm

Fast track program: 1 year
Friday 9.00am to 4.00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBXWHS001</td>
<td>Apply safe hygiene, health and work practices</td>
</tr>
<tr>
<td>SHBBMUP002</td>
<td>Design and apply make-up</td>
</tr>
<tr>
<td>SHBBFAS001</td>
<td>Provide lash and brow services</td>
</tr>
<tr>
<td>SHBBMUP003</td>
<td>Design and apply Make-up for photography</td>
</tr>
<tr>
<td>SHBXIND001</td>
<td>Comply with organisational requirements within a personal services environment</td>
</tr>
<tr>
<td>SHBBRES001</td>
<td>Research and apply beauty industry information</td>
</tr>
<tr>
<td>SHBBCS001</td>
<td>Advise on beauty products and services</td>
</tr>
<tr>
<td>SHBBMUP004</td>
<td>Design and apply remedial camouflage make-up</td>
</tr>
<tr>
<td>SHBBBOS001</td>
<td>Apply cosmetic tanning products</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBBMUP005</td>
<td>Apply airbrushed make-up</td>
</tr>
<tr>
<td>CUAPPM407</td>
<td>Create story boards</td>
</tr>
<tr>
<td>SHBBMUP006</td>
<td>Design and apply creative make-up</td>
</tr>
<tr>
<td>SHBBMUP007</td>
<td>Work collaboratively on make-up productions</td>
</tr>
<tr>
<td>SHBBMUP001</td>
<td>Apply eyelash extensions</td>
</tr>
<tr>
<td>SHBBCS001</td>
<td>Conduct salon financial transactions</td>
</tr>
<tr>
<td>SHBXCCS002</td>
<td>Provide salon services to clients</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to apply for the SHB40115 – Certificate IV in Beauty Therapy or the SHB50115 – Diploma of Beauty Therapy at Box Hill Institute. You may be eligible for credit towards these courses.

CAREER OUTCOMES
After successful completion, you may wish to work as a make up artist in beauty salons, with fashion stylists, in photography and make-up studios, and retail cosmetic counters.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

› recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.
› SHB30215 Certificate III in Make-Up from the VCE VET Hair and Beauty program will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,020.00
Year 2 $2,020.00
Fast track $2,540.00

MATERIAL FEES
Year 1 $1,465.00
Year 2 $595.00
Fast track $1,695.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will be required to wear a Black Box Hill Institute t-shirt to all classes.

Internal code: SHB35
BSB30315 CERTIFICATE III IN MICRO BUSINESS OPERATIONS

WHAT DOES THIS COURSE INVOLVE?
This VET VCE program is designed around a business ‘start up’ program, and has been specifically developed for eligible people choosing to go into business for themselves. With experienced teachers and business leaders delivering a customised entrepreneurial program, you will be given the necessary skills to set up and manage your own business.

The course includes training in marketing, business structure, legal requirements, financial management, business planning and operational planning.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time – 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB301</td>
<td>Investigate micro business opportunities</td>
<td></td>
</tr>
<tr>
<td>BSB302</td>
<td>Develop a micro business proposal</td>
<td></td>
</tr>
<tr>
<td>BSB303</td>
<td>Organise finances for the micro business</td>
<td></td>
</tr>
<tr>
<td>BSB304</td>
<td>Determine resource requirements for the micro business</td>
<td></td>
</tr>
<tr>
<td>BSB403</td>
<td>Market the small business</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>OFFERED IN 2020</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB305</td>
<td>Comply with regulatory, taxation and insurance requirements for the micro business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFB301</td>
<td>Maintain financial records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBW306</td>
<td>Plan a home based business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBW301</td>
<td>Organise personal work priorities &amp; development</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to apply for entry into the BSB40515 – Certificate IV in Business Administration.

CAREER OUTCOMES
This course provides you with an understanding of business fundamentals within the Australian context and will assist students to gain employment opportunities in an entry level administrative or customer service role.

CONTRIBUTION TO VCE, VCAL AND ATAR
Where a student elects not to receive a study score for VCE VET Business, no contribution to the ATAR will be available.

Students who undertake additional training from BSB30315 – Certificate III In Micro Business Operations and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Note: from 2019, increments for unscored VCE VET programs will be calculated using 10% of the lowest study score of the primary four.

Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $1,350.00
Year 2 $1,350.00

MATERIAL FEES
Year 1 $265.00
Year 2 $265.00

All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific requirement.
VET in Schools 2019

MUSIC INDUSTRY (SPECIALISING IN HIP HOP)

CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (HIP HOP FOCUS)

WHAT DOES THIS COURSE INVOLVE?
Do you love Hip Hop and want to develop your skills? Do you dream of being a Hip Hop Artist? This program provides you with foundation skills for producing your own Hip Hop rhymes. You will write songs, learn industry standard software, and develop a performance style and the basics of making your own demo.

We have Australia's first music program designed for the modern Hip Hop artist. You will be able to produce music and manage and develop you own career all in our new state of the art music facility. Learn basic hip hop production, song writing business and performance in this Certificate III level qualification.

WHERE ARE THE CLASSES HELD?
Box Hill, Nelson Campus

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1.30pm to 5.30pm

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td></td>
</tr>
<tr>
<td>CUACMP301</td>
<td>Implement copyright arrangements</td>
<td></td>
</tr>
<tr>
<td>CUAIND303</td>
<td>Work effectively in the music industry</td>
<td></td>
</tr>
<tr>
<td>CUAMLT302</td>
<td>Apply knowledge of style and genre to music industry practice</td>
<td></td>
</tr>
<tr>
<td>CUAMPF101</td>
<td>Develop skills to play or sing music</td>
<td></td>
</tr>
<tr>
<td>CUAMPF304</td>
<td>Make a music demo</td>
<td></td>
</tr>
</tbody>
</table>

YEAR 2 OFFERED IN 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAFL301</td>
<td>Develop technical skills in performance</td>
</tr>
<tr>
<td>CUASOU307</td>
<td>Record and mix a basic music demo</td>
</tr>
<tr>
<td>CUAMPF402</td>
<td>Develop and maintain stagecraft skills</td>
</tr>
<tr>
<td>CUAMPF202</td>
<td>Incorporate music technology into performance</td>
</tr>
<tr>
<td>CUAMCP302</td>
<td>Write song lyrics</td>
</tr>
</tbody>
</table>

STUDY PATHWAYS
After successful completion, you may choose to apply for entry into the CUA50815 – Diploma of Music Industry – Hip Hop.

CAREER OUTCOMES
After successful completion, possible roles may include:

- musician
- songwriter
- producer
- band member

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

- recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence. Students who are able to undertake further training to complete the CUA30915 Certificate III in Music Industry qualification may be eligible for further credit at Units 3 and 4 level.

- Students wishing to receive an ATAR contribution for CUA30915 – Certificate III in Music Industry specialisation must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.

- Students who undertake additional training from CUA30915 – Certificate III in Music Industry and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

- The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

- Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,920.00
Year 2 $1,920.00

MATERIAL FEES
Year 1 $220.00
Year 2 $220.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: C395P
CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE)

WHAT DOES THIS COURSE INVOLVE?
A brand new, multi million dollar facility awaits all aspiring musicians here at Box Hill Institute! This course will improve your skills in the core fundamentals of music (whether it be musicianship, theory, performance skills, music business, recording and music production skills). Completing this course will set you on the right path, giving you a strong foundation to either continue study or start your career.

You will find our world class purpose built learning facility will give you the opportunity to learn in key areas including band workshops, lessons, recording studies, music notation, listening skills, performance workshops, performance skills, instrument lessons, basics of copyright, WHS (Workplace Health and Safety) and working in the music industry.

WHERE ARE THE CLASSES HELD?
Box Hill – Nelson Campus

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:30pm

PROGRAM OUTLINE

YEAR 1
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>CUACMP301</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUAIND303</td>
<td>Work effectively in the music industry</td>
</tr>
<tr>
<td>CUAMLT302</td>
<td>Apply knowledge of style and genre to music industry practice</td>
</tr>
<tr>
<td>CUAMPF101</td>
<td>Develop skills to play or sing music</td>
</tr>
<tr>
<td>CUAMLT303</td>
<td>Notate music</td>
</tr>
</tbody>
</table>

YEAR 2
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAMPF301</td>
<td>Develop technical skills in performance</td>
</tr>
<tr>
<td>CUAMPF302</td>
<td>Prepare for performances</td>
</tr>
<tr>
<td>CUAMPF305</td>
<td>Develop improvisation skills</td>
</tr>
<tr>
<td>CUAMPF402</td>
<td>Develop and maintain stagecraft skills</td>
</tr>
<tr>
<td>CUAMPF404</td>
<td>Perform music as part of a group</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may choose to apply for entry into the CUS40109 – Certificate IV in Music or our world renowned degree programs.

