VET in SCHOOLS
COURSE GUIDE

BOX HILL INSTITUTE

2019

CONTENTS

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

SERVICE	DESCRIPTION	COST
Full Delivery	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).	Refer to fees listed with each individual course. Materials charged to the school by invoice along with the tuition fees.
External Delivery	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).	Refer to fees listed with each individual course. Materials charged to the school by invoice along with the tuition fees.
Auspicing/ Total School Delivery	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	$950.00 per course per annum per school. Plus $70 Certification fee per student
Part Auspicing/ Shared Delivery	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	$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

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**

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 and will be completed in six months commencing July 2019 in selected programs. These programs will run Fridays 9am to 4pm. Expression of interest will 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.

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.

For the most up–to–date information visit our website **boxhill.edu.au**

or call **1300 BOX HILL**

To make a VET in Schools Application visit **boxhill.edu.au/vetis**

NEW FOR 2019

- › **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**

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!

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	
Code	Title
ACMGAS201	Work in the animal care industry
ACMGAS202	Participate in workplace communications
ACMGAS203	Complete animal care hygiene routines
ACMGAS204	Feed and water animals
ACMGAS205	Assist in health care of animals
ACMOHS201	Participate in occupational health and safety processes
ACMSUS201	Participate in environmentally sustainable work practices

YEAR 2	ELGAR AND LILYDALE CAMPUS
Code	Title
ACMSPE310	Provide basic care of mammals
ACMGAS209	Provide information on companion animals, products and services
ACMGAS206	Provide basic first aid for animals
ACMGAS208	Source Information for animal care needs
ACMCAS307	Provide companion animal hydro-bathing services

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 average of the primary four scaled studies).

› 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

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

MATERIAL FEES

Year 1 $600.00
Year 2 $460.00
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: CAS24

MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

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

YEAR 1	
Code	Title
MSMWHS200	Work safely
MSS402051	Apply quality standards
MSTCL2011	Draw and interpret a basic sketch
MSTCL2010	Modify patterns to create basic styles
MSTFD2005	Identify design process for fashion design
MSTFD2006	Use a sewing machine for fashion design

YEAR 2	
Code	Title
MSMENV272	Participate in environmentally sustainable work practice
MSTCL1001	Produce a simple garment
MSTGN2006	Perform test or inspection to check product quality
MSTGN2011	Identify fibres, fabric and textiles used in the TCF
MSTCL2005	Use specialised machinery or processes to assist TCF production
MSTCL2019	Sew components, complex tasks
MSTFD2001	Design and produce a simple garment

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:

> recogntion 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 average of the primary four scaled studies).

> 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

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

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	
Code	**Title**
AURASA002	Follow safe working practices in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURETR003	Identify automotive electrical system components
AURLTA001	Identify automotive mechanical systems and components
AURAFA004	Resolve routine problems in an automotive workplace
AURTTA027	Carry out basic vehicle servicing operations
AURETR015	Inspect test and service batteries
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace

YEAR 2	
Code	**Title**
AURAFA003	Communicate effectively in an automotive workplace
AURETK003	Operate electrical test equipment
AURETR006	Solder electrical wiring and circuits
AURETR048	Construct and test basic electronic circuits
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines

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 average of the primary four scaled studies)

> 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

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

MATERIAL FEES

Year 1 $315.00
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

SHB30115 CERTIFICATE III IN BEAUTY SERVICES

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: 2 years

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBFAS001	Provide lash and brow services
SHBBMUP003	Design and apply make-up for photography
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBBNLS001	Provide manicure and pedicare services
SHBBRES001	Research and apply beauty industry information
SHBBCCS001	Advise on beauty products and services

YEAR 2	
Code	**Title**
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SIRRMER001	Produce visual merchandise displays
SHBBBOS001	Apply cosmetic tanning products
SHBBNLS004	Apply nail art
SHBBHRS001	Provide waxing services

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

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 average of the primary four scaled studies)

