

# VET in SCHOOLS COURSE GUIDE



BOX HILL  
INSTITUTE

2018

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The information contained in this publication is correct at time of print (August 2017). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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# OVERVIEW OF VET IN SCHOOLS

In partnership with over 180 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 VET programs as part of their VCE and VCAL in 2018.

All proposed programs are modern and responsive to industry needs. Box Hill Institute Group staff is 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 2018.

## 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 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

## APPLICATION FORM AND CONTACT DETAILS

In 2018 all applications will be made online by visiting [www.boxhill.edu.au/vetis](http://www.boxhill.edu.au/vetis)

If you need any assistance please email [vetis@boxhill.edu.au](mailto:vetis@boxhill.edu.au) or for further information call **1300 269 445**.

An invoice(s) for 2018 will be sent to the student's named secondary school to cover all program associated costs, including tuition and materials.

A number of VCE VET programs are being reviewed for 2018 delivery as a consequence of revisions to training packages. The final structures and units of competency for the 2018 VCE VET programs are (at the time of publication) yet to be determined. Course commencement is subject to sufficient enrolments.

## 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](mailto:vetis@boxhill.edu.au)

## BOX HILL INSTITUTE COST SCHEDULE – VETiS FEES 2018

SERVICE	DESCRIPTION	COST
<b>Full Delivery</b>	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.
<b>External Delivery</b>	Box Hill Institute VET 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.
<b>Auspecting/ Total School Delivery</b>	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 auspected by Box Hill Institute. A once-off set up fee of \$700.00 per program will be charged for new auspecting arrangements with new schools. Auspected Schools that are greater 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 Auspected programs, additional charges apply per student per unit	\$950.00 per course per annum per school.  Plus \$70 Certification fee per student
<b>Part Auspecting/ Shared Delivery</b>	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 auspected by Box Hill Institute. A once-off set up fee of \$700.00 per program will be charged for new auspecting arrangements with new schools. Auspected Schools that are greater 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. Contact for further information regarding program options.

### INTAKE

All courses commence week beginning 5 February 2018.

- › Standard delivery – Wednesday afternoons or evenings over two years
- › Accelerated delivery – Wednesday or Fridays 9:00am to 4:00pm, selected programs only

Mid-year intakes are available commencing mid-July 2018 (Semester 2), selected programs only.

### 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**

**HLT33015 CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION)****WHAT DOES THIS COURSE INVOLVE?**

This VCE VET Health program offers secondary school students the opportunity to gain insight into the Allied Health sector while developing important skills and knowledge required to provide assistance to allied health professionals.

Allied health assistants are important members of the health team who support the delivery of allied health services in areas such as physiotherapy, occupational therapy, speech pathology, nutrition and dietetics, and podiatry.

Potential work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional.

Please note this is a partial completion program. On successful completion of this program, students will be eligible for a statement of attainment towards the completion of HLT33015 Certificate III in Allied Health Assistance.

**WHERE ARE THE CLASSES HELD?**

Box Hill, Lilydale

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 5.00

**PROGRAM OUTLINE**

<b>YEAR 1</b>	
<b>Code</b>	<b>Title</b>
BSBWOR301	Organise personal work priorities and development
CHCCOM005	Communicate and work in health and community services
CHCCCS002	Assist with movement
CHCCCS010	Maintain high standard of service
CHCCCS020	Respond effectively to behaviours of concern
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWS001	Participate in workplace health and safety
<b>YEAR 2</b>	
<b>Code</b>	<b>Title</b>
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS026	Transport individuals
CHCPRP005	Engage with health professionals and the health 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**

After completion of this program, you may wish to complete the remaining units to achieve the Certificate III in Allied Health Assistance qualification, or apply for entry into other health programs such as the Certificate IV in Allied Health Assistance or Diploma of Nursing.

**CAREER OUTCOMES**

Once you have achieved the full Certificate III in Allied Health Assistance qualification, you may wish to apply for roles such as:

- › Therapy assistant
- › Allied health assistant
- › Podiatry assistant (may require further training)
- › Physiotherapy assistant (may require further training)
- › Speech pathology assistant (may require further training)
- › Occupational therapy assistant (may require further training).

**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](http://www.vtac.edu.au)
- › VCE VET Health will offer scored assessment in 2018.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1280.00

Year 2 \$1280.00

**MATERIAL COST**

Year 1 \$280.00

Year 2 \$170.00

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: HC340

## ACM20110 CERTIFICATE II IN ANIMAL STUDIES.

**WHAT DOES THIS COURSE INVOLVE?**

This VET in Schools Program is for you if you want to gain 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.

**WHERE ARE THE CLASSES HELD?**

Box Hill, City, Lilydale

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Monday 4:00 to 7:30 (Box Hill)

Wednesday 1:30 to 5:00 (Box Hill, City or Lilydale)

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
ACMGAS201A	Work in the animal care industry
ACMGAS202A	Participate in workplace communications
ACMGAS203A	Complete animal care hygiene routines
ACMGAS204A	Feed and water animals
ACMGAS205A	Assist in health care of animals
ACMOHS201A	Participate in occupational health and safety processes
ACMSUS201A	Participate in environmentally sustainable work practices
YEAR 2 CITY CAMPUS	
Code	Title
ACMSPE310A	Provide basic care of mammals
ACMGAS209A	Provide information on companion animals, products and services
ACMGAS206A	Provide basic first aid for animals
ACMGAS208A	Source Information for animal care needs
ACMGAS302A	Provide enrichment for animals
YEAR 2 ELGAR CAMPUS AND LILYDALE CAMPUS	
Code	Title
ACMSPE310A	Provide basic care of mammals
ACMGAS209A	Provide information on companion animals, products and services
ACMGAS206A	Provide basic first aid for animals
ACMGAS208A	Source Information for animal care needs
ACMCAS307A	Provide companion animal hydro-bathing services

