



2020 VET FOR SECONDARY STUDENTS

COURSE GUIDE



WHAT IS VET FOR SECONDARY SCHOOL STUDENTS?

Vocational Education and Training (VET) for secondary school students provides them with an opportunity to complete their VCE or VCAL whilst undertaking a nationally recognised qualification at Swinburne. This undertaking offers students the opportunity to gain both the VCE as well as a VET qualification, increasing employability skills and opening pathways to further education at TAFE or University.



**FOR GRADUATE
SATISFACTION AND
GENERIC SKILLS**



**FOR TEACHING
QUALITY**

WHY CHOOSE SWINBURNE?

Swinburne offers both Vocational Education and Higher Education qualifications, making it easy to pathway from vocational into a university degree and receive the maximum credit for your previous studies.



SWINBURNE SECONDARY CERTIFICATES

For secondary schools who do not offer VCAL or have students requiring alternative ways of completing their VCE, Swinburne are able to assist.

VICTORIAN CERTIFICATE OF EDUCATION (VCE)

VCE Connect at Swinburne is a complete VCE certificate program offering individualised choices. Our VCE program is designed for students to procure an ATAR if they wish; however, the majority of the students will be prepared for the world of work and life after school without external exams.

Each VCE study is designed to provide a two-year program. Studies at Unit 1 and Unit 2 level are nationally and internationally benchmarked to a Year 11 standard, and further are benchmarked to a Year 12 standard. Units 1 and 2 can be completed as single units and further units in each study, are designed to be taken in sequence during the one year.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate based on vocationally orientated applied learning principles. The course provides an accredited program of studies in the following five compulsory strands: Literacy; Numeracy; Work-related skills; Personal development skills; Industry skills. Each learning strand contains accredited components drawn from VET qualifications, VCAL and/or VCE studies.

At **Intermediate** level, knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.

At **Senior** level, knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision-making and leadership.

ENTRY REQUIREMENTS

Students will require counselling and recommendation for a course by their Careers Counsellor. It is important that all students indicate that they have a genuine interest in their preferred vocational area. In addition, the student must be:

- at least 15 years of age at course commencement, and
- currently enrolled in year 10, 11 or 12.

HOW TO APPLY

Secondary school students wishing to participate in a Swinburne VET program should complete the normal course selection process with their school. Upon completion of your school course selection the school will forward this information to Swinburne for application. All VET program referrals must be endorsed by the school.

Please check Key Dates section for application deadlines.

Note: If demand is greater than the number of positions available unsuccessful applications will be placed on a waiting list. In the same vain, if insufficient applications are received for a program it may be cancelled.

ENROLMENT

Successful applicants will be notified via their personal email address and their school regarding orientation and enrolment.

Students will attend one day a week at the relevant Swinburne campus while continuing at school. As a part-time student, you stay enrolled at your school and combine your chosen VET training primarily with your Year 10, 11 or 12 VCE or VCAL program.

COURSE COSTS

If enrolling in a VET program at Swinburne through your school, Swinburne will charge your school directly for tuition and materials. Each secondary school then determines the amount they will pass on to families. Most government schools ask families to pay the materials charges for VET programs. Catholic, private and independent schools can determine their own fee structure.

CREDIT FROM VCE VET PROGRAMS

- provide credit into the VCE and VCAL; some provide credit at VCE Units 1 and 2 and others provide credit for VCE Units 1 to 4.
- have equal status with other VCE studies
- may offer scored assessment and provide a study score (selected programs only)
- provide accredited qualification – full or partial

Additionally, all three sequences other than English can be approved VCE VET Units 3 and 4 sequences, with study scores. This means that:

- scored VCE VET programs contribute directly to the ATAR in the primary four or as a fifth or sixth study increment.
- VCE VET programs that do not offer a study score, where students receive a Units 3 and 4 sequence, will be eligible for an increment towards their ATAR.

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

Please refer to your school VET/Careers Coordinator for all information regarding contribution to the VCE and VCAL.

BLOCK CREDIT FROM VET PROGRAMS

Students who undertake VET programs not included in the suite of VCAA approved VCE VET programs may be eligible for credit towards their VCE. VTAC may award students who receive a Units 3 and 4 sequence through Block Credit recognition a 10% increment towards their ATAR.

Be aware that VCE and VCE VET results will take precedence over Block Credit results. Block Credit can be used in the calculation of the ATAR, however, it can only be used in the calculation of the ATAR if there are fewer than six VCE or VCE VET studies available. If there are six or more VCE or VCE VET studies available, a Block Credit result cannot be used.



DETERMINING CREDIT TOWARDS THE VCAL

In calculating VCAL credit derived from VET or VFE qualifications that are not included in the suite of approved VCE VET programs and school-based apprenticeships and traineeships, the Australian Qualifications Framework (AQF) levels associated with individual Units of Competency (UOC) are not considered. Instead, the overall certificate level of the qualification in which the nominal hours have been accumulated is used to determine VCAL credit.

STRUCTURED WORKPLACE LEARNING

It's an integral part of many VET programs and mandated for some. The organisation and management of an SWL placement is the responsibility of the secondary school.

The VCAA suggest that structured workplace learning (SWL) is a valuable component of all VET qualifications undertaken by VCE or VCAL students.

vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/Index.aspx

RECOGNITION OF SWL

VCAA have introduced a formal framework known as structured workplace learning recognition (SWLR) to enable students to integrate their on-the-job experience with nationally recognised VET undertaken in VCE or VCAL. Before commencement, and in order to gain VASS access to enrol students in SWLR, schools must first attend a workshop to understand the administrative and assessment requirements. Further information about SWLR is available at

vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx

ADDITIONAL INFORMATION

COMPULSORY DRESS REQUIREMENTS

Please refer to the 2020 Swinburne VET for Secondary Students Handbook for information on workplace health and safety and compulsory dress requirements for each course.

PROGRAM WITHDRAWALS

Student withdrawals can only be accepted as directed by the secondary school. Please ensure the school notifies Swinburne of any student wishing to withdraw. Withdrawals after the 4 week census period incur full fees.

ASSESSMENT

Students will be assessed within each Unit of Competency (UOC) as being either Competent or Not Competent subject to the requirements of the UOC (or Conditions of Assessment). Assessments will be based on a demonstration of skills via completion of required tasks, written and verbal assignments, practical work, classroom participation, projects and/or written, verbal online tests.

DISABILITY SUPPORT


Under the current government funding model, where a Secondary school student has access to disability support or assistance at school, it is expected that their designated aide or support worker will attend the VET in the VCE program with the student.

CAMPUSES

All courses are conducted at either our Croydon or Wantirna campuses. Please see individual course information for location, and campus maps below.