› 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

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

MATERIAL FEES

Year 1 $1,165.00
Year 2 $595.00
Full time $1,625.00
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	
Code	Title
CPCCWHS1001	Prepare to work safely in the construction industry
CPCC-OHS2001A	Apply OHS requirements, policies and procedures in the construction industry
VU22022	Identify and handle carpentry tools and equipment
VU22015	Interpret and apply basic plans and drawings
CPCCCM2006	Apply basic levelling procedures
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor

YEAR 2	
Code	Title
CPCCCM1014A	Conduct workplace communication
VU22025	Construct basic wall frames
VU22022	Identify and handle carpentry tools and equipment
VU22028	Install basic window and door frames
CPCCCM1012A	Work effectively and sustainably in the construction industry
VU22030	Carry out basic demolition of timber structures
VU22026	Construct a basic roof frame

Class day and times:

Year 1 – Wednesday 1:30pm to 5pm or Wednesday 9am to 12:30pm or Friday 9am to 12:30pm (Box Hill and Lilydale)
Year 2 – Wednesday 5:15pm to 8.45pm (Box Hill and Lilydale)

Year 1 – Wednesday 9am to 12:30pm or Wednesday 1:30pm to 5pm or Friday 9am to 12:30pm
Year 2 – Wednesday 5:15pm to 8.45pm

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 average of the primary four scaled studies).

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

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

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

CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

WHAT DOES THIS COURSE INVOLVE?

This community services program offers students the opportunity to learn about community services, with a particular focus on the early childhood education & care sector.

This course will assist students to develop general workplace skills such as communication, working with diversity, workplace health and safety and organisation in the workplace. Students will also gain specific skills relating to early childhood education and care including provision of nutritious food and drink, ensuring the health & safety of children and attending to daily functions of home based child care.

This qualification may be used as a pathway for entry into community services sector or further study in early childhood education & care. 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: 1 year

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
BSBWOR202	Organise and complete daily work activities
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in work health and safety
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE015	Attend to daily functions in home based child care

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

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 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

The VCAA mandates a minimum of 60 hours of structured workplace learning (SWL) placement over the duration of the program.

TUITION COST

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

MATERIAL FEES

Year 1 $340.00
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: HCCS2

CHC32015 CERTIFICATE III IN COMMUNITY 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	
Code	Title
BSBWOR202	Organise and complete daily work activities
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in work health and safety
HLTAID003	Provide first aid
FSKOCM07	Interact effectively with others at work
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCVOL001	Be an effective volunteer

YEAR 2	
Code	Title
CHCCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies

ENTRY REQUIREMENTS

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

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

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

MATERIAL FEES

Year 1 $335.00
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 (SWL) requirements.

Internal code: HCCS3

LIAM SYKES
CERTIFICATE II IN EQUINE STUDIES

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."

CHLOE BAULCH
CERTIFICATE II IN COMMUNITY SERVICES

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."

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

YEAR 1	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
BSBDES201	Follow a design process
BSBDES301	Explore the use of colour
BSBDES302	Explore and apply the creative design process to 2D forms
CUAACD301	Produce drawings to communicate ideas

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

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

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

CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (PARTIAL COMPLETION)

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	
Code	Title
HLTWHS001	Participate in work health and safety
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCDIV001	Work with diverse people
CHCECE001	Develop cultural competence
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning

YEAR 2	
Code	Title
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE012	Support children to connect with their world

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

Students who receive a Units 3 and 4 sequence from CHC30113 Certificate III in Early Childhood Education and Care 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

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

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

PROGRAM OUTLINE

YEAR 1

Code	Title
HLTAID002	Provide basic emergency life support
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
CPCCOHS1001A	Work safely in the construction industry
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE130A	Provide solutions and report on routine electrotechnology problems
UEENEEE142A	Produce products for carrying out energy sector work activities

YEAR 2

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

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 average of the primary four scaled studies).

> 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

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

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

22261VIC CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) (REFRIGERATION STREAM)

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

YEAR 1	
Code	Title
HLTAID002	Provide basic emergency life support
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
CPCCOHS1001A	Work safely in the construction industry
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE130A	Provide solutions and report on routine electrotechnology problems
UEENEEE142A	Produce products for carrying out energy sector work activities

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

ENTRY REQUIREMENTS

You must be a current Year 11 or 12 student and complete this course as part of your VCE or VCAL program. You need to have successfully completed Year 10 (or Year 9 by negotiation) and 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 average of the primary four scaled studies).