**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.

**STUDY PATHWAYS**

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

- > Certificate III in Animal Studies
- > Certificate III in Captive Animals
- > Certificate IV in Veterinary Nursing
- > 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 ACM20110 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](http://www.vtac.edu.au)
- > The VCE VET Animal Studies program does not offer scored assessment.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,150.00

Year 2 \$1,150.00

**MATERIAL COST**

Year 1 \$594.00

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

## AUR20716 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

### WHAT DOES THIS COURSE INVOLVE?

The Certificate II in Automotive Vocational Preparation is the Industry endorsed program for secondary school students aiming to enter a career in the Automotive Industry. This high tech program covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

### WHERE ARE THE CLASSES HELD?

Box Hill

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1:30 to 5:30

### 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
AURFAA004	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
AURFAA003	communicate effectively in an automotive workplace
AURETK003	operate electrical test equipment
AURETR006	solder electrical wiring and circuits
AURETR048	construct and test basic electronic circuits
AURTTA005	select and use bearings, seals, gaskets, sealants and adhesives
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 Certificate III in Automotive.

### CAREER OUTCOMES

This course will give you employment opportunities as an automotive apprentice.

### 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](http://www.vtac.edu.au)
- › The VCE VET Automotive program does not offer scored assessment.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$2000.00

Year 2 \$2200.00

### MATERIAL COST

Year 1 \$310.00

Year 2 \$310.00

All fees invoiced to Secondary Schools

### UNIFORM REQUIREMENTS

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

Internal code: NAU42

## AVI50215 DIPLOMA OF AVIATION (COMMERCIAL PILOT LICENCE – AEROPLANE) (PARTIAL COMPLETION)

### WHAT DOES THIS COURSE INVOLVE?

If you've been dreaming of a career as a commercial pilot, our Diploma is your opportunity to make those dreams a reality.

With experienced and knowledgeable instructors, access to state-of-the-art equipment and the combined expertise of Box Hill Institute and Soar Advanced Flight Training, completing our Diploma of Aviation (Commercial Pilot Licence – Aeroplane) is a great way to fast-track your career in aviation. Instructional flight training is provided by Soar Advanced Flight Training from Moorabbin airport.

Subject areas include – aircraft radio communications, threat and error management, navigation, safety, managing passengers and cargo, ground and in-air conditions and operations, airspace requirements, civil aviation law, situational awareness and licence requirements.

### WHERE ARE THE CLASSES HELD?

Box Hill and Moorabbin Airport

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1:30 to 5:30 (Includes School holiday program flight classes – dates to be confirmed)

### PROGRAM OUTLINE

YEAR 1	
Code	Title
AVIE4001	Maintain aircraft radio communications
AVIY4001	Control aeroplane on the ground
AVIY4002	Take off aeroplane
AVIY4003	Control aeroplane in normal flight
AVIY4004	Land aeroplane
AVIY0019	Manage abnormal aeroplane flight situations
YEAR 2	
Code	Title
AVIY0002	Operate in controlled airspace
AVIY0003	Operate in Class G airspace
AVIW4001	Manage pre-flight and post-flight actions
AVIY0018	Execute advanced aeroplane manoeuvres and procedures

### 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.

You must hold or be able to hold a **CASA Class 1 Medical Certificate**.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into one of the following courses:

- › AVI50415 – Diploma of Aviation (Instrument Rating)
- › AVI50516 – Diploma of Aviation (Flight Instructor).

### CAREER OUTCOMES

After successfully completing this course, CASA Commercial Pilot Licence requirements, and an appropriate level of experience, you may wish to apply for employment opportunities as a charter pilot, a flight instructor, agricultural operations pilot, commercial airline pilot, search and rescue pilot, fire spotting and aerial surveyor, joy flight operator, or air ambulance pilot.

### 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

Year 1 \$9000.00

Year 2 \$9000.00

### MATERIAL COST

Year 1 \$310.00

Year 2 \$310.00

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: DAVCP

## 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 year

## Class day and times:

Wednesday 1:30 to 6:00

## 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 pedicure services
SHBBRES001	Research and apply beauty industry information
SHBBCCS001	Advise on beauty products and services
YEAR 2	
OFFERED IN 2019	
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
SHBBMUP001	Apply eyelash extensions
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 Certificate IV in Beauty Therapy or the 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](http://www.vtac.edu.au)
- The VCE VET Hair and Beauty program does not offer scored assessment.

## STRUCTURED WORKPLACE LEARNING

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

## TUITION COST

Year 1 \$1950.00

Year 2 \$1950.00

## MATERIAL COST

Year 1 \$1295.00

Year 2 \$595.00

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

## 22216VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION<sup>^</sup> (CARPENTRY) (PARTIAL COMPLETION)

### WHAT DOES THIS COURSE INVOLVE?

Start your journey in the building and construction industry by learning the basic knowledge and skills to prepare you for work or further study. You will receive an introduction to the industry and workplace safety, as well as how to perform industry calculations and use carpentry hand and power tools.

You will cover topics such as sub-floor construction, wall and roof framing, installing window frames and door frames and formwork for concreting. Develop essential communication skills and learn about workplace documents and plans. As part of this course, you will receive your Construction Induction (CI Card / White Card).