 **CROYDON MAP**  **WANTIRNA MAP**

MORE INFORMATION

 1300 275 794

 VETSS@swin.edu.au

swinburne.edu.au/VETSS



PROGRAM SUMMARY FEES TABLE

CODE	COURSE	DAY	CAMPUS	MATERIALS FEE		QUALIFICATION OBTAINED OVER 2 YEARS	POSSIBLE VCE CREDIT
22238VIC	Cert II in Building & Construction (Bricklaying) ^{FA & CI}	W	C	\$225	\$150	Yes	Unit 1– 4
22238VIC	Cert II in Building & Construction (Carpentry) ^{FA & CI}	W	C	\$335	\$260	Yes	Unit 1– 4
RII20715	Cert II in Civil Construction ^{CI}	W	W	\$335	NA	Yes	Unit 1– 4
22304VIC	Cert II in Plumbing (Pre-apprenticeship) ^{FA & CI}	W	C W	\$300	\$228	Yes	Unit 1– 4
UEE22011	Cert II in Electrotechnology Studies (Career Start) ^{FA & CI}	W F	C W	\$240	\$165	Yes	Unit 1– 4
22470VIC	Cert II in Engineering Studies	W	W	\$180	\$220	Yes	Scored Assessment
AHC20416	Cert II in Horticulture	W	W	\$200	\$200	Yes	Unit 1– 4
AHC21616	Cert II in Landscaping	W	W	\$200	\$200	Yes	1 x 10%
AHC20416 & AHC21616	Cert II in Horticulture & Cert II in Landscaping – Dual Qualification	W	W	\$200	\$200	Yes	Unit 1– 4
SIR20216	Cert II in Retail Services	W	C	\$168	\$168	Yes	1 x 10%
CUA30715	Cert III in Design Fundamentals	W F	W	\$150	\$150	Yes	Unit 1– 4
ICT30115	Cert III in Information, Digital Media and Technology – Game Art and Animation (partial completion)	W	W	\$150	\$150	No	Unit 1– 4
CUA20215	Cert II in Creative Industries	W	W	\$100	NA	***	Unit 1– 2
CHC22015	Cert II in Community Services	W	W	\$80	NA	***	Unit 1– 2
MSL30118	Cert III in Laboratory Skills	W	W	\$180	\$180	Yes	Scored Assessment
BSB20115	Cert II in Business with selected units from Cert III in Business	W	C W	\$80	\$80	Yes**	Scored Assessment
HLT33015	Cert III in Allied Health Assistance	W	C^ W	\$165	\$165	No	Scored Assessment

Campuses: W=Wantirna, 369 Stud Road, Wantirna C=Croydon, 12-50 Norton Road, Croydon

Inclusions: FA = First Aid Training CI = CI Card

Fees: If enrolling in a VET program through your school, Swinburne will charge your school for tuition and materials charges. Each secondary school determines the fee amount they will pass on to you.

** Students enrolled in this program will receive a full completion of the Certificate II but only achieve a partial completion of the Certificate III over the 2 Years.

*** 1 Year Program

^ Croydon campus only available for Year 1 students

The programs listed are offered with every intention that they will operate, however, it may be necessary to cancel or postpone programs due to insufficient applications.

The program codes, titles and materials fee are correct at the time of publication and are subject to change without notification.



KEY DATES

APPLICATIONS

1st Round applications open	Monday 19 August 2019
1st Round applications close	Sunday 13 October 2019
Schools notified	Monday 21 October 2019
Late applications open	Wednesday 23 October 2019
Late applications close	Tuesday 4 February 2020

ORIENTATION & ENROLMENT

New 1st Year Students
Wednesday 20 November 2019
Orientation 2.00–3.30pm Enrolment 3.30–4.30pm

COURSES COMMENCE

Wednesday 5 February 2020

OUR COURSES

**CERTIFICATE III
IN ALLIED HEALTH
ASSISTANCE**

HLT33015

**CERTIFICATE II
IN BUILDING
AND CONSTRUCTION
PRE-APPRENTICESHIP
– BRICKLAYING**

22338VIC

**CERTIFICATE II
IN BUILDING
AND CONSTRUCTION
PRE-APPRENTICESHIP
– CARPENTRY**

22338VIC

**CERTIFICATE II IN
BUSINESS with
selected units from
CERTIFICATE III IN
BUSINESS**

BSB20115

**CERTIFICATE II
IN CIVIL
CONSTRUCTION**

RII20715

**CERTIFICATE II
IN COMMUNITY
SERVICES**

22338VIC

**CERTIFICATE II
IN CREATIVE
INDUSTRIES**

CUA20215

**CERTIFICATE III
IN DESIGN
FUNDAMENTALS**

CUA30715

**CERTIFICATE II IN
ELECTROTECHNOLOGY
(CAREER START)**

UEE22011

**CERTIFICATE II
IN ENGINEERING
STUDIES**

22470VIC

**CERTIFICATE II
IN HORTICULTURE**

AHC20416

**CERTIFICATE II IN
HORTICULTURE
AND CERTIFICATE II
IN LANDSCAPING –
DUAL QUALIFICATION**

**AHC20416
AHC21616**

**CERTIFICATE III IN
INFORMATION,
DIGITAL MEDIA
AND TECHNOLOGY
– GAME ART AND
ANIMATION**

ICT30118

**CERTIFICATE III
IN LABORATORY
SKILLS**

MSL30118

**CERTIFICATE II IN
LANDSCAPING**

AHC21616

**CERTIFICATE II
IN PLUMBING (PRE-
APPRENTICESHIP)**

22304VIC

**CERTIFICATE II
IN RETAIL SERVICES**

SIR20216

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

COURSE CODE: HLT33015

The Certificate III in Allied Health Assistance offers a two-year partial completion program for VET for secondary students. The advantage of the Certificate III in Allied Health Assistance is that it provides students with the knowledge and skills to enhance their employment prospects in the health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

LOCATION AND TIMES

Year 1

Wantirna or Croydon Campuses
1.00pm–4.00pm

Year 2

Wantirna Campus
1.00pm–4.00pm

MODE OF DELIVERY

Classroom/online delivery

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: Be eligible for one VCE unit at Units 1 and 2 level and a minimum of three units at 3 and 4 level.

ATAR: Students eligible to receive an ATAR contribution for the Units 3 and 4 sequence 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 students best four studies (the primary four) or as a fifth or sixth study.

VCAL: meet the requirements for the Industry Specific Skills strand of VCAL.

Qualification: be eligible for a partial nationally recognised qualification: HLT33015 Certificate III in Allied Health Assistance.

STRUCTURED WORKPLACE LEARNING

VCAA recommends that a minimum of 80 hours of SWL be undertaken and should be spread across the duration of this training program.

PERSONAL PROTECTIVE EQUIPMENT

Students will be required to wear worksite appropriate clothing as set for the health industry. This may include appropriate outerwear for infection control, pending placement, non-slip footwear and so on.

COMPLEMENTARY STUDIES

- Chemistry
- Biology
- Health & Human Development

CAREER OPPORTUNITIES

- nurse
- therapy assistant
- physiotherapy assistant
- occupational assistant

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$165, Year 2=\$165

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.