> 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

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

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

22209VIC CERTIFICATE II IN ENGINEERING STUDIES*

*Subject to change in 2019. 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 22470VIC – Certificate II in Engineering Studies.

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

YEAR 2	
Code	Title
VU20911	Handle engineering materials
MSS402040	Apply 5S procedures
MEM12024A	Perform computations
MSMENV272	Participate in environmentally sustainable work practices
VU20910	Produce basic engineering sketches and drawings
VU20905	Assist with design of a basic mechanical system

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 under take 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 achieves 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

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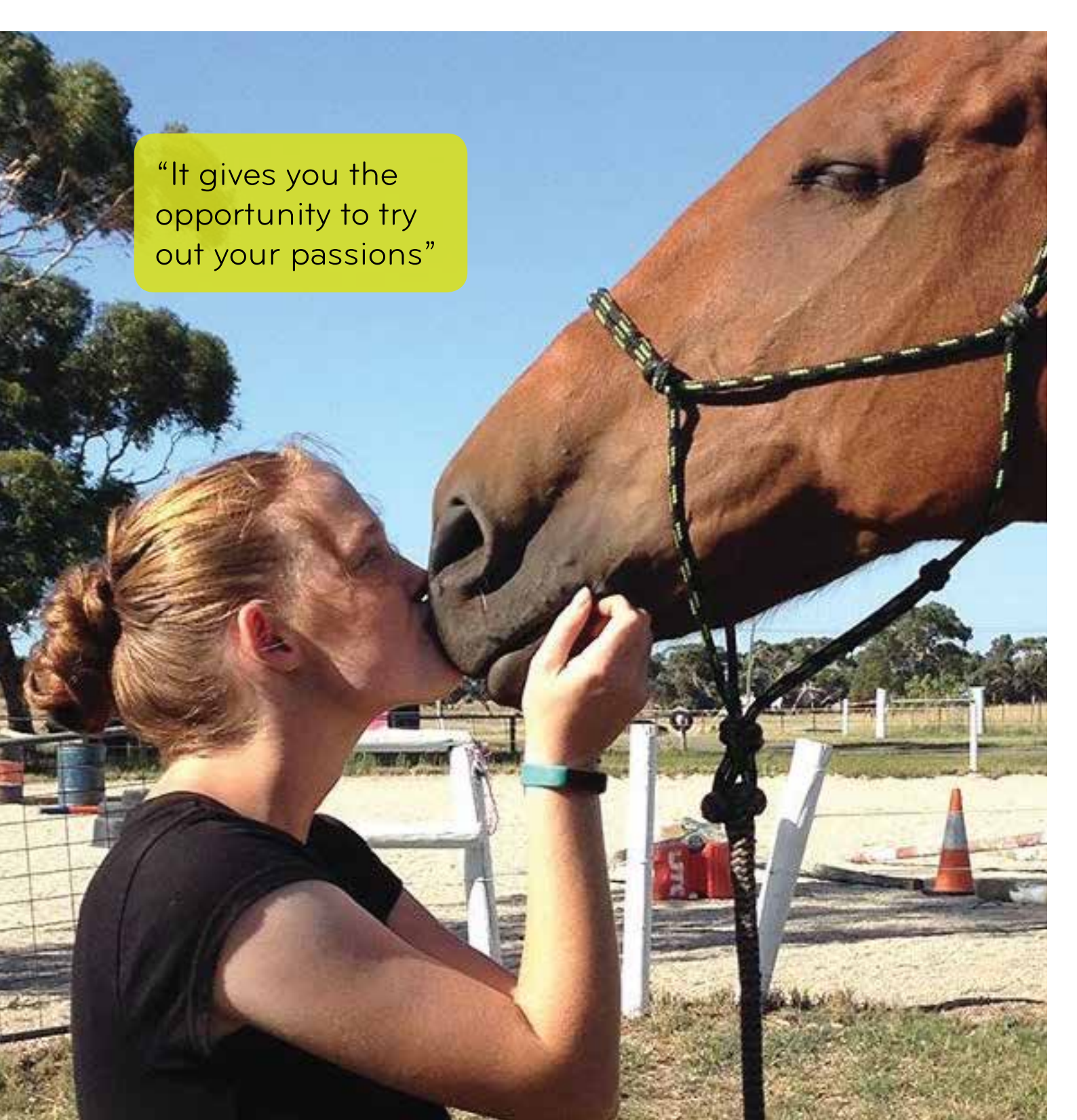
MATERIAL FEES

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

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."