### WHERE ARE THE CLASSES HELD?

Box Hill, Lilydale

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Year 1, Wednesday 1.30 to 5.00 (Box Hill and Lilydale)

Year 2, Wednesday 5:15 to 8:45 (Box Hill)

Wednesday 1.30 to 5.00 (Lilydale)

This course requires compulsory attendance during school term breaks for additional practical classes.

Year 1 attendance during term 2 and 3 breaks, and

Year 2 attendance during term 1 and 2 breaks.

### PROGRAM OUTLINE

YEAR 1	
Code	Title
VU20973	Basic setting out
VU20955	Workplace safety and site induction
VU20964	Workplace documents and plans
VU20971	Carpentry hand tools
VU20974	Sub-floor framing
CPCCWHS1001	Work safely in the construction industry
VU20961	Levelling
YEAR 2	
Code	Title
VU20963	Safe handling and use of plant and selected portable power tools
VU20980	Introduction to demolition
VU20956	Building structures
VU20975	Wall framing
VU20976	Roof framing
VU20978	Installation of window and door frames
VU20982	Basic environmental sustainability in carpentry
VU20959	Communication skills for the construction industry
HLTAID002	Provide basic emergency life support
VU20962	Quality principles for the construction industry

### 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 into:

- > an apprenticeship in Certificate III in Carpentry, cabinet making or other general construction courses,
- > the Certificate IV in Building and Construction (Building), or;
- > the Diploma of 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

On successful completion of this program, you will be eligible for:

- > recognition of up to five 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 Building and Construction 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](http://www.vtac.edu.au)
- > The VCE VET Building and Construction program does not offer scored assessment.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$2080.00

Year 2 \$2040.00

### MATERIAL COST

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: BBA37

<sup>^</sup>Please refer to [boxhill.edu.au](http://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.

## BSB30315 CERTIFICATE III IN MICRO BUSINESS OPERATIONS

### WHAT DOES THIS COURSE INVOLVE?

The Certificate III in Micro Business operations 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 customized 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 1.30 to 5.00

### 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 2019	
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 one of the following course:

> BSB40515 – Certificate IV in Business Administration

### CAREER OUTCOMES

The certificate provides 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

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

Year 1 \$1300.00

Year 2 \$1300.00

### MATERIAL COST

Year 1 \$260.00

Year 2 \$260.00

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: NES15

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

### WHAT DOES THIS COURSE INVOLVE?

This program will give you hands on experience to gain networking skills by using industry current routers, hubs and switches.

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

### 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 8:00 to 12:00

### PROGRAM OUTLINE

YEAR 1	
Code	Title
VU21561	Build a simple network and establish end to end connectivity
VU21562	Configure and troubleshoot network switches and routers
VU21557	Install and configure a home or small office network
YEAR 2	
Code	Title
VU21563	Scale an existing network
VU21564	Establish connectivity to a wide area network (WAN)
VU21581	Build a small wireless LAN

### 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 Certificate IV in Computer Systems Technology and the Diploma of Information Technology Networking at Box Hill Institute.

Other Universities and TAFE Institutes that include networking in the delivery of their information technology courses may provide recognition of prior learning for successful completion of the Cisco program.

### 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

Successful completion the VET Cisco program will provide you with unit credits against the Certificate IV in Computer Systems Technology and the Diploma of Information Technology Networking at Box Hill Institute.

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 year and second year.

Students who receive a Units 3 and 4 sequence through Cisco CCNA v5 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 v5 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](http://www.vtac.edu.au)

The VCE VET Cisco program does not offer scored assessment.

### STRUCTURED WORKPLACE LEARNING

There is no requirement to undertake work experience in industry.

### TUITION COST

Year 1 \$1440.00

Year 2 \$1440.00

### MATERIAL COST

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

## CUA30213 CERTIFICATE III IN COMMUNITY DANCE, THEATRE AND EVENTS

**WHAT DOES THIS COURSE INVOLVE?**

This course is designed to develop your basic skills in community dance, theatre and events as a pathway into higher level study to develop small music theatre shows or cabaret.

This course will begin developing all three components – acting, voice and dance and you will require further study to be industry ready.

You will study dance, acting, singing, staging, OH&S, Industry and auditions as well as rehearse for the showcase event in the final week.

The course is delivered at our city campus in Flinders Lane using a specialist dance studio and other facilities.

**WHERE ARE THE CLASSES HELD?**

City

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 5.00

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
BSBDIV301	Work effectively with diversity
CUAIND301	Work effectively in the creative arts industry
CUAWHS302	Apply work health and safety practices
CUAACT301	Develop basic acting techniques
CUAVOS302	Develop vocal techniques for use in performance
CUADAN207	Perform basic tap technique
YEAR 2	
Code	Title
CUAPRF304	Develop audition techniques
CUAPRF306	Develop musical theatre techniques
CUAIND304	Plan a career in the creative arts industry
CHCCD307D	Support Community Resources
CUAVOS301	Use music and singing in performance
CUADAN301	Integrate rhythm in dance or movement technique
CUAPRF301	Create and tell stories

**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**

Following the successful completion of the Certificate III in Community Dance, Theatre and Events you could further your musical theatre skills by applying for higher level courses such as the Diploma of Musical Theatre or a degree level qualification.

**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**

Year 1 \$1610.00

Year 2 \$1610.00

**MATERIAL COST**

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: MUTH3B

## CHC32015 CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION ) (INCORPORATING CHC22015 CERTIFICATE II 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.

The course will develop your skills in communication, working with diversity, workplace health and safety, volunteering, administrative support, and providing the first point of contact to clients.

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

Year 1 – CHC22015 Certificate II in Community Services

Year 2 – 3 units from CHC32015 Certificate III in Community Services as a partial completion program.