MORE INFORMATION

☎ 1300 275 794

✉ VETSS@swin.edu.au

SWINBURNE.EDU.AU/VETSS

PATHWAYS AND FURTHER STUDY

HLT23215
Certificate II in Health Support Services

HLT33015
Certificate III in Allied Health Assistance

HLT33115
Certificate III in Health Services Assistance

HLT43015
Certificate IV in Allied Health Assistance

HLT41115
Certificate IV in Health Care

HLT47515
Certificate IV in Operating Theatre Technical Support

HLT54115
Diploma of Nursing

HLT57915
Diploma of Anaesthetic Technology

HLT51015
Diploma of Paramedical Science

HLT64115
Advanced Diploma of Nursing

Bachelor of Nursing
Bachelor of Health Sciences
Bachelor of Science
Bachelor of Medical Imaging
Bachelor of Occupational Therapy
Bachelor of Physiotherapy
Bachelor of Medicine

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CHCCOM005	Communicate and work in health or community services	30	C
HLTINF001	Comply with infection prevention and control policies and procedures	25	C
HLTWHS001	Participate in workplace health and safety	20	C
BSBWOR301	Organise personal work priorities and development	30	C
CHCCCS002	Assist with movement	25	C
CHCCCS010	Maintain high standard of service	30	C
CHCCCS020	Respond effectively to behaviours of concern	20	E
HLTAID003	Provide First Aid	18	E
Total nominal units		198	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSMED301	Interpret and apply medical terminology appropriately	60	C
HLTAAP001	Recognise healthy body systems	70	C
HLTPS001	Take clinical measurements	50	E
CHCCC206	Transport Individuals	20	E
Total nominal units		200	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP – BRICKLAYING

COURSE CODE: 22338VIC

The Certificate II in Building and Construction – Bricklaying is a pre-apprenticeship course that provides a first step to obtaining an apprenticeship in the building industry as a bricklayer.

The course involves both theory and practical skills relating to building and construction with an emphasis on bricklaying. It aims to equip students with the knowledge and practical skills to work safely within the industry.

LOCATION AND TIMES

Croydon campus
Wednesday 8.00am–4.00pm

MODE OF DELIVERY

Classroom/workshop based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to seven units of credit towards their VCE: five units at Units 1 and 2 level, and a Units 3 and 4 sequence.

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a Victorian recognised qualification 22338VIC – Certificate II in Building and Construction Pre-Apprenticeship – Bricklaying.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear safety glasses, leather work boots and appropriate worksite clothing.

COMPLEMENTARY STUDIES

Product Design and Technology – Wood

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$225, Year 2=\$150 (Year 1 includes CI Card)

CAREER OPPORTUNITIES

- bricklayer
- builder
- cabinetmaker
- carpenter

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

📞 1300 275 794

✉ VETSS@swin.edu.au

SWINBURNE.EDU.AU/VETSS

PATHWAYS AND FURTHER STUDY

22338VIC Certificate II in Building and Construction Pre-apprenticeship – Bricklaying

CPC30111 Certificate III in Bricklaying/Blocklaying

CPC40110 Certificate IV in Building and Construction – (Building)

CPC50210 Diploma of Building and Construction (Building)

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CPCCCM1015A	Carry out measurements and calculations	20	C
VU22018	Apply basic bricklaying techniques	126	E
VU22017	Identify and handle bricklaying tools and equipment	76	E
VU22015	Interpret and apply basic plans and drawings	25	C
CPCCC32006	Apply basic levelling procedures	8	C
CPCCCM1014A	Conduct workplace communication	20	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	C
HLTAID002	Provide basic emergency life support	12	C
Total nominal units		313	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	C
VU22014	Prepare for work in the building and construction industry	16	C
VU22016	Erect and safely use working platforms	24	C
VU22019	Apply brick veneer construction techniques	80	E
VU22020	Apply cavity brick construction techniques	80	E
VU22021	Apply masonry blockwork techniques	50	E
Total nominal units		270	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP – CARPENTRY

COURSE CODE: 22338VIC

The Certificate II in Building and Construction – Carpentry is a pre-apprenticeship course that provides a first step to obtaining an apprenticeship in the building industry or as a carpenter.

The course involves both theory and practical skills relating to building and construction with an emphasis on carpentry. It aims to equip students with the knowledge and practical skills to work safely within the industry.

LOCATION AND TIMES

Year 1 and 2*

Croydon campus

Wednesday 8.00am–4.00pm OR

Wednesday 1.00pm–6.00pm

Plus a one-week block in Term 2 or 3 break

MODE OF DELIVERY

Classroom/workshop based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to seven units of credit towards their VCE: five units at Units 1 and 2 level, and a Units 3 and 4 sequence.

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a Victorian recognised qualification 22338VIC – Certificate II in Building and Construction Pre Apprenticeship – Carpentry.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear safety glasses, leather work boots and appropriate worksite clothing.

COMPLEMENTARY STUDIES

- Product Design and Technology – Wood

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1 \$335, Year 2 \$260 (Year 1 includes CI Card)

CAREER OPPORTUNITIES

- builder
- cabinetmaker
- carpenter

INFORMATION FOR STUDENTS

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MORE INFORMATION

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SWINBURNE.EDU.AU/VETSS

PATHWAYS AND FURTHER STUDY

22338VIC

Certificate II in Building and Construction Pre-apprenticeship – Carpentry

CPC30211

Certificate III in Carpentry

CPC40110

Certificate IV in Building and Construction (Building)

CPC50210

Diploma of Building and Construction (Building)

* For both Year 1 and Year 2, availability of both an 8:00am-4:00pm AND a 1:00pm-6:00pm group is dependent on student numbers.

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
HLTAID002	Provide basic emergency life support	12	C
VU22015	Interpret and apply basic plans and drawings	25	C
VU22022	Identify and handle carpentry tools and equipment	100	E
CPCCCM1014A	Conduct workplace communication	20	C
VU22023	Perform basic setting out	24	E
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	C
VU22029	Install interior fixings	40	E
VU22030	Carry out basic demolition of timber structures	20	E
CPCCCM1015A	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
Total nominal units		295	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	C
VU22014	Prepare for work in the building and construction industry	16	C
VU22016	Erect and safely use working platforms	24	C
VU22024	Construct basic sub-floor	48	E
VU22025	Construct basic wall frames	48	E
VU22026	Construct a basic roof frame	40	E
VU22027	Install basic external cladding	24	E
VU22028	Install basic window and door frames	24	E
VU22031	Construct basic formwork for concreting	40	E
Total nominal units		284	

CERTIFICATE II IN BUSINESS

with selected units from

CERTIFICATE III IN BUSINESS

COURSE CODE: BSB20115

The Certificate II/III in Business is an entry-level program that aims to develop a broad range of knowledge and skills to prepare students for employment in a variety of roles, including administration and customer service.

LOCATION AND TIMES

Year 1

Wantirna campus
Wednesday 9.00am–3.00pm

Year 2

Wantirna campus
Wednesday 1.00pm–4.30pm

MODE OF DELIVERY

Classroom based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to four units of credit towards their VCE at Units 1 and 2 level. Students who complete the second year of this program will be eligible for four units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

Refer to the VCAA Business Program booklet <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/business.aspx>

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification and partial completion of the Certificate III in Business.

