BOX HILL INSTITUTE

WHAT WILL YOU BECOME?

VET DELIVERED TO SECONDARY STUDENTS (VETDSS)
COURSE GUIDE 2022/2023

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TAFE VICTORIA
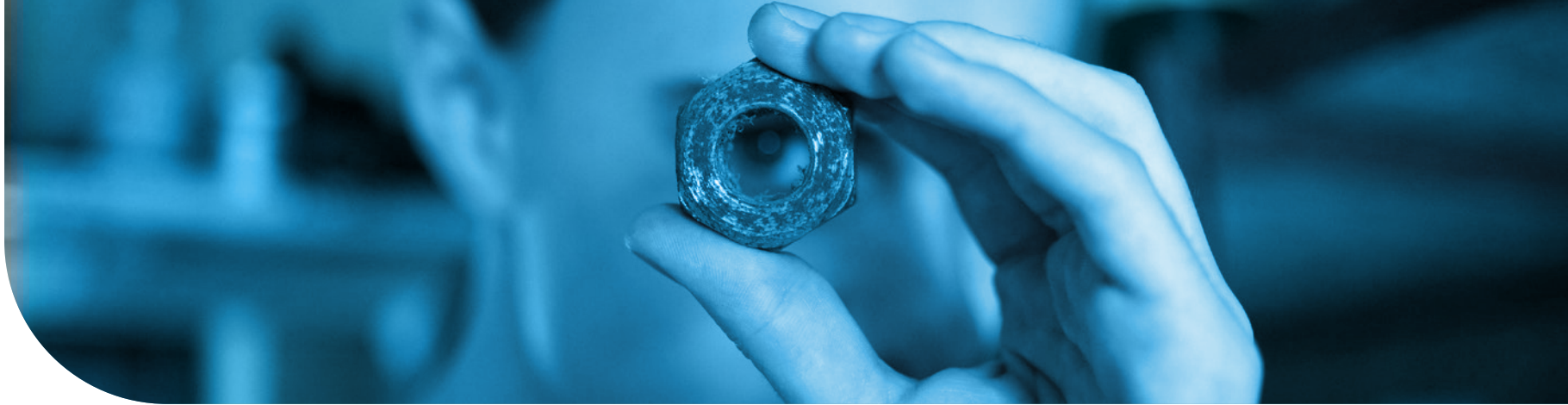
Contents

ALLIED HEALTH ASSISTANCE*

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE^
(HLT33015)

Location Box Hill

Course Length Part time: 2 years

Class Days and Times Wednesday 9:00am-12:30pm
Wednesday 1:30pm-5:00pm

What Does This Course Involve?

This course will teach you the skills and knowledge required to provide assistance to health professionals involved in the care of clients and involves direct client contact under supervision. Within this program you will also develop a range of factual, technical and procedural knowledge relating to infection prevention and control, workplace health and safety, client movement, cultural diversity, workplace organisation and communication.

Entry Requirements

This program can only be completed as part of your VCE or VCE VM program in Year 11 and 12.

Study Pathways

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

Career Outcomes

After successful completion you may wish to apply for a range of employment opportunities including:
› patient care assistant
› patient services assistant
› ward assistant
› allied health assistant

Contribution to VCE, VCE VM & 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 may be eligible for an increment towards their ATAR (10% of the fourth study score in the primary four scaled studies).
› ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Health 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

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are 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.

PROGRAM OUTLINE

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

YEAR 2	
Code	Title
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS026	Transport individuals
CHCPRP005	Engage with health professionals and the health system

*Proposed new training package in 2023

^Partial completion

Internal code: HC340

ANIMAL CARE

CERTIFICATE II IN ANIMAL CARE (ACM20121)

Location City, Box Hill, Lilydale
Course Length Part time: 2 years
Class Days and Times
Wednesday 1:30pm-5:00pm – Box Hill, City^ or Lilydale
Wednesday 9:00am–12:30 pm – Box Hill campus only

What Does This Course Involve?

This program provides you with the basic skills and knowledge in order to become an animal carer. You will learn how to care for a variety of animals and provide information on companion animals, products and services.

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

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

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. A tetanus vaccination is required for entry into the course. This course involves both practical and written assessments and students will be required to complete work at home between classes. Students must have the physical ability to be able to safely handle small and larger animals, clean animal enclosures and prepare food. A suitable laptop or tablet device is required as many written assessments will be completed in class.