### Class day and times:

Wednesday 1.30 to 5.00

### 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 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 completion of this program, you may wish to apply for entry into another Community Services program such as Certificate IV in Youth Work or 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.

### 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, and a Units 3 and 4 sequence.
- > Students wishing to receive a study score or an ATAR contribution for the Units 3 and 4 sequence in 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](http://www.vtac.edu.au)

### STRUCTURED WORKPLACE LEARNING

The VCAA mandates a minimum of 120 hours of structured workplace learning (SWL) placement over the duration of the program.

### TUITION COST

Year 1 \$1280.00

Year 2 \$1440.00

### MATERIAL COST

Year 1 \$330.00

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: HCCS2

**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**

1 Year

**Class day and times:**

Wednesday 1.30 to 5.00

**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

Year 2 Units for 2019 to be advised.

**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 enrol in the Certificate III in Early Childhood Education & Care

**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.

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

Further information can be found on the VTAC website: [www.vtac.edu.au](http://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**

Year 1 \$1280.00

**MATERIAL COST**

Year 1 \$330.00

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

## SIT20416 CERTIFICATE II IN KITCHEN OPERATIONS

**WHAT DOES THIS COURSE INVOLVE?**

Let this VET in Schools course give you the skills and knowledge to work as a cook in any commercial kitchen environment.

You will gain an understanding of food preparation and cookery principles, and develop practical skills in the training kitchen at Fountains Restaurant. You will have the opportunity to plan and execute menus and organise the kitchen team.

You will learn how to cater for special occasion dinners, provide restaurant quality and function food, along with using commercially prepared products. You will also gain your Hygiene for Food Handlers certificate.

**WHERE ARE THE CLASSES HELD?**

Box Hill

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 5.00

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
SITHCCC001	Use food preparation equipment
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITHCCC002	Prepare and present simple dishes
SITHFAB005	Prepare and serve espresso coffee
SITHCCC005	Prepare dishes using basic methods of cookery
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHFAB002	Provide responsible service of alcohol
YEAR 2	
Code	Title
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC011	Use cookery skills effectively

**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 of this course, you may be able to undertake further study in hospitality and tourism studies with credit for Year 11 and Year 12 VET studies.

**CAREER OUTCOMES**

On successful completion of this course, you may be able to:

- > work as a commercial cook in commercial kitchen environments for hotels, restaurants, cafes, clubs, airlines, hospitals, student accommodation areas, cafeterias, corporate organisations or event catering organisations
- > gain employment as an apprentice chef or pastry cook
- > embark on an interesting and exciting career in the hospitality industry both here and overseas.

**CONTRIBUTION TO VCE, VCAL AND ATAR**

On successful completion of this program, you will be eligible for:

- > recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.
- > Students wishing to receive an ATAR contribution for the VCE VET Hospitality program 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](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequences in the Hospitality or Kitchen Operations streams that comprise VCE VET Hospitality.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1850.00

Year 2 \$1850.00

**MATERIAL COST**

Year 1 \$480.00

Year 2 \$500.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

A uniform is required for the Kitchen/Cooking practical classes and is based on compliance with industry standards. Students will need to purchase a uniform from the Institute's supplier, Durawear, or any other supplier of commercial cookery uniforms. More information will be provided at enrolment.

Internal code: HT2KV

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

### WHAT DOES THIS COURSE INVOLVE?

Do you enjoy being around children and want to begin your career in early childhood? This VCE VET in Schools program covers the fundamentals of childhood development and caring for children.

Through experienced trainers and extensive industry work placement, this partial completion program offers secondary school students the opportunity to gain comprehensive knowledge in social, emotional, physical and educational needs for infants and young children.

You will learn how to implement play and leisure programs, manage and guide children's behaviour, maintain a safe, clean and appealing environment and assist to implement policies and procedures within education and care services.

### WHERE ARE THE CLASSES HELD?

Box Hill, Lilydale

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday from 1.30 to 5.00

### PROGRAM OUTLINE

YEAR 1	
Code	Title
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
HLTWHS001	Participate in work health and safety
YEAR 2	
Code	Title
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCDIV001	Work with diverse people
HLTAID004	Provide emergency first aid response in an education and care setting

### 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 completion of this program, you may wish to apply for entry into Certificate III in Early Childhood Education and Care to complete your qualification, or the 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.

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

### CONTRIBUTION TO VCE, VCAL AND ATAR

On successful completion of this program, you will be eligible for:

- › recognition of up to two units at Units 1 and 2 level, and two Units 3 and 4 sequences.
- › Students who receive one or more Units 3 and 4 sequences from CHC30113 Certificate III in Early Childhood Education and Care will be eligible for up to two increments towards their ATAR.
- › The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)

### STRUCTURED WORKPLACE LEARNING

The VCAA mandates a minimum of 120 hours of structured workplace learning (SWL) placement over the duration of the program.

### TUITION COST

Year 1 \$1200.00  
Year 2 \$1200.00

### MATERIAL COST

Year 1 \$412.95  
Year 2 \$377.95

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: HCEC3B

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

PLEASE NOTE: UEE22011 will be delivered only to students continuing the second year of this program in 2018.