COMPLEMENTARY STUDIES

- Accounting
- Business Management

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$80, Year 2=\$80

CAREER OPPORTUNITIES

- administration
- customer service
- marketing officer
- public relations officer
- accounts clerk
- receptionist
- clerical assistant
- small business owner

INFORMATION FOR STUDENTS

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MORE INFORMATION

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SWINBURNE.EDU.AU/VETSS

PATHWAYS AND FURTHER STUDY

BSB20115
Certificate II in Business

BSB30115
Certificate III in Business

BSB40215
Certificate IV in Business

BSB50215
Diploma of Business

Credit towards
Bachelor of Business

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSBWS201	Contribute to health and safety of self and others	20	C
BSBCUS201	Deliver a service to customers	40	E
BSBCMM201	Communicate in the workplace	40	E
BSBIND201	Work effectively in a business environment	30	E
BSBITU211	Produce digital text documents	60	E
BSBITU213	Use digital technologies to communicate remotely	20	E
BSBWOR202	Organise and complete daily work activities	20	E
BSBWOR203	Work effectively with others	15	E
BSBWOR204	Use business technology	20	E
BSBITU212	Create and use spreadsheets	30	E
Total nominal units		295	

YEAR 2

Selected Units from Certificate III in Business

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSBCUS301	Deliver and monitor a service to customers	35	C
BSBINM301	Organise workplace information	30	C
BSBITU306	Design and produce business documents	80	C
BSBPRO301	Recommend products and services	20	C
BSBWOR301	Organise personal work priorities and development	30	C
Total nominal units		195	

Successful completion of any 2 of the units above will qualify students who have successfully completed the first year of the BSB20115 Certificate II in Business.

CERTIFICATE II IN CIVIL CONSTRUCTION

COURSE CODE: RII20715

The Certificate II in Civil Construction prepares students for operational roles in civil construction working under supervision. The course covers practical skills and fundamental knowledge required to work in specific areas of civil construction.

LOCATION AND TIMES

Wantirna campus
9.00am–3.00pm OR 1.00pm–6.00pm

MODE OF DELIVERY

Classroom/simulated work-site

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to 4 units of credit; two units at the 1-2 level and an unscored 3-4 sequence providing an increment i.e. 10% of the lowest of the primary four.

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification RII20715 Certificate II in Civil Construction

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear safety glasses, leather work boots and appropriate worksite clothing,

COMPLEMENTARY STUDIES

- Maths
- Industry and enterprise

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$335, Year 2 (2021) =TBA
(Year 1 includes CI Card)

CAREER OPPORTUNITIES

- civil construction plant operator
- construction worker (civil construction general)
- mobile plant operator
- civil construction supervisor

INFORMATION FOR STUDENTS

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MORE INFORMATION

📞 1300 275 794

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PATHWAYS AND FURTHER STUDY

RII20715
Certificate II
in Civil Construction

RII30915 Certificate III
in Civil Construction

RII40715 Certificate IV
in Civil Construction
(Supervision)
RII40615 Certificate IV
in Civil Construction
(Plant Operations)

RII50415
Diploma of
Civil Construction
(Management)

RII60615
Advanced Diploma
of Civil Construction
RII61515 Advanced
Diploma of Civil
Construction
(Design)

UNITS OF COMPETENCY

YEAR 1 (2020)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
RIIBEF201D	Plan and organise work	20	C
RIICOM201D	Communicate in the workplace	20	C
RIIWS201D	Work safely and follow WHS policies and procedures	20	C
RIICCM201D	Carry out measurements and calculations	20	C
RIIWS205D	Control traffic with stop-slow bat	20	C
RIICCM203D	Read and interpret plans and job specifications	40	C
RIISAM203D	Use hand and power tools	80	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	E
Total nominal units		226	

YEAR 2 (2021)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
RIICCM202D	Identify, locate and protect underground services	30	C
RIISAM204D	Operate small plant and equipment	20	C
RIICCM205E	Carry out manual excavation	8	C
RIICCM207D	Spread and compact materials manually	12	C
RIIWS302D	Implement traffic management plan	20	C
RIICCM208D	Carry out basic levelling	16	E
RIIWMG203D	Drain and dewater civil construction site	20	E
RIICCM211D	Erect and dismantle temporary fencing and gates	40	E
RIIRCRC208D	Lay pipes	40	E
Total nominal units		206	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN COMMUNITY SERVICES

COURSE CODE: CHC22015

The Certificate II in Community Services aims to enhance employment prospects or further education opportunities within a broad range of community services related industries.

Upon completion, students can seek further study or career opportunities in areas such as nursing, disability support, youth work, occupational therapy, psychology, aged care, child protection and children's services.

LOCATION AND TIMES

Year 1

Wantirna campus
Wednesday 1.00pm–4.30pm

MODE OF DELIVERY

- A small amount of field work
- Classroom/workplace simulation
- Possible off-campus activities

DURATION

One year part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to three VCE VET units on their VCE Statement of Results at Units 1 and 2 level.

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification CHC22015 Certificate II in Community Services.

COMPLEMENTARY STUDIES

- Health and Human Development
- Psychology

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$80

CAREER OPPORTUNITIES

- aged care attendant
- childcare assistant
- health care counsellor
- nanny
- nurse
- nutritionist
- social worker
- sociologist
- welfare worker
- youth worker

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

CHC22015
Certificate II in
Community Services

CHC32015 Certificate III
in Community Services
CHC33015 Certificate
III in Individual Support
(Ageing, Home and
Community)

CHC42105
Certificate IV in
Community Services

CHC52015
Diploma of Community
Services

Bachelor of Early
Childhood Education

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CHCCOM001	Provide first point of contact	35	C
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
HLTWHS001	Participate in workplace health and safety	20	C
BSBWOR202	Organise and complete daily work activities	20	C
BSBWOR201	Manage personal stress in the workplace	40	E
FSKLRG09	Use strategies to respond to routine workplace problems	15	E
FSKOCM07*	Interact effectively with others at work	10	E
CHCVOL001	Be an effective volunteer	25	E
Total nominal units		235	

* requires mandatory work placement

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN CREATIVE INDUSTRIES - MEDIA

COURSE CODE: CUA20215

The Certificate II in Creative Industries (Media) is designed to develop skills and knowledge in media design, production and promotion. During the course, students will develop their storytelling, planning, and communication skills to create a dynamic media product in a collaborative setting. This is an excellent single-year option as students will obtain the full Certificate II qualification after successful completion of all units in just one year.

LOCATION AND TIMES

Wantirna campus
Wednesday 9.00am–3.00pm

MODE OF DELIVERY

Classroom based

DURATION

One year part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for three units of credit towards their VCE at Units 1 & 2 level.

VCAL: meet the requirements for the industry Specific Skills strand of VCAL.

Qualification: be eligible for a nationally recognised qualification CUA20215 Certificate II in Creative Industries (Media).