22246VIC CERTIFICATE II IN EQUINE STUDIES*

*Subject to change in 2019. 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 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 – 7:00. Wednesday 6:00 – 8:00
Off campus students will be required to attend blocks of practical training during the school holidays or on weekends throughout the year.

PROGRAM OUTLINE

YEAR 1 CERTIFICATE III IN EQUINE STUDIES	
Code	Title
AHCHBR203A	Provide daily care of horses
AHCWRK204A	Work effectively in the industry
HLTAID002	Provide basic emergency life support
SISOEQO201A	Handle horses
VU21401	Work safely in an equine organisation
VU21405	Equine anatomy
VU21407	Demonstrate basic horse riding or driving skills
VU21409	Assist in the preparation of a horse for an event
YEAR 2	
Code	Title
VU21402	Implement horse health and welfare practices
VU21403	Implement and monitor a horse feeding program
VU21404	Relate equine form and function
VU21406	Equine physiology

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

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

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 centrepieces 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	
Code	**Title**
BSBWOR202	Organise and complete daily work activities
SIRXRSK201	Minimise loss
SFLDEC001	Maintain floristry tools and equipment
SFLDEC005	Assemble floristry products
SFLSOP001	Source information on floristry products and services
SFLSOP002	Work effectively in the floristry industry
SFLSOP003	Recognise flower and plant materials

YEAR 2	OFFERED IN 2020
Code	**Title**
SFLSOP004	Receive and store floristry stock
SFLSOP005	Prepare and care for floristry stock
SFLSOP006	Display and merchandise floristry products
SFLSOP007	Interact with floristry customers
SFLWHS001	Participate in safe work practices

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 average of the primary four scaled studies) 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
For VETiS programs undertaken by secondary school students, please contact your school to confirm fees.

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

MSF20516 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

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
MSFFP2010	Research and draw a basic kitchen or bathroom design
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

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

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

HLT33115 CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
BSBWOR301	Organise personal work priorities and development
CHCCOM005	Communicate and work in health and community services
CHCCCS002	Assist with movement
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
HLTINF001	Comply with infection prevention and control policies and procedures
HLTAIN001	Assist with nursing care in an acute care environment
HLTWHS001	Participate in workplace health and safety

YEAR 2	
Code	**Title**
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS026	Transport individuals
CHCCCS012	Prepare and maintain beds
CHCPRP005	Engage with health professionals and the health system
HLTAIN002	Provide non-client contact support in an acute care environment
CHCDIV001	Work with diverse people

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 average of the primary four scaled studies).

> 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

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

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

AHC20416 CERTIFICATE II IN HORTICULTURE

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	
Code	Title
AHCWHS201	Participate in work health and safety processes
AHCWRK209	Participate in environmentally sustainable work practices
AHCPCM201	Recognise plants
AHCPCM202	Collect, prepare and preserve plant specimens
AHCNSY203	Undertake propagation activities
AHCNSY201	Pot up plants
AHCPGD201	Plant trees and shrubs
AHCCHM201	Apply chemicals under supervision
YEAR 2	**OFFERED IN 2019**
Code	Title
AHCPGD203	Prune shrubs and small trees
AHCMOM203	Operate basic machinery and equipment
AHCLSC201	Assist with landscape construction work
AHCLSC204	Lay paving
AHCWRK205	Participate in workplace communications
AHCPMG201	Treat weeds
AHCPMG202	Treat plant pests, diseases and disorders

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 average of the primary four scaled studies).

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 average of the primary four scaled studies).

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

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

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: HOR2S

22263VIC CERTIFICATE IV IN INTEGRATED TECHNOLOGIES*
(PARTIAL COMPLETION)

*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?