CAREER OUTCOMES
After successful completion, possible roles may include:
› musician
› songwriter
› producer
› band member

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence. Students who are able to undertake further training to complete the CUA30915 Certificate III in Music Industry qualification may be eligible for further credit at Units 3 and 4 level.
› Students wishing to receive an ATAR contribution for CUA30915 Certificate III in Music Industry (Performance) or CUA30915 Certificate III in Music Industry (Sound Production) specialisation must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.
› Students who undertake additional training from CUA30915 – Certificate III in Music Industry and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,780.00
Year 2 $1,780.00

MATERIAL FEES
Year 1 $220.00
Year 2 $220.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: C395P
CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN SOUND PRODUCTION)

WHAT DOES THIS COURSE INVOLVE?
A brand new, multi million dollar facility awaits all aspiring musicians here at Box Hill Institute! For all students interested in the world of music production or audio engineering looking to cement foundational skills in a creative program. This course will set you on the right path. Study in our world class recording studios and production suites.

Key study areas include:
- signal path and audio componentry
- studio skills
- setting up audio systems
- basics of copyright
- WHS (Workplace Health and Safety)
- working in the music industry.

This course will provide you with the knowledge to understand the basics of audio in live and studio environments.

You will study the fundamentals of sound production business including copyright and working effectively in the music industry.

WHERE ARE THE CLASSES HELD?
Box Hill

COURSE LENGTH
Part time: 2 years
Class day and times:
Wednesday 1:30pm to 5:30pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>CUACMP301</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUAIN303</td>
<td>Work effectively in the music industry</td>
</tr>
<tr>
<td>CUAH302</td>
<td>Apply knowledge of style and genre to music industry practice</td>
</tr>
<tr>
<td>CUASOU202</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUAMPF304</td>
<td>Make a music demo</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUASOU306</td>
<td>Operate sound reinforcement systems</td>
</tr>
<tr>
<td>CUASOU307</td>
<td>Record and mix a basic music demo</td>
</tr>
<tr>
<td>CUASOU308</td>
<td>Install and disassemble audio equipment</td>
</tr>
<tr>
<td>CUASOU311</td>
<td>Mix music in a studio environment</td>
</tr>
<tr>
<td>CUASOU402</td>
<td>Manage audio input sources</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may choose to apply for entry into the CUS40109 – Certificate IV in Music or one of our music degree offerings.

CAREER OUTCOMES
After successfully completing this course, possible roles could include record producer, studio engineer, music producer, foley artist, sound designer, location recordist or musician.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
- recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence. Students who are able to undertake further training to complete the CUA30915 – Certificate III in Music Industry qualification may be eligible for further credit at Units 3 and 4 level.
- Students wishing to receive an ATAR contribution for CUA30915 – Certificate III in Music Industry (Performance) and CUA30915 – Certificate III in Music Industry (Sound Production) specialisation must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.
- Students who undertake additional training from CUA30915 – Certificate III in Music Industry and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,710.00
Year 2 $1,710.00

MATERIAL FEES
Year 1 $220.00
Year 2 $220.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: C395S
SIS20213 CERTIFICATE II IN OUTDOOR RECREATION

WHAT DOES THIS COURSE INVOLVE?
Our Outdoor Recreation courses are an ideal choice for those with a passion for the outdoors and a sense of adventure.

Outdoor Recreation at Box Hill Institute prepares you for the demands of the outdoor recreation industry. This adventurous program focuses on giving you a wide range of outdoor activity training at a participant level. Specific skills developed are in the areas of bush walking, canoeing, climbing, abseiling, mountain biking, risk management, navigation and trip planning. The course content focuses around developing the capabilities required to assist in planning and delivery of an outdoor recreation program for a wide range of clientele.

WHERE ARE THE CLASSES HELD?
Lilydale Lakeside Campus

COURSE LENGTH
Part Time: 2 Years

Class day and times:
Wednesday 1:30pm to 5pm

PROGRAM OUTLINE

**YEAR 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td>SISOODR201A</td>
<td>Assist in conducting outdoor recreation sessions</td>
</tr>
<tr>
<td>SISOOPS201A</td>
<td>Minimise environmental impact</td>
</tr>
<tr>
<td>SISXEMR201A</td>
<td>Respond to Emergency Situations</td>
</tr>
<tr>
<td>SISXIND101A</td>
<td>Work effectively in sport and recreation environments</td>
</tr>
<tr>
<td>SISXOH5101A</td>
<td>Follow occupational health and safety policies</td>
</tr>
<tr>
<td>SISOABA201A</td>
<td>Demonstrate abseiling skills on artificial surfaces</td>
</tr>
</tbody>
</table>