### 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 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 1:30 to 5:30

### 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
UEENEEE122A	Carry out preparatory energy sector work activities
UEENEK112A	Provide basic sustainable energy solutions for energy reduction in residential premises
UEENEPO24A	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 Certificate III in Electro technology or 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](http://www.vtac.edu.au)
- > The VCE VET Electrical Industry program does not offer scored assessment.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$2000.00

Year 2 \$1800.00

### MATERIAL COST

Year 1 \$469.00

Year 2 \$299.00

All fees invoiced to Secondary Schools

### UNIFORM REQUIREMENTS

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

Internal code: ETE14

22209VIC CERTIFICATE II IN ENGINEERING STUDIES<sup>A</sup>**WHAT DOES THIS COURSE INVOLVE?**

This is a STEM – Science, Technology, Engineering, Math's based program specifically designed for students who are choosing to continue studies towards an engineering diploma, degree, engineering career path, or wish to develop skills to allow a progression into other streams of engineering, such as manufacturing, fabrication or automotive engineering. A skills shortage currently exists in the engineering and manufacturing sectors, and the course includes a wide range of the necessary skills to provide a good foundation of engineering practices with industry recognised competencies.

**WHERE ARE THE CLASSES HELD?**

Box Hill

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesdays 1.30 to 5.00

**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 Computation
MSMENV272	Participate in environmentally sustainable work practice
VU20910	Produce basic engineering sketches and drawings
VU20905	Assist with design of a basic mechanical system

<sup>A</sup>Please refer to [boxhill.edu.au](http://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.

**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 completion of this program, you may choose to continue study in a Higher level certificate, Diploma or Degree in the following study areas:

- > Architectural Design, Computer Systems Technology, Construction, Telecommunications or Product Design.

**CAREER OUTCOMES**

Career paths in Engineering are diverse, depending on chosen field of study. This may include employment in Mechanical Engineering, Civil Engineering, Electrical/ Electronic Engineering or Manufacturing sectors. Current Engineering careers in demand in Australia are as follows –

- > Civil engineering,
- > Design Engineers
- > Mechanical Engineers
- > Rail Engineers

**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 Engineering 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.
- > Further information can be found on the VTAC website [www.vtac.edu.au](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequence of VCE VET Engineering.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$2,000.00

Year 2 \$2,000.00

**MATERIAL COST**

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

## 22246VIC CERTIFICATE II IN EQUINE STUDIES

### WHAT DOES THIS COURSE INVOLVE?

This VCE VET Program is designed to give horse-enthusiasts an introduction to the equine industry.

The Certificate II in Equine Studies will provide you with the skills and knowledge required to identify and monitor the signs of common illness and injury in horses and covers preventative regimes that are an integral part of horse husbandry.

Furthermore you will learn to identify the anatomical structures and understand the physiology of horses, being trained or used for competitive performance, breeding, racing and recreation.

You will learn to identify desirable conformation in horses and develop the ability to use appropriate conformation terminology. We will teach you how to recognise conformational defects, lameness and blemishes that may affect gait and performance.

You will 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

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Monday 4:00 to 7:30 (Box Hill)

Wednesday 2:00 to 5:30 (Box Hill, City or Lilydale)

You are required to attend full practical training days, six times in the first year and three times in the second.

### PROGRAM OUTLINE

YEAR 1	
Code	Title
AHCHBR203A	Provide daily care of horses
AHCWRK204	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 enrol in the course.

Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses. It is also recommended that you have current ambulance cover.

Please contact Box Hill Institute prior to enrolment to discuss alternative options as required.

### 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.
- › The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)
- › Scored assessment is based on the Units 3 and 4 sequence of VCE VET Equine Studies.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$1,200.00

Year 2 \$1,110.00

### MATERIAL COST

Year 1 \$1220.00

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

## MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

### WHAT DOES THIS COURSE INVOLVE?

Are you interested in the fashion and design industry? You will build a strong foundation of skills studying sewing, textiles, drawing and design of a simple garment.

Sessions are delivered on campus at Box Hill Institute or at secondary schools.

### WHERE ARE THE CLASSES HELD?

Box Hill

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1:00 to 6:00

### 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

Career paths in the textiles, clothing, and footwear sectors may include employment in the clothing manufacturing industry as garment sample hands, machinists, garment cutters and makers, finishing operators and quality assurance officers.

### CONTRIBUTION TO VCE, VCAL AND ATAR

On successful completion of this program, you will be eligible for:

- › recognition of four units at Units 1 and 2 level, and a Units 3 and 4 sequence.
- › Students who receive a Units 3 and 4 sequence for VCE VET Applied Fashion Design and Technology will be eligible for an increment towards their ATAR (10% of the 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](http://www.vtac.edu.au)
- › The VCE VET Applied Fashion Design and Technology program does not offer scored assessment

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$2,110.00

Year 2 \$2,560.00

### MATERIAL COST

Year 1 \$320.00

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.

Internal code: MT266

## 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 1.30 to 5.00

**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
MSMPC103	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:

- > Certificate III in Cabinet Making, or
- > Certificate III 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](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequence of VCE VET Furnishing.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,850.00

Year 2 \$1,850.00

**MATERIAL COST**

Year 1 \$420.00

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

## ICT30115 CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (PARTIAL COMPLETION)

### WHAT DOES THIS COURSE INVOLVE?

This program will give you hands on experience in working with 3D assets for game development.

You will develop fundamental knowledge of 3D modelling, texturing and animation for games, as well as basic skills in computer hardware and maintenance.

### WHERE ARE THE CLASSES HELD?

Box Hill

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1.30 to 5.00

### PROGRAM OUTLINE

YEAR 1	
Code	Title
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTSAS301	Run standard diagnostic tests
ICTICT203	Operate application software packages
ICTGAM301	Apply simple modelling techniques
YEAR 2 OFFERED IN 2019	
Code	Title
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTGAM302	Design and apply simple textures to digital art
ICTGAM303	Review and apply the principles of animation
ICTGAM409	Create 3-D characters for interactive games
ICTDMT403	Produce and edit digital images

### 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

Successful completion of the VET Games Development program (1st and 2nd years) will provide you with unit credits against the Certificate IV in Digital and Interactive Games and the Diploma of Digital and Interactive Games at Box Hill Institute.