COMPLEMENTARY STUDIES

- Art/Studio Arts
- Information Technology
- Media Studies
- Visual Communication and Design

FEES AND APPLICATION

Contact thesecondary school VET Coordinator or Careers Practitioner.

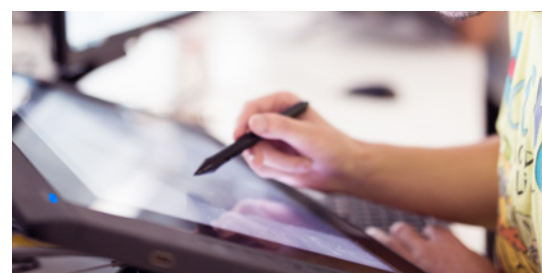
Materials fee: Year 1=\$100

CAREER OPPORTUNITIES

- games developer
- graphic designer
- media editor
- media producer
- multimedia developer
- photographer
- publisher
- digital designer

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

CUA20215
Certificate II
in Creative
Industries (Media)

CUA31015
Certificate III
in Screen
and Media

CUA41215
Certificate IV
in Screen
and Media

CUA51015
Diploma
of Screen
and Media

CUA60615
Advanced
Diploma
of Screen
and Media

Bachelor of Communications (Media)

Bachelor of Design:

- Animation and Interactive Media
- Communication Design
- Digital Media

Bachelor of Media and Communication

Bachelor of Screen and Media

Bachelor of Creative Industries

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSBCRT101	Apply critical thinking techniques	20	E
CUAIND201	Develop and apply creative arts industry knowledge	20	C
CUAWHS302	Apply work health and safety practices	10	C
BSBWOR203	Work effectively with others	15	C
ICTWEB201	Use social media tools for collaboration and engagement	20	E
BSBDES201	Follow a design process	40	E
BSBDES202	Evaluate the nature of design in a specific industry context	30	E
CUADIG202	Develop digital imaging skills	50	E
CUAACD101	Use basic drawing techniques	50	E
CUACAM201	Assist in a basic camera shoot	30	E
Total nominal units		285	

Information is current at the time of publication but is subject to change.

CERTIFICATE III IN DESIGN FUNDAMENTALS

COURSE CODE: CUA30715

The Certificate III in Design Fundamentals provides students with basic skills in design, media and art. Core studies include drawing, colour theory, digital image creation and editing. Students use the latest Adobe Creative Cloud applications, including Photoshop and Illustrator.

LOCATION AND TIMES

Year 1 and 2

Wantirna campus
Wednesday 9.30am–3.30pm

OR

Year 1 only*

Wantirna campus
Friday 9.30am–3.30pm

MODE OF DELIVERY

Classroom based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for block credit recognition. The program provides one VCE unit for every 90 hours of training completed. The program may provide a Unit 3&4 sequence based on units completed. 1, 2, 3, 4, 3, 4 in 90 hour blocks.

VCAL: meet the requirements for the Industry Specific Skills strand of VCAL and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification CUA30715 Certificate III in Design Fundamentals.

COMPLEMENTARY STUDIES

- Visual Communication and Design

FEES AND APPLICATION

Contact the Secondary School VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$150, Year=2 \$150

CAREER OPPORTUNITIES

- graphic design
- graphic pre-press
- multimedia
- print finishing
- printing
- screen printing
- web design

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

CUA30715

Certificate III
in Design Fundamentals

CUA40715

Certificate IV in Design

CUA50715

Diploma of Graphic Design

CUA60315

Advanced Diploma
of Graphic Design

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSBWHS201	Contribute to health and safety of self and others	20	C
CUAACD301	Produce drawings to communicate ideas	80	C
CUAPPR301	Produce creative work	45	E
BSBDES301	Explore the use of colour	40	C
BSBDES302	Explore and apply the creative design process to 2D forms	50	C
ICPPRP225	Produce graphics using a graphics application	60	E
Total nominal units		295	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
BSBDES303	Explore and apply the creative design process to 3D forms	50	C
CUADIG303	Produce and prepare photo images	20	E
BSBDES304	Source and supply design industry knowledge	20	C
ICPPRP333	Electronically combine complex images	50	E
BSBDES201	Follow a design process	40	C
ICPPRP221	Select and apply type	30	E
Total nominal units		210	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

COURSE CODE: UEE22011

This Career Start program aims to equip students with the knowledge and skills that will enhance their employment prospects in the electrical or related industries.

Successful completion of the course may lead to an apprenticeship or provide progression to a Certificate III or IV in other electrotechnology fields.

LOCATION AND TIMES

Year 1

Wantirna or Croydon campus
Wednesday 8.00am–12.00pm OR
Wednesday 1.00pm–5.00pm

Wantirna campus
Friday 8.00pm–12.00pm

Year 2

Wantirna campus
Wednesday 8.00am–12.00pm OR
Wednesday 1.00–5.00pm
Croydon Campus
Wednesday 8.00am–12.00pm

MODE OF DELIVERY

Classroom/workshop based

DURATION

Two years part-time

OUTCOMES

VCE: be eligible for up to four units of credit towards their VCE: two units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

PATHWAYS AND FURTHER STUDY

UEE22011

Certificate II in Electrotechnology
(Career Start)

UEE30811

Certificate III in Electrotechnology Electrician

UEE40611

Certificate IV in Electrotechnology
– Systems Electrician

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification UEE22011 – Certificate II in Electrotechnology (Career Start).

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear worksite appropriate clothing such as overalls and safety work boots (steelcapped). A Casio FX-82AU scientific calculator is also required.

COMPLEMENTARY STUDIES

- Mathematical Methods
- Physics

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$240, Year 2=\$165
(Year 1 includes CI Card)

CAREER OPPORTUNITIES

- electrician

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



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UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
UEENEEE101A [#]	Apply occupational health and safety regulations, codes and practices in the workplace	20	C
UEENEEE148A*	Carry out routine work activities in an energy sector environment	40	C
CPCCOHS001A	Work safely in the construction industry	6	E
HLTAID001A	Provide cardiopulmonary resuscitation	4	E
UEENEEED101A	Use computer aided applications relevant to a workplace	20	E
UEENEEE102A*	Fabricate, assemble and dismantle utilities industry components	40	E
UEENEEE105A	Fix and secure electrotechnology equipment	20	E
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	40	E
Total nominal units		190	

[#] This unit is a pre-requisite for all Year 1 competencies.

*These units are pre-requisite for enrolment into second year. Students who do not complete/pass these units will be ineligible to enrol in the second year of the program.

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
UEENEEE104A	Solve problems in d.c. circuits	80	C
UEENEEE141A	Use of routine equipment/plan/technologies in an energy sector environment	60	C
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities	20	C
UEENEEE142A	Apply environmentally and sustainable procedures in the energy sector	20	C
Total nominal units		180	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN ENGINEERING STUDIES

COURSE CODE: 22470VIC

The Certificate II in Engineering Studies provides students with the practical skills and theoretical knowledge for employment as an apprentice in various engineering trades or as a pathway to higher education programs post-secondary school.