**YEAR 2 OFFERED IN 2020**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISOABN202A</td>
<td>Safeguard an abseiler using a single rope belay system</td>
</tr>
<tr>
<td>SISOCLA201A</td>
<td>Demonstrate top rope climbing skills on artificial surfaces</td>
</tr>
<tr>
<td>SISOCNE201A</td>
<td>Demonstrate simple canoeing skills</td>
</tr>
<tr>
<td>SISOCYT201A</td>
<td>Select, set up and maintain a bike</td>
</tr>
<tr>
<td>SISOBG201A</td>
<td>Demonstrate bushwalking skills in a controlled environment</td>
</tr>
<tr>
<td>SISONAV201A</td>
<td>Demonstrate navigation skills in a controlled environment</td>
</tr>
<tr>
<td>SISOMBK201A</td>
<td>Demonstrate basic off-road cycling skills</td>
</tr>
<tr>
<td>SISOOPS202A</td>
<td>Use and maintain a temporary or overnight site</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion of this course, you may apply to complete further studies in our SIS40313 – Certificate IV in Outdoor Recreation or apply for a range of Higher Education courses in the areas of outdoor education, sport, fitness and events.

CAREER OUTCOMES
After successful completion you may wish to apply for roles as an Assistant Group Leader, Activity Assistant and Camp Leader in the Outdoor Education and Recreation industry. Upon successful completion of the course, you will be eligible for registration with key industry bodies including Canoeing Victoria and Outdoors Victoria.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

› Recognition of up to three units of credit at Units 1 and 2 level.

› Further information can be found on the VTAC website: www.vtac.edu.au

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,820.00
Year 2 $1,820.00

MATERIAL FEES
Year 1 $530.00
Year 2 $370.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: S1210
WHAT DOES THIS COURSE INVOLVE?
This course will equip you with the skills and knowledge for entry into an apprenticeship within the plumbing industry. You will be introduced to the basic skills and knowledge that underpin the CPC32413 – Certificate III in Plumbing.
You will learn some of the following skills and knowledge topics: the use of numeracy and calculations to carry out your work, produce technical drawings, select and use the correct plumbing tools, equipment and materials, correct ways to handle plumbing supplies, principles of sustainability in the plumbing industry, strategies to identify employment opportunities in the plumbing industry, maintain safe working conditions and complete basic first aid and completion of your white card for the construction industry.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

PROGRAM OUTLINE

**YEAR 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOH52001A</td>
<td>Apply OHS requirements, policies and procedures in the construction industry</td>
</tr>
<tr>
<td>VU21T93</td>
<td>Perform basic oxy-acetylene welding and cutting</td>
</tr>
<tr>
<td>VU21T97</td>
<td>Use basic plumbing hand tools</td>
</tr>
<tr>
<td>VU21T98</td>
<td>Use basic power tools</td>
</tr>
<tr>
<td>VU21T89</td>
<td>Apply basic sheet metal practices</td>
</tr>
<tr>
<td>CPCWHS10101A</td>
<td>Prepare to work safely in the construction industry</td>
</tr>
<tr>
<td>CPCCCM2001A</td>
<td>Read and interpret plans and specifications</td>
</tr>
<tr>
<td>CUAA000103</td>
<td>Produce technical drawings</td>
</tr>
<tr>
<td>CPCCM1011A</td>
<td>Carry out measurements and calculations</td>
</tr>
</tbody>
</table>

**YEAR 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>HLTAD002</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>VU21T92</td>
<td>Identify career pathways in the plumbing industry</td>
</tr>
<tr>
<td>VU21T94</td>
<td>Prepare to work in the plumbing industry</td>
</tr>
<tr>
<td>VU21T96</td>
<td>Use basic electric welding equipment and techniques</td>
</tr>
<tr>
<td>VU21T90</td>
<td>Cut and penetrate building materials and structures</td>
</tr>
<tr>
<td>VU21T91</td>
<td>Fabricate simple plumbing pipe systems</td>
</tr>
<tr>
<td>VU21T99</td>
<td>Use plumbing pipes, fittings and fixtures to simulate plumbing installations</td>
</tr>
</tbody>
</table>

Class day and times:
Wednesday 8:00am to 12:30pm or 1:30pm to 6:00pm

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to continue your studies as an apprentice completing a CPC32413 – Certificate III in Plumbing.