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, Lilydale

COURSE LENGTH

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	
Code	Title
VU22324	Build a simple network and establish end to end connectivity
VU22325	Configure and troubleshoot network switches and routers

UNITS 3 AND 4 PROGRAM B – COMPULSORY	
Code	Title
VU22326	Apply network scaling tools and techniques
VU22327	Establish connectivity to a wide area network (WAN)

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 average of the primary four scaled studies).

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 average of the primary four scaled studies).

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

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

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	
Code	Title
MSMWHS200	Work safely
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSFGN2001	Make measurements and calculations
BSBDES202	Evaluate the nature of design in a specific industry context
BSBDES301	Explore the use of colour
BSBDES305	Source and apply information on the history and theory of design

YEAR 2	OFFERED IN 2020
Code	Title
CUADIG304	Create visual design components
CUAACD301	Produce drawings to communicate ideas
MSFGN3002	Estimate and cost job
MSFID3001	Source and specify decoration products
MSFID3002	Style a retail display
MSMENV272	Participate in environmentally sustainable work practices

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 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

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

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

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

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

YEAR 2	
Code	**Title**
MSL933002	Contribute to the achievement of quality objectives
MSL973004	Perform aseptic techniques
MSL973002	Prepare working solutions
MSL973007	Perform microscopic examination
MSL973003	Prepare culture media

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

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

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

CUA30415 CERTIFICATE III IN LIVE PRODUCTION AND SERVICES

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	
Code	Title
CPCCWHS1001	Prepare to work safely in the construction industry
CUASOU308	Install and disassemble audio equipment
CUALGT201	Develop basic lighting skills and knowledge
CUASTA202	Assist with bump in and bump out of shows
CUAWHS302	Apply work health and safety practices
BSBWOR301	Organise personal work priorities and development
CUAIND301	Work effectively in the creative arts industry
CUASOU304	Prepare audio assets

YEAR 2	OFFERED IN 2020
Code	Title
CUAPPR304	Participate in collaborative creative projects
SITXCCS006	Provide service to customers
BSBITU201	Produce simple word processed documents
CUALGT303	Prepare, install and test lighting equipment
CUACMP301	Implement copyright arrangements
CUASOU301	Undertake live audio operations
CUASTA301	Assist with production operations for live performances

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 average of the primary four scaled studies).

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

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

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: 2 years

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBFAS001	Provide lash and brow services
SHBBMUP003	Design and apply Make-up for photography
SHBXIND001	Comply with organisational requirements within a personal services environment
BSBSMB405	Monitor and manage small business operations
SHBBRES001	Research and apply beauty industry information
SHBBCCS001	Advise on beauty products and services

YEAR 2	
Code	**Title**
SHBBMUP005	Apply airbrushed make-up
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBMUP006	Design and apply creative make-up
SHBBBOS001	Apply cosmetic tanning products
SHBBMUP001	Apply eyelash extensions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients

ENTRY REQUIREMENTS

This program can only be completed as part of your VCE or VCAL program. You must have completed Year 9 and have the approval of your school to enrol in this program.

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 average of the primary four scaled studies).

› 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

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

MATERIAL FEES

Year 1 $1,465.00
Year 2 $595.00
Full time $1,625.00
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

YEAR 1	
Code	Title
BSBSMB301	Investigate micro business opportunities
BSBSMB302	Develop a micro business proposal
BSBSMB303	Organise finances for the micro business
BSBSMB304	Determine resource requirements for the micro business
BSBSMB403	Market the small business

YEAR 2	OFFERED IN 2020
Code	Title
BSBCUS301	Deliver and monitor a service to customers
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
BSBFIA301	Maintain financial records
BSBSMB306	Plan a home based business
BSBWOR301	Organise personal work priorities & development

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

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Business 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.

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 average of the primary four scaled studies).

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

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

MATERIAL FEES

Year 1 $265.00
Year 2 $265.00
All fees invoiced to Secondary Schools.

UNIFORM REQUIREMENTS

There is no specific requirement.