Study Pathways

You may wish to apply for entry into courses such as:
› Certificate III in Animals Care (ACM30121)
› Certificate IV in Veterinary Nursing (ACM40418)
› Diploma of Animal Technology (ACM50119)

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, VCE VM & ATAR

On successful completion 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 Certificate II in Animal Care (ACM20121) will be eligible for an increment towards their ATAR. (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information on the ATAR can be found on the VTAC website

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Closed toe shoes must be worn when working with animals.

PROGRAM OUTLINE

YEAR 1	
Code	Title
ACMGEN201	Work in the animal care industry
ACMGEN202	Complete animal care hygiene routines
ACMGEN203	Feed and water animals
ACMGEN204	Assist in the health care of animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes
BSBCMM211	Apply communication skills
ACMBEH302	Provide enrichment for animals
ACMGEN205	Source and provide information for animal care needs
ACMGEN309	Provide basic animal first aid
ACMSPE320	Provide general care of mammals
ACMEXH308	Develop husbandry guidelines
YEAR 2	
Code	Title
ACMGEN203	Feed and water animals
ACMBEH302	Provide enrichment for animals
ACMGEN205	Source and provide information for animal care needs
ACMGEN309	Provide basic animal first aid
ACMSPE320	Provide general care of mammals

^ City campus students will be required to attend Box Hill campus 6 times over the year to complete practical classes.

All students will attend 2 full day practical sessions off site.

Internal code: AC200

ANIMAL CARE

CERTIFICATE II IN ANIMAL CARE^ (ACM20121)

Location Box Hill
Course Length Part time: ^1 year program
Class Days and Times Wednesday 1:30pm-7:30pm –
Box Hill only

What Does This Course Involve?

This program provides you with the basic skills and knowledge in order to become an animal carer. You will learn how to care for a variety of animals and provide information on companion animals, products and services.

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

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

Entry Requirements

This course can only be completed as part of your secondary school studies in year 11 or 12. A tetanus vaccination is required for entry into the course. This course involves both practical and written assessments and students will be required to complete work at home between classes. Students must have the physical ability to be able to safely handle small and larger animals, clean animal enclosures and prepare food. A suitable laptop or tablet device is required as many written assessments will be completed in class.

Study Pathways

You may wish to apply for entry into courses such as:
› Certificate III in Animals Care (ACM30121)
› Certificate IV in Veterinary Nursing (ACM40418)
› Diploma of Animal Technology (ACM50119)

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, VCE VM & ATAR (1-4 unit sequence)

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 the Certificate II in Animal Care (ACM20121) will be eligible for an increment towards their ATAR. (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information on the ATAR can be found on the VTAC website

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Closed toe shoes must be worn when working with animals.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
ACMGEN201	Work in the animal care industry
ACMGEN202	Complete animal care hygiene routines
ACMGEN203	Feed and water animals
ACMGEN204	Assist in the health care of animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes
BSBCMM211	Apply communication skills
ACMBEH302	Provide enrichment for animals
ACMGEN205	Source and provide information for animal care needs
ACMGEN309	Provide basic animal first aid
ACMSPE320	Provide general care of mammals
ACMEXH308	Develop husbandry guidelines

All students will attend 2 full day practical sessions off site

Internal code: AC201

APPLIED FASHION DESIGN AND TECHNOLOGY*

CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY (MST20616)

Location Box Hill Nelson campus, City

Course Length Part time: 2 years

Class Days and Times
Wednesday 1:30pm-6:00pm Box Hill Nelson campus
Wednesday 9:00am-1:30pm City campus
Wednesday 1:00pm-5:30pm City campus

What Does This Course Involve?

This course focuses on foundation skills in the fashion design process and is highly suitable for those who have a creative flair and interested in fashion.

The course will help you make informed decisions for a career path in the fashion industry. The subjects will include design, pattern making, garment construction, fashion illustration and textiles. Over the two year course you will produce a design folio and several garments of your choice using industry standard equipment in our creative design hub.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

You may wish to apply for the Certificate IV in Design (CUA40720), Diploma of Social Media Marketing (10904NAT), Bachelor of Fashion (BAF02) and Bachelor of Fashion Merchandising (BFM01).