CAREER OUTCOMES
After completion of this course, you will have the knowledge to undertake an apprenticeship in plumbing and may progress into the CPC32413 – Certificate III in Plumbing.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit, The following guidelines apply:

- Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- 90 nominal hours of training is required for each VCE Unit.
- The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
- VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,450.00, Year 2 $2,450.00

MATERIAL FEES
Year 1 $440.00, Year 2 $345.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
Personal Protection Equipment (PPE) required. Details will be supplied upon enrolment.

Internal code: BPLC3
SHB20116 CERTIFICATE II IN RETAIL COSMETICS
THIS PROGRAM CAN BE OFFERED AS A DUAL QUALIFICATION WITH THE SHB20216 – CERTIFICATE II IN SALON ASSISTANT

WHAT DOES THIS COURSE INVOLVE?
This VCE VET Hair and Beauty program is designed to give you the skills and knowledge required by retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetics products and services.

This can include beauty and hairdressing salons, retail outlets and department stores.

You will develop skills in make up application, advising on beauty products and services, and retail sales; all while putting your practical skills to work in a real commercial work environment.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 or 2 years
Class day and times:
Wednesday 1:30pm to 6:00pm
Friday 9:00am to 4:00pm
Fast track program: 1 year
Friday 9.00am to 4.00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and other</td>
</tr>
<tr>
<td>SHBBCCS001</td>
<td>Advise on beauty products and services</td>
</tr>
<tr>
<td>SHBBMUP002</td>
<td>Design and apply make-up</td>
</tr>
<tr>
<td>SHBXCCS004</td>
<td>Recommend products and services</td>
</tr>
<tr>
<td>SHBXIND002</td>
<td>Communicate as part of a salon team</td>
</tr>
<tr>
<td>SHBBRES001</td>
<td>Research and apply beauty industry information</td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>SHBXCCS003</td>
<td>Greet and prepare clients for salon services</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBXCCS001</td>
<td>Conduct salon financial transactions</td>
</tr>
<tr>
<td>SHBXIND001</td>
<td>Comply with organisational requirements within a personal services environment</td>
</tr>
<tr>
<td>SIRRMRER001</td>
<td>Produce visual merchandise displays</td>
</tr>
<tr>
<td>SIRXIND003</td>
<td>Organise personal work requirements</td>
</tr>
<tr>
<td>SIRXSL5001</td>
<td>Sell to the retail customer</td>
</tr>
<tr>
<td>SIRRINV001</td>
<td>Receive and handle retail stock</td>
</tr>
<tr>
<td>SHBBMUP003</td>
<td>Design and apply make-up for photography</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
You may wish to further your studies by enrolling in SHB30215 – Certificate III in Make-Up or SIB30110 – Certificate III in Beauty Services at Box Hill Institute. Seek employment through a traineeship in Beauty – SHB30115 Certificate III in Beauty services.

CAREER OUTCOMES
This qualification can lead to a pathway into a Traineeship in Beauty.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› Recognition of up to four units at Units 1 and 2 level
› Recognition is awarded by the Victorian Tertiary Admissions Centre (VTAC)
› Further information can be found on the VTAC website: www.vtac.edu.au
› The VCE VET Hair and Beauty program does not offer scored assessment

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 40 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $2,020.00
Year 2 $2,020.00
Fast track $2,540.00

MATERIAL FEES
Year 1 $1,050.00
Year 2 $595.00
Fast track $1,695.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will be required to wear a black Box Hill Institute t-shirt to all classes.
Internal code: SHR34
SHB20216 CERTIFICATE II IN SALON ASSISTANT
THIS PROGRAM CAN BE OFFERED AS A DUAL QUALIFICATION WITH THE SHB20116 CERTIFICATE II IN RETAIL COSMETICS

WHAT DOES THIS COURSE INVOLVE?
This VCE VET Hair and Beauty program is designed to give you a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services.

You will learn how to shampoo and dry hair, provide relaxation massage, braid hair, apply hair colour, recommend products and services and work effectively as part of the salon team. You will undertake routine and repetitive tasks under direct supervision and with guidance from our hairdressing teachers in our commercial work environment.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 1 or 2 years