Internal code: NES15

CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN HIP HOP)

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

YEAR 1	
Code	**Title**
BSBWHS201	Contribute to health and safety of self and others
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUAMPF101	Develop skills to play or sing music
CUAMLT303	Notate music

YEAR 2	OFFERED IN 2020
Code	**Title**
CUAMPF301	Develop technical skills in performance
CUAMPF302	Prepare for performances
CUAMPF305	Develop improvisation skills
CUAMPF402	Develop and maintain stagecraft skills
CUAMPF404	Perform music as part of a group

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 average of the primary four scaled studies).

> 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

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

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	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUAMPF101	Develop skills to play or sing music
CUAMLT303	Notate music

YEAR 2	
Code	Title
CUAMPF301	Develop technical skills in performance
CUAMPF302	Prepare for performances
CUAMPF305	Develop improvisation skills
CUAMPF402	Develop and maintain stagecraft skills
CUAMPF404	Perform music as part of a group

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 average of the primary four scaled studies).

› 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

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

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	
Code	**Title**
BSBWHS201	Contribute to health and safety of self and others
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUAMPF101	Develop skills to play or sing music
CUAMLT303	Notate music

YEAR 2	
Code	**Title**
CUAMPF301	Develop technical skills in performance
CUAMPF302	Prepare for performances
CUAMPF305	Develop improvisation skills
CUAMPF402	Develop and maintain stagecraft skills
CUAMPF404	Perform music as part of a group

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 average of the primary four scaled studies).

STRUCTURED WORKPLACE LEARNING

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

TUITION COST

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

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	
Code	**Title**
HLTAID003	Provide First Aid
BSBWOR301	Organise personal work priorities and development
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXIND006	Conduct sport, fitness or recreation events

YEAR 2	OFFERED IN 2020
Code	**Title**
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISSSCO101	Develop and update knowledge of coaching practices
SISSSPT303A	Conduct basic warm-up and cool down programs
SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

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 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

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

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

22304VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

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

PROGRAM OUTLINE

YEAR 1	
Code	Title
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
VU21793	Perform basic oxy→acetylene welding and cutting
VU21797	Use basic plumbing hand tools
VU21798	Use basic power tools
VU21789	Apply basic sheet metal practices
CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID002	Provide basic emergency life support
CUAACD303	Produce technical drawings
CPCCCM1015A	Carry out measurements and calculations
VU21795	Use and apply basic leveling equipment for plumbing

YEAR 2	
Code	Title
CPCPCM2039A	Carry out interactive workplace communication
BSBWRT301	Write simple documents
CPCCCM2001A	Read and interpret plans and specifications
VU21792	Identify career pathways in the plumbing industry
VU21794	Prepare to work in the plumbing industry
VU21796	Use basic electric welding equipment and techniques
VU21790	Cut and penetrate building materials and structures
VU21791	Fabricate simple plumbing pipe systems
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations

COURSE LENGTH

Part time: 2 years

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 average of the primary four scaled studies) 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

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

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: 2 years

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

PROGRAM OUTLINE

YEAR 1

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

YEAR 2

Code	Title
SHBXCCS001	Conduct salon financial transactions
SHBXIND001	Comply with organisational requirements within a personal services environment
SIRRMER001	Produce visual merchandise displays
SIRXIND003	Organise personal work requirements
SIRXSLS001	Sell to the retail customer
SIRRINV001	Receive and handle retail stock
SHBBMUP003	Design and apply make-up for photography

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

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

MATERIAL FEES

Year 1 $1,050.00
Year 2 $595.00
Full time $1,625.00
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: 2 years

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS003	Greet and prepare clients for salon services
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SIRRINV001	Receive and handle retail stock

YEAR 2	
Code	**Title**
SHBXCCS001	Conduct salon financial transactions
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SIRXSLS001	Sell to the retail customer

ENTRY REQUIREMENTS
This program can only be completed as part of your VCE or VCAL program. You must have completed Year 9 and have the approval of your school to enrol in this program.

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

MATERIAL FEES
Year 1 $730.00
Year 2 $420.00
Full time $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

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

YEAR 2	
Code	**Title**
BSBDES302	Explore and apply the creative design process to 2D forms
CUAANM301	Create 2D digital animations
CUADIG302	Author interactive sequences
CUADIG304	Create visual design components
CUAWRT301	Write content for a range of media

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 average of the primary four scaled studies).