### CAREER OUTCOMES

After successful completion, you may wish to apply for a range of opportunities such as:

- > assistant games designer
- > assistant digital media developer/programmer
- > assistant web media designer
- > assistant interaction media developer
- > support digital media developer.

### CONTRIBUTION TO THE VCE, VCAL & 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 FEES

Year 1 \$1,440.00

Year 2 \$1,440.00

### MATERIAL FEES

Year 1 \$170.00

Year 2 \$170.00

All fees invoiced to Secondary Schools

### UNIFORM REQUIREMENTS

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

Internal code: IC316B

## CUA30715 CERTIFICATE III IN DESIGN FUNDAMENTALS

**WHAT DOES THIS COURSE INVOLVE?**

This entry level design course will help you build a strong foundation of graphic design skills. The training program covers the basics of design that can be applied to any design area including graphic design, fashion and interior design.

**WHERE ARE THE CLASSES HELD?**

Box Hill

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 5.00

**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 Certificate IV in Design.

**CAREER OUTCOMES**

This course may give you the skills to apply for employment opportunities at an entry level in a graphic design 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**

Year 1 \$1,780.00

Year 2 \$2,010.00

**MATERIAL FEES**

Year 1 \$470.00

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

**HLT33115 CERTIFICATE III IN HEALTH SERVICES ASSISTANCE****WHAT DOES THIS COURSE INVOLVE?**

This course will provide you with the skills and knowledge required to provide nursing care assistance in an acute care environment, including a range of non-client contact support to a nursing team delivering nursing care in an acute care environment. This includes providing 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 & control, workplace health & 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 1.30 to 5.00

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
BSBWOR301	Organise personal work priorities and development
CHCCOM005	Communicate and work in health or 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
HLTWH001	Participate in workplace health and safety
YEAR 2	
OFFERED IN 2019	
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 Certificate IV in Allied Health Assistance or Diploma of Nursing.

**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](http://www.vtac.edu.au)

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,280.00

Year 2 \$1,280.00

**MATERIAL FEES**

Year 1 \$280.00

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: HC345

## AHC20416 CERTIFICATE II IN HORTICULTURE

**WHAT DOES THIS COURSE INVOLVE?**

This course covers a range of basic practical skills and theoretical aspects of the horticultural industry as required by the Certificate II in Horticulture. The course is predominantly classroom based with some self directed studies required.

**WHERE ARE THE CLASSES HELD?**

Lilydale

**COURSE LENGTH**

Part time – 2 year

**Class day and times:**

Wednesdays 1.30 to 5.00

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
AHCWHS201	Participate in OHS 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 VCE or VCAL program in Year 11 and 12. 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**

You may wish to apply Further pathways from this qualification including any of the specialist qualifications at Certificate III.

**CAREER OUTCOMES**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- › Horticulture Worker
- › Horticulture Assistant

**CONTRIBUTION TO VCE, VCAL AND ATAR**

On successful completion of this program, you will be eligible for:

- › recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.
- › 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).
- › The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)
- › The VCE VET Agriculture, Horticulture, Conservation and Land Management program does not offer scored assessment.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,755.00

Year 2 \$1,755.00

**MATERIAL FEES**

Year 1 \$445.00

Year 2 \$445.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

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

Internal code: HOR23

## SHB20216 CERTIFICATE II IN SALON ASSISTANT

**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 simulated Hairdressing Salon.

**WHERE ARE THE CLASSES HELD?**

Box Hill, Lilydale

**COURSE LENGTH**

Part time – 2 years or full time – 1 year

**Class day and times:**

Part time – Wednesday from 1:30 to 6:00

Full time – Wednesday from 9:00 to 4:00

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
BSBWHHS201	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 stock
YEAR 2 OFFERED IN 2019	
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 Certificate III in Hairdressing or Certificate III in Barbering at Box Hill Institute.

Seek employment through an apprenticeship in either Certificate III in Hairdressing or 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](http://www.vtac.edu.au)
- > The VCE VET Hair and Beauty program does not offer scored assessment.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,750.00

Year 2 \$1,650.00

Full time \$2,450.00

**MATERIAL FEES**

Year 1 \$718.00

Year 2 \$420.00

Full time \$1,138.00

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

## 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 small scale project.

Investigative tasks and quizzes will be used to engage you in the following topics:

- › 'Design' as an industry and its value in society
- › Relevance of history in contemporary design
- › Introduction to interior design elements such as materials and finishes, lighting, furniture and accessories
- › WHS implications of interior decoration effects.

Practical tasks (entry-level) will include exploration of the following design essentials:

- › Colour theory
- › Ergonomics
- › Use of measuring devices
- › Recording of measurements in 3D using sketchup
- › Preparation of a mood board to communicate ideas.

### WHERE ARE THE CLASSES HELD?

City

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1.00 to 5.30

### 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 2019	
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 11 and 12. 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.

### 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 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

Year 1 \$1,860.00

Year 2 \$1,690.00

### MATERIAL FEES

Year 1 \$320.00

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.

Internal code: MS313

**MSL30116 CERTIFICATE III IN LABORATORY SKILLS****WHAT DOES THIS COURSE INVOLVE?**

The Certificate III 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, Lilydale

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 5.00

**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
MSL933002A	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 (or Year 9 by negotiation) and 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 Certificate IV Laboratory Techniques, Diploma of Laboratory Technology or Higher Education qualifications (Degree or Associate Degree qualifications).