Class day and times:
Wednesday 1:30pm to 6:00pm
Friday 9:00am to 4:00pm

Fast track program: 1 year
Friday 9.00am to 4.00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>SHBHBA001</td>
<td>Provide shampoo and basin services</td>
</tr>
<tr>
<td>SHBHDS001</td>
<td>Dry hair to shape</td>
</tr>
<tr>
<td>SHBHIND001</td>
<td>Maintain and organise tools, equipment and work areas</td>
</tr>
<tr>
<td>SHBXCC003</td>
<td>Greet and prepare clients for salon services</td>
</tr>
<tr>
<td>SHBHBA002</td>
<td>Provide head, neck and shoulder massages for relaxation</td>
</tr>
<tr>
<td>SIRINV001</td>
<td>Receive and handle retail stock</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHBXCC001</td>
<td>Conduct salon financial transactions</td>
</tr>
<tr>
<td>SHBXIND001</td>
<td>Comply with organisational requirements within a personal services environment</td>
</tr>
<tr>
<td>SHBXIND002</td>
<td>Communicate as part of a salon team</td>
</tr>
<tr>
<td>SHBHCLS001</td>
<td>Apply hair colour products</td>
</tr>
<tr>
<td>SHBHDES002</td>
<td>Braid hair</td>
</tr>
<tr>
<td>SIRXLS001</td>
<td>Sell to the retail customer</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion of this course, you may wish to enhance your salon skills by studying a SHB30416 – Certificate III in Hairdressing or SHB30516 – Certificate III in Barbering at Box Hill Institute.

Seek employment through an apprenticeship in either SHB30416 – Certificate III in Hairdressing or SHB30516 – Certificate III in Barbering.

CAREER OUTCOMES
This qualification can lead to a pathway into an apprenticeship in Hairdressing or Barbering.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:

› Recognition of up to four units at Units 1 and 2 level
› Recognition is awarded by the Victorian Tertiary Admissions Centre (VTAC)
› Further information can be found on the VTAC website: www.vtac.edu.au
› The VCE VET Hair and Beauty program does not offer scored assessment.

STRUCTURED WORKPLACE LEARNING
The VCAA mandates a minimum of 40 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,820.00
Year 2 $1,710.00
Fast track $2,540.00

MATERIAL FEES
Year 1 $730.00
Year 2 $420.00
Fast track $1,230.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
You will be required to wear a black Box Hill Institute t-shirt to all classes.

Internal code: VSH70
**CUA31015 CERTIFICATE III IN SCREEN AND MEDIA**

**WHAT DOES THIS COURSE INVOLVE?**
If you want to explore a career in film and media or become a skilled operator in the photography, film television, radio, or digital media industries, this course gives you an excellent start.

You will develop basic skills to capture photographic images, edit video and sound and create 3D digital models.

In the second year, you will enhance your skills by exploring digital animations and interactivity. You will work on a project to create your own short animated film.

**WHERE ARE THE CLASSES HELD?**
Box Hill

**COURSE LENGTH**
Part time: 2 years

**Class day and times:**
Wednesday 1:30pm to 5:00pm

**PROGRAM OUTLINE**

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBCRT301</td>
<td>Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td></td>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td></td>
<td>CUAIND301</td>
<td>Work effectively in the creative arts industry</td>
</tr>
<tr>
<td></td>
<td>CUALGT201</td>
<td>Develop basic lighting skills and knowledge</td>
</tr>
<tr>
<td></td>
<td>CPCCWHS1001</td>
<td>Prepare to work safely in the construction industry</td>
</tr>
<tr>
<td></td>
<td>CUAANM303</td>
<td>Create 3D digital models</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBDES302</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td></td>
<td>CUAANM301</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td></td>
<td>CUADIG302</td>
<td>Author interactive sequences</td>
</tr>
<tr>
<td></td>
<td>CUADIG304</td>
<td>Create visual design components</td>
</tr>
<tr>
<td></td>
<td>CUAWRT301</td>
<td>Write content for a range of media</td>
</tr>
</tbody>
</table>

**ENTRY REQUIREMENTS**
This course can only be completed as part of your VCE or VCAL program in Year 11 and 12. You need to have successfully completed Year 10 and have the approval of your school to enrol in the course.

**STUDY PATHWAYS**
You may wish to apply for entry to the CUA40415 – Certificate IV in Live Production and Technical Services or CUA41215 – Certificate IV in Screen and Media.

**CAREER OUTCOMES**
Learn the skills to become a lighting assistant, or interactive media or production assistant.

**CONTRIBUTION TO VCE, VCAL AND ATAR**
On successful completion of this program, you will be eligible for:

- recognition of up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.
- Students who undertake additional training from Certificate III and achieve a further 3 and 4 sequence may eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
- The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- Further information can be found on the VTAC website: www.vtac.edu.au
- Scored assessment is based on the Units 3 and 4 sequence of CUA31015 – Certificate III in Screen and Media.