Students will be required to plan projects, produce engineering sketches and drawings, and fabricate metal components and products.

Each second year student will build their own drone as a take home project.

LOCATION AND TIMES

Wantirna campus
Wednesday 12.30pm–5.30pm

MODE OF DELIVERY

Classroom/workshop based

DURATION

Two years part-time

OUTCOMES

VCE: be eligible for up to four units of credit towards their VCE: two 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 Engineering 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. Refer to the VCAA Engineering Program booklet at vcaa.vic.edu.au/Pages/vet/programs/engineering/Engineering.aspx#H2N10062

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a Victorian recognised qualification: 22470VIC Certificate II in Engineering Studies.

PERSONAL PROTECTIVE EQUIPMENT

Students must wear full-length cotton drill overalls and steel-capped leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

COMPLEMENTARY STUDIES

- Mathematical Methods
- Physics

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$180, Year 2=\$220

CAREER OPPORTUNITIES

- automotive engineer
- boilermaker
- electrical engineer/electrician
- fitter and turner
- manufacturing engineer
- mechanical engineer
- metallurgical engineer

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.

MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

22470VIC
Certificate II
in Engineering
Studies

Certificate III
in Engineering:
MEM30205
Mechanical Trade
MEM30305
Fabrication Trade
MEM30505
Technical
MEM30105
Production Systems

Certificate IV in
MEM40105
Engineering
MEM40412
Engineering -
Drafting

MEM50198
Diploma of
Engineering
– Technical
MEM50105
Diploma of
Engineering -
Advanced Trade

MEM60112
Advanced Diploma
of Engineering

MEM80112
• Graduate Diploma
of Engineering
• Bachelor of
Engineering
• Aerospace
Engineering
• Civil Engineering
• Mechanical and
Manufacturing
Engineering

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
MEM13014A	Apply principles of occupational health and safety in work environment	10	C
MEM18001C	Use hand tools	20	C
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30	C
VU22330	Select and interpret drawings and prepare 3 dimensional (3D) sketches and drawings	20	C
VU22331	Perform basic machining processes	40	C
VU22339	Create engineering drawings using computer aided systems 1st year	60	C
VU22332	Apply basic fabrication techniques	40	C
Total nominal units		220	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
MEMPE006A	Undertake a basic engineering project	80	C
VU22333	Perform intermediate engineering computations	40	C
VU22340	Use 3D printing to create products	40	E
VU22338	Configure and program a basic robotic system	60	E
Total nominal units		220	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN HORTICULTURE AND CERTIFICATE II IN LANDSCAPING – DUAL QUALIFICATION

COURSE CODES: AHC20416 AND AHC21616

The Certificate II in Horticulture and Certificate II in Landscaping – Dual Qualification will equip students with two certificates to boost allow students to boost their employment options. On completion, they'll be ready to pursue careers in horticulture, landscaping design and architecture, and parks and garden management. Essential units focus on job readiness over areas such as health and safety, environmentally sustainable work practices, basic landscaping techniques, machinery operation and the use of powered and non-powered hand tools.

LOCATION AND TIMES

Wantirna campus
Wednesday 8.30am–3.30pm

MODE OF DELIVERY

Classroom/simulated nursery

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence. This program does not offer scored assessment.

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

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for two nationally recognised qualifications: AHC20116 Certificate II in Horticulture and AHC21616 Certificate II in Landscaping.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear leather work boots. No singlet tops.

COMPLEMENTARY STUDIES

- Biology

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$200, Year 2=\$200

CAREER OPPORTUNITIES

- horticulture apprenticeship
- landscaping apprenticeship
- parks and gardens manager
- landscape designer or architect
- horticulture business manager
- sports turf manager

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

AHC20416
Certificate II
in Horticulture

AHC30716 Certificate III
in Horticulture

AHC30916 Certificate III
in Landscape Construction

AHC31116 Certificate III
in Production Nursery

AHC31016 Certificate III
in Parks and Gardens

AHC40416 Certificate
IV in Horticulture

AHC40916 Certificate
IV in Conservation and
Land Management

AHC50416 Diploma
of Horticulture

AHC50416 Diploma
of Landscape Design

AHC60415
Advanced Diploma of
Conservation and Land
Management

Bachelor of Horticulture

UNITS OF COMPETENCY

YEARS 1 AND 2 (2020) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCLSC201	Assist with landscape construction work	30	E
AHCLSC202	Construct low-profile timber or modular retaining walls	50	E
AHCLSC204	Lay paving	30	E
AHCPGD201	Plant trees and shrubs	20	E
AHCNSY203	Undertake propagation activities	30	E
MEM18001C	Use hand tools	20	E
MEM18002B	Use power tools/hand held operations	20	E
Total nominal units		200	

YEARS 1 AND 2 (2021) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCLSC203	Install aggregate paths	20	E
AHCMOM203	Operate basic machinery and equipment	20	E
AHCPCM201	Recognise plants	40	C
AHCWHS201	Participate in work health and safety processes	20	C
AHCPMG201	Treat weeds	40	C
AHCPMG202	Treat plant pests, diseases and disorders	30	C
AHCSOL202	Assist with soil or growing media sampling and testing	30	C
AHCMOM204	Undertake operational maintenance of machinery	30	E
Total nominal units		230	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN HORTICULTURE

COURSE CODE: AHC20416

The Certificate II in Horticulture provides students with the skills to meet the needs of the various sectors within the horticulture industry. The essential units will develop the workplace skills that are highly valued by employers such as health and safety, and environmentally sustainable work practices.

LOCATION AND TIMES

Wantirna campus
Wednesday 8.30am–3.30pm

MODE OF DELIVERY

Classroom/simulated nursery

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence. This program does not offer scored assessment.

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

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification: AHC20116 Certificate II in Horticulture.

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear leather work boots. No singlet tops.

COMPLEMENTARY STUDIES

- Biology

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$200, Year=2 \$200

CAREER OPPORTUNITIES

- horticulturist
- landscaping
- parks and gardens
- plant propagation and breeding
- crop production, storage, process and transport

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

AHC20416 Certificate II
in Horticulture

AHC30716 Certificate III
in Horticulture

AHC30916 Certificate III
in Landscape Construction

AHC31116 Certificate III
in Production Nursery

AHC31016 Certificate III
in Parks and Gardens

AHC40416 Certificate
IV in Horticulture

AHC40916 Certificate
IV in Conservation and
Land Management

AHC50416 Diploma
of Horticulture

AHC60415 Advanced
Diploma of Conservation
and Land Management

Bachelor of
Horticulture

UNITS OF COMPETENCY

YEAR 1 AND 2 (2020) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCLS204	Lay paving	30	E
AHCNSY203	Undertake propagation activities	30	E
AHCLS201	Assist with landscape construction work	30	E
AHCPGD203	Prune shrubs and small trees	35	E
AHCNSY202	Care for nursery plants	30	E
AHCLS202	Construct low profile timer or modular retaining walls	50	E
Total nominal units		205	

YEAR 1 AND 2 (2021) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCMOM203	Operate basic machinery and equipment	20	E
AHCWHS201	Participate in work health and safety processess	20	C
AHCINF203	Maintain properties and structures	30	E
AHCPCM201	Recognise plants	40	C
AHCPMG201	Treat weeds	40	C
AHCPMG202	Treat plants, pests, diseases and disorders	30	C
AHCLSC203	Install aggregate paths	20	E
AHCMOM204	Undertake operational maintenance of machinery	30	E
AHCSOL202	Assist with soil or growing media sampling and testing	25	C
Total nominal units		255	

Information is current at the time of publication but is subject to change.