› 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

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

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

YEAR 1	
Code	**Title**
HLTAID003	Provide First Aid
BSBWOR301	Organise personal work priorities and development
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXIND006	Conduct sport, fitness or recreation events

YEAR 2	
Code	**Title**
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISSSCO101	Develop and update knowledge of coaching practices
SISSSPT303A	Conduct basic warm-up and cool down programs
SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

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 Opportunites 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

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

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

CUA20715 CERTIFICATE II IN VISUAL ARTS

WHAT DOES THIS COURSE INVOLVE?
Learn to develop the basic creative and technical skills that underpin visual arts practice.

This course will allow you to explore your creative side while developing skills in drawing, painting, print making and sculpture. It is an excellent preparation for further study in visual arts.

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	
Code	**Title**
BSBWHS201	Contribute to health and safety of self and others
CUAACD101	Use basic drawing techniques
CUARES202	Source and use information relevant to own arts practice
CUAPAI201	Develop painting skills
CUAIND201	Develop and apply creative arts industry knowledge

YEAR 2	OFFERED IN 2019
Code	**Title**
CUAPRI201	Develop printmaking skills
CUAPPR201	Make simple creative work
CUASCU201	Develop sculptural skills
CUADRA201	Develop drawing skills

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 continue your studies in CUA31115 Certificate III in Visual Arts.

CAREER OUTCOMES
After successful completion of this course, you will have the essential skills and a portfolio of work that could be used for self-promotion or further study. You may wish to find employment as an arts and media professional, sculptor, painter (visual arts) or visual arts and crafts professional.

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

MATERIAL FEES
Year 1 $275.00
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: CA275

STUDENT LIFE
SUPPORT SERVICES

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

NOTES

CAMPUS LOCATIONS

BOX HILL INSTITUTE

BOX HILL INSTITUTE GROUP

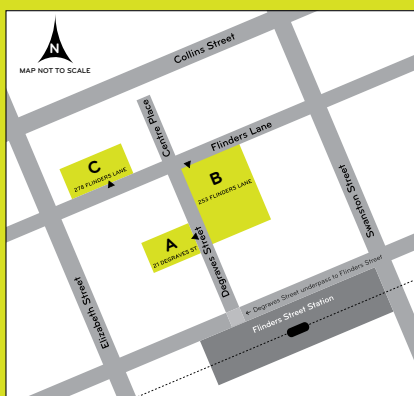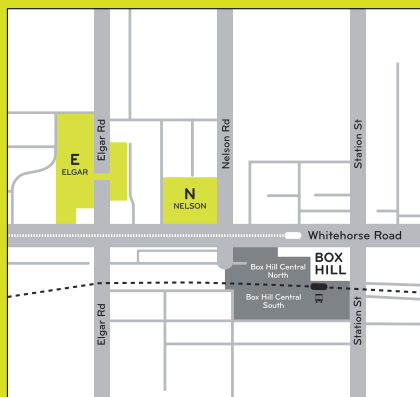### BOX HILL CAMPUSES

Elgar Campus
465 Elgar Road, Box Hill

Nelson Campus
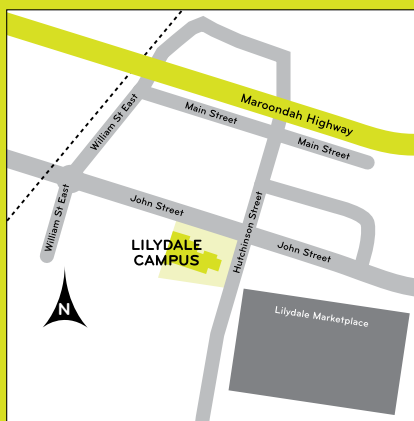853 Whitehorse Road, Box Hill

CITY CAMPUS
253 Flinders Lane, Melbourne

LILYDALE LAKESIDE CAMPUS
Jarlo Drive, Lilydale

JOHN STREET CAMPUS
34–40 John Street, Lilydale

TAFE VICTORIA

CONNECT WITH US

VISIT
boxhill.edu.au

OR CALL
1300 BOX HILL