**CAREER OUTCOMES**

The 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](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequence of MSL30116 Certificate III in Laboratory Skills.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,200.00

Year 2 \$1,120.00

**MATERIAL FEES**

Year 1 \$510.50

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

## 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.

You will gain a range of well-developed technical and consultation skills. You will be able to apply discretion and judgement when required and will be responsible for your own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

### WHERE ARE THE CLASSES HELD?

Box Hill, Lilydale

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1:30 to 6:00

### 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 Certificate IV in Beauty Therapy or 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](http://www.vtac.edu.au)

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$1,950.00

Year 2 \$1,950.00

### MATERIAL FEES

Year 1 \$1570.00

Year 2 \$595.00

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

## CUA30415 CERTIFICATE III IN LIVE PRODUCTION AND SERVICES

**WHAT DOES THIS COURSE INVOLVE?**

This course provides the necessary technical and administrative skills to work in a technical support role in the entertainment industry.

The course covers the three main disciplines of lighting, sound and stage management for live events.

**WHERE ARE THE CLASSES HELD?**

Box Hill

**COURSE LENGTH**

Part time – 2 years

**Class day and times:**

Wednesday 1.30 to 6.30

**PROGRAM OUTLINE**

YEAR 1	
Code	Title
CPCCOHS1001A	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	
Code	Title
CUVPRP304	Participate in collaborative creative projects
SITXCCS303	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 VCE or VCAL program in Year 11 and 12. 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**

After successful completion, you may wish to apply for entry into the Diploma in Live Production and Technical Services.

**CAREER OUTCOMES**

This qualification reflects the role of individuals who apply a broad range of competencies in providing services for the entertainment industry. They may provide assistance with technical support to a team.

**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**

Year 1 \$2,040.00

Year 2 \$2,040.00

**MATERIAL FEES**

Year 1 \$220.00

Year 2 \$220.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

Although not always required it is suggested that students come prepared to engage in activities such as climbing ladders and working with equipment. Students are required to wear safety boots.

Internal code: LPTC3

## CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (PERFORMANCE)

### WHAT DOES THIS COURSE INVOLVE?

Are you a music enthusiast who wants to improve your musicianship, develop your theory and improve your performance skills? This course will set you on the right path.

Key study areas include:

- › music notation
- › listening skills
- › performance workshops
- › performance skills
- › instrument lessons
- › basics of copyright
- › WHS (Workplace Health and Safety)
- › working in the music industry.

### WHERE ARE THE CLASSES HELD?

Box Hill

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1.30 to 5.30

### 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 2019	
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 Certificate IV in Music Industry (Sound Production) or the Certificate IV in Music Industry (Performance).

### 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 Certificate III in Music qualification may be eligible for further credit at Units 3 and 4 level.
- › Students wishing to receive an ATAR contribution for Certificate III in Music Industry (Performance) and 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 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).
- › The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au).

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$1,850.00

Year 2 \$1,850.00

### MATERIAL FEES

Year 1 \$220.00

Year 2 \$220.00

All fees invoiced to Secondary Schools

### UNIFORM REQUIREMENTS

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

Internal code: C395P

## CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SOUND PRODUCTION)

**WHAT DOES THIS COURSE INVOLVE?**

Are you a music enthusiast who wants to improve your technical skills in audio engineering? This course will set you on the right path.

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 1.30 to 5.30

**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
CUASOU202	Perform basic sound editing
CUAMPF304	Make a music demo
YEAR 2	
OFFERED IN 2019	
Code	Title
CUASOU306	Operate sound reinforcement systems
CUASOU307	Record and mix a basic music demo
CUASOU308	Install and disassemble audio equipment
CUASOU311	Mix music in a studio environment
CUASOU402	Manage audio input sources

**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 Certificate IV in Music Industry (Sound Production) or the Certificate IV in Music Industry (Performance).

**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 Certificate III in Music qualification may be eligible for further credit at Units 3 and 4 level.
- › Students wishing to receive an ATAR contribution for Certificate III in Music Industry (Performance) and 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 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).
- › The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au).

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,650.00

Year 2 \$1,650.00

**MATERIAL FEES**

Year 1 \$220.00

Year 2 \$220.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

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

Internal code: C395S

## 22304VIC CERTIFICATE II IN PLUMBING

### WHAT DOES THIS COURSE INVOLVE?

This course will equip you with the skills and knowledge for entry into an apprenticeship (Certificate III) within the plumbing industry. You will be introduced to the basic skills and knowledge that underpin the 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
- › Completion of your white card for the construction industry.

### WHERE ARE THE CLASSES HELD?

Box Hill, Lilydale

### COURSE LENGTH

Part time – 2 years

### Class day and times:

Wednesday 1:30 to 6:30

### 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	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

### 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 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

There is no requirement to undertake work experience in industry.

### TUITION COST

Year 1 \$2,420.00

Year 2 \$2,360.00

### MATERIAL FEES

Year 1 \$435.00

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

## 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 1:30 to 5:30

### 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	
OFFERED IN 2019	
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 tubing 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 Certificate III in Air Conditioning and Refrigeration or 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](http://www.vtac.edu.au)
- › The VCE VET Electrical Industry program does not offer scored assessment.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$2,000.00

Year 2 \$1,800.00

### MATERIAL FEES

Year 1 \$379.00

Year 2 \$299.00

All fees invoiced to Secondary Schools

### UNIFORM REQUIREMENTS

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

Internal code: REF02

## SHB20116 CERTIFICATE II IN RETAIL COSMETICS

**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 simulated work environment.

**WHERE ARE THE CLASSES HELD?**

Box Hill, Lilydale

**COURSE LENGTH**

Part time – 2 years or full time – 1 year

**Class day and times:**

Part time – Wednesday from 1:30 to 6:00

Full time – Wednesday from 9:00 to 4:00

**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 stock
SHBBMUP003	Design and apply Make-up for photography

**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**

You may wish to further your studies by enrolling in Certificate III in Make-up or Certificate III in Beauty 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](http://www.vtac.edu.au)
- > The VCE VET Hair and Beauty program does not offer scored assessment.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$2,100.00

Year 2 \$1,950.00

Full time \$2,450.00

**MATERIAL FEES**

Year 1 \$1,030.00

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

## 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 film, television, radio or digital media industries, this is an excellent career starter course.