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY – GAME ART AND ANIMATION

COURSE CODE: ICT30118

The Certificate III in Information, Digital Media Technology develops skills for the games industry.

Students will gain basic skills in digital imaging and visual design, 3D modeling and texture mapping, 3D and 2D animation. They will also learn the fundamental skills of using the Unity game engine to make and incorporate assets into a 3D environment and create an interactive game.

LOCATION AND TIMES

Wantirna campus
Wednesday 9.30am–3.30pm

MODE OF DELIVERY

Classroom based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for block credit recognition towards their VCE. The program provides one VCE unit for every 90 hours of training completed. This program may provide a Unit 3 and 4 sequence based on units completed.

Further information on block credit towards the VCE can be found on the VCAA website: vcaa.vic.edu.au/vet/general/recognition/vetcredit.html

VCAL: meet the requirements for the Industry Specific Skills strand of VCAL.

Qualification: Partial completion of a nationally recognised qualification: ICT30118 Certificate III in Information, Digital Media Technology (Game Art and Animation)

COMPLEMENTARY STUDIES

- Information Technology
- Art and Design

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$150, Year 2=\$150

CAREER OPPORTUNITIES

Support IT activities across a wide range of areas such as:

- web technologies
- software application
- digital media technologies
- games development

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

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✉ VETSS@swin.edu.au

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PATHWAYS AND FURTHER STUDY

ICT30118 Certificate III in Information, Digital Media and Technology

ICT40118 Certificate IV in Information Technology

ICT40918 Certificate IV in Digital and Interactive Games

ICT50118 Diploma of Information Technology

ICT50218 Diploma of Digital and Interactive Games

CUA60318 Advanced Diploma of Graphic Design

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
ICTDMT403	Produce and edit digital images	40	E
ICTWEB303	Produce digital images for the web	30	E
ICTAGAM302	Design and apply simple textures to digital art	50	E
ICTGAM301	Apply simple modelling techniques	50	E
CUAANM302	Create 3D Animation	75	E
Total nominal units		245	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
ICTICT301	Create User Documentation	20	C
ICTGAM406	Create visual design components for interactive games	40	E
ICTGAM417	Apply digital effects to interactive products	50	E
ICTGAM303	Review and apply the principles of animation	60	E
CUAANM301	Create 2D Animation	35	E
Total nominal units		205	

Information is current at the time of publication but is subject to change.

CERTIFICATE III IN LABORATORY SKILLS

COURSE CODE: MSL30118

The Certificate III in Laboratory Skills is designed to provide students with the skills and knowledge to work as a member of a laboratory team. Learn to follow set procedures, including laboratory OH&S requirements, and how to assist in collecting and preparing samples. Gain skills in using basic laboratory equipment and in carrying out, measuring and recording results of test procedures and experiments in research, chemical, biological or life sciences.

LOCATION AND TIMES

Year 1 and 2

Croydon and Wantirna campuses
Wednesday 12.30pm–5.30pm

MODE OF DELIVERY

Classroom/laboratory based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for up to six units of credit towards their VCE; up to three Units at 1 and 2 level and a Units 3&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 students best four studies (the primary four) or as a fifth or sixth study. Refer to the VCAA Lab Skills Program booklet at vcaa.vic.edu.au/Pages/vet/programs/Laboratory/laboratory.aspx of a nationally recognised qualification:

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification MSL30118 Certificate III in Laboratory Skills.

COMPLEMENTARY STUDIES

- Biology
- Chemistry
- Environmental Science
- Physics

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$180, Year 2 =\$180

CAREER OPPORTUNITIES

- laboratory attendant
- chemical process operator
- scientific glassblower
- technical assistant

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

📞 1300 275 794

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PATHWAYS AND FURTHER STUDY

MSL30118
Certificate III in
Laboratory Skills

MSL40118
Certificate IV
in Laboratory
Techniques

MSL50118
Diploma of
Laboratory
Technology

MSL60118
Advanced Diploma
of Laboratory
Operations

Bachelor of Science (Laboratory Medicine)
Bachelor of Medical Science (Pathology)
Bachelor of Medical Laboratory Science
Bachelor of Applied Science (Medical Science)
Bachelor of Biomedical Science
Bachelor of Science (Biomedical Science)
Bachelor of Forensic Science
Bachelor of Health and Medical Science

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
MSMENV272	Participate in environmentally sustainable work practices	30	C
MSL913003	Communicate with other people	40	C
MSL913004	Plan and conduct laboratory/field work	40	C
MSL922001	Record and present data	40	C
MSL933005	Maintain the laboratory fit for purpose	30	E
MSL943004	Participate in laboratory/field workplace safety	40	C
MSL953003	Receive and prepare samples for testing	30	E
MSL973013	Perform basic tests	60	E
Total nominal units		310	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
MSL933006	Contribute to the achievement of quality objectives	30	C
MSL973016	Perform aseptic techniques	40	E
MSL973014	Prepare working solutions	50	E
MSL973019	Perform microscopic examination	40	E
MSL973015	Prepare culture media	30	E
Total nominal units		190	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN LANDSCAPING

COURSE CODE: AHC21616

The Certificate II in Landscaping equips students with the skills to work in the landscaping industry. The essential units will develop skills in areas such as workplace health and safety, basic landscaping techniques, machinery operation and the use of powered and non-powered hand tools.

LOCATION AND TIMES

Wantirna campus
Wednesday 8.30am–3.30pm

MODE OF DELIVERY

Classroom/simulated workplace

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for block credit recognition. A maximum of five units at a Unit 1 and 2 level are available for this program.

VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a nationally recognised qualification: AHC21616 Certificate II in Landscaping

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear leather steel-capped work boots. No singlet tops.