**STRUCTURED WORKPLACE LEARNING**
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

**TUITION COST**
Year 1 $1,810.00
Year 2 $1,810.00

**MATERIAL FEES**
Year 1 $225.00
Year 2 $225.00
All fees invoiced to Secondary Schools.

**UNIFORM REQUIREMENTS**
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: CA305
SIS30115 CERTIFICATE III IN SPORT AND RECREATION

WHAT DOES THIS COURSE INVOLVE?
This course is designed as an introduction to the general areas of sport, recreation and fitness.
You will learn how to plan and conduct sport and recreation sessions, conduct basic warm up and cool down programs, maintain sport, fitness and recreation facilities, and provide customer service.

WHERE ARE THE CLASSES HELD?
Box Hill, Lilydale

COURSE LENGTH
Part time: 2 years

Class day and times:
Wednesday 1:30pm to 5:00pm or Friday 9:00am to 12:30pm

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HLTAID003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td></td>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td></td>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td></td>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td></td>
<td>SISXCAI003</td>
<td>Conduct non-instructional sport, fitness or recreation sessions</td>
</tr>
<tr>
<td></td>
<td>SISXCCS001</td>
<td>Provide quality service</td>
</tr>
<tr>
<td></td>
<td>SISXEXM001</td>
<td>Respond to emergency situations</td>
</tr>
<tr>
<td></td>
<td>SISXFAC002</td>
<td>Maintain sport, fitness and recreation facilities</td>
</tr>
<tr>
<td></td>
<td>SISXIND006</td>
<td>Conduct sport, fitness or recreation events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBWHS303</td>
<td>Participate in WHS hazard identification, risk assessment and risk control</td>
</tr>
<tr>
<td></td>
<td>SISSSEC010</td>
<td>Develop and update knowledge of coaching practices</td>
</tr>
<tr>
<td></td>
<td>SISSPT303A</td>
<td>Conduct basic warm-up and cool down programs</td>
</tr>
<tr>
<td></td>
<td>SISXCAI004</td>
<td>Plan and conduct programs</td>
</tr>
<tr>
<td></td>
<td>SISXCAI006</td>
<td>Facilitate groups</td>
</tr>
<tr>
<td></td>
<td>SISXRES002</td>
<td>Educate user groups</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your VCE or VCAL program in Year 11 and 12.
You must have successfully completed Year 10 and have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may wish to apply for entry into a range of course options in areas such as sport, recreation and fitness.
At Box Hill Institute, you can apply for further study in the:
› SIS30315 – Certificate III in Fitness
› SIS50115 – Diploma of Sport and Recreation Management

CAREER OUTCOMES
In most cases students will require further study to achieve a career outcome. Employment Opportunities will depend upon the specific area of study but opportunities are available in the areas of sport, recreation, fitness, allied health, wellness and education.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for:
› recognition of up to three units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.
› Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.
› Further information can be found on the VTAC website: www.vtac.edu.au

Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 Certificate III in Sport and Recreation.

STRUCTURED WORKPLACE LEARNING
The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST
Year 1 $1,820.00
Year 2 $1,820.00

MATERIAL FEES
Year 1 $530.00
Year 2 $370.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: SI209
CUA31115 CERTIFICATE III IN VISUAL ARTS

WHAT DOES THIS COURSE INVOLVE?
Begin your artistic journey in the heart of Melbourne, with the Certificate III of Visual Arts. Under the guidance of practicing artists at our Degraves Street campus, you’ll develop skills in drawing, painting, printmaking, sculpture and digital media. With your creative classmates, you will have the option to visit exhibitions, attend artist talks, and participate in special workshops. If you’re new to the art world, the Certificate III in Visual Arts is the perfect place to start.

WHERE ARE THE CLASSES HELD?
City

COURSE LENGTH
Part time: 2 years
Class day and times:
Wednesday 1:30pm to 5:00pm

PROGRAM OUTLINE

YEAR 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>CUAACD201</td>
<td>Develop drawing skills to communicate ideas</td>
</tr>
<tr>
<td>CUAIND304</td>
<td>Plan a career in the creative arts industry</td>
</tr>
<tr>
<td>BSBDES201</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>BSBDES301</td>
<td>Explore the use of colour</td>
</tr>
<tr>
<td>BSBDES303</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
</tbody>
</table>

YEAR 2 OFFERED IN 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAPPR301</td>
<td>Produce creative work</td>
</tr>
<tr>
<td>CUARES301</td>
<td>Apply knowledge of history and theory to own arts practice</td>
</tr>
<tr>
<td>CUASCU301</td>
<td>Produce sculpture</td>
</tr>
<tr>
<td>CUAPRI301</td>
<td>Produce prints</td>
</tr>
<tr>
<td>CUAPA1301</td>
<td>Produce paintings</td>
</tr>
<tr>
<td>CUADIG305</td>
<td>Produce digital images</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

STUDY PATHWAYS
After successful completion, you may apply to study the CUA41315 Certificate IV in Visual Arts.