You will complete a Construction Industry white card, develop basic skills in lighting 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 1.30 to 5.00

**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	Work safely in the construction industry
CUAANM303	Create 3D digital models
YEAR 2	
OFFERED IN 2019	
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 (or Year 9 by negotiation) and have the approval of your school to enrol in the course.

**STUDY PATHWAYS**

You may wish to apply for entry to the Certificate IV in Live Production and Technical Services or Certificate IV in Digital and Interactive Games.

**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 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](http://www.vtac.edu.au)
- › Scored assessment is based on the Units 3 and 4 sequence of CUA31015 Certificate III in Screen and Media.

**STRUCTURED WORKPLACE LEARNING**

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

**TUITION COST**

Year 1 \$1,740.00

Year 2 \$1,740.00

**MATERIAL FEES**

Year 1 \$220.00

Year 2 \$220.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

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

Internal code: CA305

## SIS30115 CERTIFICATE III IN SPORT AND RECREATION

### WHAT DOES THIS COURSE INVOLVE?

This course is designed as an introduction to the 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 1.30 to 5.00

### 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 (or Year 9 by negotiation) 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:

- > Certificate III in Fitness
- > Diploma of Sport Development
- > Diploma of Sport and Recreation Management

### 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](http://www.vtac.edu.au)
- > Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 Certificate III in Sport and Recreation.

### STRUCTURED WORKPLACE LEARNING

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

### TUITION COST

Year 1 \$1,750.00

Year 2 \$1,750.00

### MATERIAL FEES

Year 1 \$520.00

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 and craft 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 1.30 to 5.00

**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 (or Year 9 by negotiation) 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.

**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, aUnits 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**

Year 1 \$1,750.00

Year 2 \$1,750.00

**MATERIAL FEES**

Year 1 \$270.00

Year 2 \$270.00

All fees invoiced to Secondary Schools

**UNIFORM REQUIREMENTS**

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

Internal code: CA275

# DISABILITY LIAISON SERVICE

## DLS

The Institute is committed to providing equal access to learning opportunities for students who have a disability or medical condition. For current or prospective students consulting early with the service on your needs is important to ensure that supportive reasonable adjustments can be made.

You can discuss your needs with your course coordinator on or prior to enrolment or contact the Disability Liaison Service (DLS) for advice and assistance.

Documentation about a disability or medical condition may be required to support a request for assistance. The DLS staff through consultation may create an individualised Learning Support Plan (LSP). Any LSP is periodically reviewed and adjusted as needs change to help you take part in your studies effectively and independently. The support provided will vary according to the needs of each student and the course requirements. Where your secondary school has information or has been funded to provide support for you, it is helpful to inform the DLS. That information and support can assist your participation in your studies at BHI and or CAE. It is important for students to disclose a disability or medical condition so that reasonable adjustments can be made whilst studying.

### **CONTACT THE DLS VIA STUDENT LIFE, STUDENT SUPPORT**

#### **Box Hill**

9286 9891  
dls@boxhill.edu.au

#### **CAE City**

9652 0611  
dls@cae.edu.au

# CAMPUS LOCATIONS



## BOX HILL INSTITUTE

465 Elgar Road, Box Hill

### ELGAR CAMPUS

465 Elgar Road, Box Hill

### Nelson Campus

853 Whitehorse Road, Box Hill

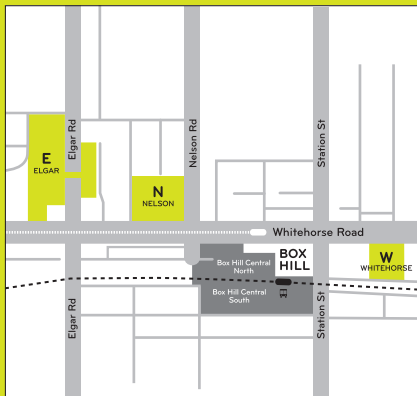
### Whitehorse Campus

1000 Whitehorse Road, Box Hill

### CITY CAMPUS

Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



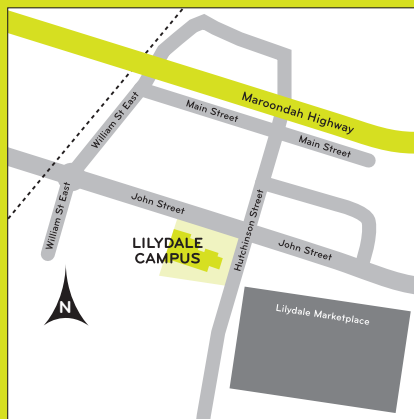
### LILYDALE CAMPUS

Lilydale Lakeside Campus

Jarlo Drive, Lilydale

### JOHN STREET CAMPUS

34-40 John Street, Lilydale



CONNECT WITH US



VISIT

[boxhill.edu.au](http://boxhill.edu.au)

OR CALL

1300 BOX HILL