COMPLEMENTARY STUDIES

- Biology
- Environmental Science

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$200, Year 2=\$200

CAREER OPPORTUNITIES

- horticulturist
- landscaping (construction)
- parks and gardens
- conservation and land management

INFORMATION FOR STUDENTS

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MORE INFORMATION

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PATHWAYS AND FURTHER STUDY

AHC21616 Certificate II in Landscaping

AHC30916 Certificate III in Landscape Construction

AHC30416 Certificate III in Horticulture

AHC31416 Certificate III in Conservation and Land Management

AHC31016 Certificate III in Parks and Gardens

AHC50616 Diploma of Landscape Design

AHC50416 Diploma of Horticulture

AHC51116 Diploma of Conservation and Land Management

AHC60415 Advanced Diploma of Conservation and Land Management

UNITS OF COMPETENCY

YEAR 1 AND 2 (2020) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCLSC201	Assist with landscape construction work	30	C
AHCLSC202	Construct low-profile timber or modular retaining walls	50	C
AHCLSC204	Lay paving	30	C
AHCPGD201	Plant trees and shrubs	20	C
AHCPGD202	Prepare and maintain plant displays	35	E
AHCWHS201	Participate in work health and safety processes	20	C
MEM18001C	Use hand and power tools	20	E
MEM18002B	Use power tools/hand held operations	20	E
Total nominal units		225	

YEAR 1 AND 2 (2021) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
AHCLSC203	Install aggregate paths	20	C
AHCMOM203	Operate basic machinery and equipment	20	C
AHCPCM201	Recognise plants	40	C
AHCWRK205	Participate in workplace communications	30	E
AHCINF203	Maintain properties and structures	30	E
AHCIRG215	Assist with low volume irrigation operations	40	E
AHCMOM204	Undertake operational maintenance of machinery	30	E
ACHWRK208	Provide information on products and services	60	E
Total nominal units		270	

Information is current at the time of publication but is subject to change.

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

COURSE CODE: 22304VIC

The Certificate II in Plumbing (Pre-apprenticeship) is a hands-on course involving both theory and practical skills. It aims to provide students with an insight into working within a licensed trade area and the associated responsibilities, and equip them with the skills and knowledge an employer looks for when hiring an apprentice.

Students will gain hands-on experience with plumbing equipment, and learn about the practices and expectations of the plumbing industry.

LOCATION AND TIMES

Year 1 and 2

Croydon campus

Wednesday 8.00am-4.00pm OR

Wednesday 12.30pm-5.30pm*

*Plus one week block in Term 3 break (Year 1 only)

MODE OF DELIVERY

Classroom/workshop based

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: Students can receive two or more units at Units 1 and 2 levels and a Unit 3 and 4 sequence. This program does not offer scored assessment.

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

VCAL: Meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.

Qualification: be eligible for a Victorian recognised qualification 22304VIC – Certificate II in Plumbing (Pre-apprenticeship).

PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear worksite appropriate clothing such as overalls and safety work boots (steel-capped).

COMPLEMENTARY STUDIES

- Business Management
- English
- Further Mathematics

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1 \$300, Year 2 \$228 (Year 1 includes CI Card)

CAREER OPPORTUNITIES

- apprentice plumber

INFORMATION FOR STUDENTS

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MORE INFORMATION

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✉ VETSS@swin.edu.au

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PATHWAYS AND FURTHER STUDY

22304VIC Certificate II in Plumbing (Pre-apprenticeship)

CPC32413 Certificate III in Plumbing

CPC32513 Certificate III in Plumbing (Mechanical Services)

CPC40912 Certificate IV in Plumbing and Services

CPC50412 Diploma of Plumbing and Services

* For both Year 1 and Year 2, availability of both an 8.00am-4.00pm and a 1.00pm-6.00pm group is dependent on student numbers.

UNITS OF COMPETENCY

YEAR 1

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
CPCCOHS1001A	Work safely in the construction industry	6	C
VU21797	Use basic plumbing hand tools	50	C
VU21789	Apply basic sheet metal practices	50	C
HLTAID002	Provide basic emergency life support	12	C
VU21795	Use and apply basic levelling equipment for plumbing	8	C
CPCCCM2001A	Read and interpret plans and specifications	36	C
VU21793	Perform basic oxy-acetylene welding and cutting	20	C
CPCPCM2039A	Carry out interactive workplace communication	10	C
VU21790	Cut and penetrate building materials and structures	30	C
VU21794	Prepare to work in the plumbing industry	20	C
Total nominal units		242	

YEAR 2

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
VU21796	Use basic electric welding equipment and techniques	20	C
VU21798	Use basic power tools	20	C
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30	C
CPCCCM1015A	Carry out measurements and calculations	20	C
CUVACD303A	Produce technical drawings	50	C
BSBWRT301	Write simple documents	30	C
VU21792	Identify career pathways in the plumbing industry	30	C
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	C
VU21791	Fabricate simple plumbing pipe systems	20	C
Total nominal units		250	

CERTIFICATE II IN RETAIL SERVICES

COURSE CODE: SIR20216

The Certificate II in Retail Services aims to provide students with the skills, knowledge and attitude to work in a retail workplace setting. During the course, students will acquire the confidence and skills that are highly sought after by employers. They will also develop the core workplace skills that are transferrable across industries.

LOCATION AND TIMES

Croydon campus
Wednesday 9.00pm–3.00pm

MODE OF DELIVERY

Classroom/simulated retail store.
Excursions to local retail stores may be required.

DURATION

Two years part-time

OUTCOMES

On successful completion of this program, students will:

VCE: be eligible for four units of credit at the 1 and 2 level.

VCAL: meet the requirements for the Industry Specific Skills strand.

Qualification: be eligible for a nationally recognised qualification SIR20216 Certificate II in Retail Services.

PATHWAYS AND FURTHER STUDY

COMPLEMENTARY STUDIES

- Accounting
- Business Management
- English
- Further Mathematics

FEES AND APPLICATION

Contact the secondary school VET Coordinator or Careers Practitioner.

Materials fee: Year 1=\$168, Year 2=\$168

CAREER OPPORTUNITIES

- buyer
- customer service officer
- merchandiser
- retail/store manager
- sales assistant
- sales representative
- team leader

INFORMATION FOR STUDENTS

Please refer to swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.



MORE INFORMATION

📞 1300 275 794

✉ VETSS@swin.edu.au

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SIR20216 Certificate II
in Retail Services

SIR30216 Certificate III in Retail

SIR40316 Certificate IV
in Retail Management

SIR50116 Diploma of Retail
Leadership

SIR50317 Diploma of Retail
Merchandise Management

UNITS OF COMPETENCY

YEAR 1 AND 2 (2020) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
SIRXIND001	Work effectively in a service environment	45	C
SIRXRSK001	Identify and respond to security risks	30	C
SIRXIND002	Organise and maintain the store environment	20	E
SIRRINV001	Receive and handle retail stock	35	E
BSBWOR204	Use business technology	20	E
SIRXIND004	Plan a career in the retail industry	20	E
FSKLRG09	Use strategies to respond to routine workplace problems	15	E
Total nominal units		185	

YEAR 1 AND 2 (2021) (COMBINED GROUPS)

UNIT CODE	UNIT NAME	NOMINAL HOURS	COMPULSORY / ELECTIVE
SIRXSL002	Follow point-of-sale procedures	20	C
SIRXCEG001	Engage the customer	30	C
SIRXCOM001	Communicate in the workplace to support team and customer outcomes	40	C
SIRXIND003	Organise personal work requirements	20	C
SIRXWHS002	Contribute to workplace health and safety	20	C
SIRXPDK001	Advise on products and services	30	C
SIRRMER001	Produce visual merchandising displays	35	E
Total nominal units		195	

Information is current at the time of publication but is subject to change.