CAREER OUTCOMES
After successful completion, you will have the essential skills and a portfolio of work that could be used for self-promotion or further study.

CONTRIBUTION TO VCE, VCAL AND ATAR
On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

› Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
› 90 nominal hours of training is required for each VCE Unit.
› The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
› Where available, Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
› VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest of the primary four scaled studies) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

STRUCTURED WORKPLACE LEARNING
There is no requirement to undertake work experience in industry.

TUITION COST
Year 1 $1,820.00
Year 2 $1,820.00

MATERIAL FEES
Year 1 $270.00
Year 2 $270.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS
There is no specific uniform requirement. It is expected you wear comfortable and suitable clothing for classes.

Internal code: CA315
Student Life delivers free services and programs to help you succeed with your study and life goals and enjoy your time at Box Hill Institute and Centre for Adult Education (CAE). We will work in conjunction with your secondary school to provide appropriate supports. More information about these services is available on the Student Web http://studentweb.bhtafe.edu.au/ The services include:

STUDENT ACTIVITIES AND REPRESENTATION
The Student Engagement Officer helps make sure the student voice is heard, coordinates activities, events and other recreations and helps oversee friendly student lounges with kitchens and comfortable seating. There are opportunities for students to be involved to gain experience, develop skills, meet other students and have fun.

EDUCATIONAL AND PERSONAL COUNSELLING
If you feel stressed or preoccupied by a personal issue, or want to find ways to learn more effectively, you might find it useful to talk with a qualified counsellor. Counsellors assist with many matters, including coping with stress or change, mental health issues, relating to others, assertiveness, time management, and study skills. The service is free and confidential. We also have an online E-counselling service available to enrolled students which can be accessed through the Student Web.

SUPPORT FOR STUDENTS WITH DISABILITIES
Our Disability Liaison Service (DLS) helps students with a disability to succeed in their course, consulting on individual needs and planning and implementing various adjustments to facilitate participation and success. You can consult confidentially with DLS, provide documentation of your disability or medical condition and register for support. An individual learning support plan can be negotiated.

The Institute is committed to providing equal access to learning opportunities for students who have a disability or medical condition. Where your secondary school has been funded to provide support for you, support can also be implemented via your school in the classroom setting and assist in your participation in your studies at BHI and or CAE. It is important for students to disclose disability or medical condition so that reasonable adjustments can be made whilst studying. Contact the DLS via Student Life on 9286 9891 or email dls@boxhill.edu.au

STUDENT WELLBEING OFFICERS
Each Faculty has their own Student Wellbeing Officer to work collaboratively with teachers to engage, retain, and build the success of our students. They plan and provide supports, activities, and programs which help students succeed in their courses and build successful pathways to further education or employment.

SUPPORT FOR INDIGENOUS STUDENTS
If you are an Indigenous student, you can talk to our Koorie Liaison Officer, who provides cultural, study, welfare, and general support to Indigenous students.

SUPPORT PROGRAMS AND WORKSHOPS
Workshops and group programs are run to help students with strategies and skills for success. Some aspects of student life targeted are: transition into your course here, successful study, personal development, organisation and self-management, healthy living, and time and stress management.

WHEN CONCERNS ARISE – CUSTOMER RELATIONS OFFICER
If problems arise for you as a student of the Institute it is important that we address your concerns sooner rather than later. We value and encourage feedback for continuous improvement.

CONTACT DETAILS
Student Life:
Box Hill Campus – 9286 9891
CAE City Campus – 9652 0611
Lilydale Campus – 9286 9290
BOX HILL INSTITUTE GROUP

**BOX HILL CAMPUSES**
Elgar Campus  
465 Elgar Road, Box Hill

Nelson Campus  
853 Whitehorse Road, Box Hill

**CITY CAMPUS**
253 Flinders Lane, Melbourne

**LILYDALE LAKESIDE CAMPUS**
Jarlo Drive, Lilydale

**JOHN STREET CAMPUS**
34–40 John Street, Lilydale

CONNECT WITH US
VISIT
boxhill.edu.au
OR CALL
1300 BOX HILL