Career Outcomes

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

Contribution to VCE, VCE VM & ATAR

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

›   recognition of four units at Units 1 and 2 level, and a Units 3 and 4 sequence.
›   Students who receive a Units 3 and 4 sequence for VCE VET Applied Fashion Design and Technology will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four)
›   The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
›   Further information can be found on the VTAC website
›   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 placement over the duration of the program.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	Title
MSMWHS200	Work safely
MSS402051	Apply quality standards
MSTCL1001	Produce a simple garment
MSTCL2011	Draw and interpret a basic sketch
MSTCL2010	Modify patterns to create basic styles
MSTFD2006	Use a sewing machine for fashion design
MSTCL2019	Sew components, complex tasks
MSTFD2005	Identify design process for fashion designs

YEAR 2	
Code	Title
MSMENV272	Participate in environmentally sustainable work practices
MSTFD2001	Design and produce a simple garment
MSTGN2020	Perform test or inspection to check product quality
MSTGN2014	Operate computing technology in a TCF workplace
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF industry

*Proposed new training package in 2023

Internal code: MT266

AUTOMOTIVE

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION* (AUR20720)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-12:30pm
Wednesday 1:30pm-5:30pm

What Does This Course Involve?

The VCE VET Automotive program is the industry endorsed program for secondary school students aiming to enter a career in the automotive industry. This training covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle.

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

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

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

Career Outcomes

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

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

Contribution to VCE, VCE VM & 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 Certificate II in Automotive Vocational Preparation (AUR20720) will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four)
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC)
› Further information can be found on the VTAC website
› The VCE VET Automotive 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAFA104	Resolve routine problems in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURLTA101	Identify automotive mechanical systems and components
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR103	Inspect, test and service batteries
AURETR115	Carry out basic vehicle servicing operations
AURTTA127	Identify automotive electrical systems and components

YEAR 2	
Code	**Title**
AJURAFA103	Communicate effectively in an automotive workplace
AURETR048	Construct and test basic electronic circuits
AUEETK003	Operate electrical test equipment
AURETR006	Solder electrical wiring and circuits
AURTTE007	Dismantle and assemble single cylinder four stroke and petrol engine
AURTTE008	Dismantle and assemble multi-cylinder four stroke petrol engine

Internal code: NAU43

BEAUTY SERVICES*
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CERTIFICATE III IN BEAUTY SERVICES (SHB30115)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-1:00pm
Wednesday 1:30pm-6:00pm

What Does This Course Involve?

If you're interested in a career in beauty, this VCE VET 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.

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. This includes client consultation on beauty products and services.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

On successful completion of this course, you may be given credits when applying for the Certificate IV in Beauty Therapy (SHB40115) or the Diploma of Beauty Therapy (SHB50115) 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, VCE VM & 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 Certificate III in Beauty Services (SHB30115) or Certificate III in Make–Up (SHB30215) from the VCE VET Hair and Beauty program will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information on the ATAR can be found on the VTAC website
› 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

You will be required to wear a black Box Hill Institute t-shirt to all classes, along with black pants and black closed toe rubber soled shoes.

PROGRAM OUTLINE

YEAR 1

Code	Title
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBNLS001	Provide manicure and pedicare services
SHBXCCS002	Provide salon services to clients
SHBBBOS001	Apply cosmetic tanning products
SHBBNLS004	Apply nail art
SHBBMUP004	Design and apply remedial camouflage make-up

YEAR 2

Code	Title
SHBXCCS001	Conduct salon financial transactions
SHBBFAS001	Provide lash and brow services
SHBBRES001	Research and apply beauty industry information
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBBCCS001	Advise on beauty products and services
SHBBHRS001	Provide waxing services
SHBBMUP001	Apply eyelash extensions

*Proposed new training package in 2023

Internal code: SHB20

BUILDING AND CONSTRUCTION
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CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (SPECIALISING IN CARPENTRY)^ (22338VIC)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Days and Times
Tuesday 5:00pm-8:30pm – Year 1 only
Wednesday 8:05am-11:55am
Wednesday 12:45pm-4:35pm
Thursday 5:00pm-8:30pm – Year 1 only

What Does This Course Involve?
This VCE VET program will prepare you for a career in the building and construction industry. Topics include industry and workplace safety, the use of hand and power carpentry tools, sub floor construction, installation of window frames and doorframes, workplace documents and plans.

Entry Requirements
This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways
Successful completion will enable you to progress to an apprenticeship Certificate III Carpentry (CPC30220) or Certificate IV in Building and Construction (CPC40120).

Career Outcomes
This 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, VCE VM & ATAR
Students undertaking 22338VIC Certificate II in Building and Construction Pre-Apprenticeship (partial completion) in the VCE VET Building and Construction program are eligible for up to six VCE VET units on their VCE or VCE VM statement of results:
› four VCE VET Units at Units 1 and 2 level
› a VCE VET Units 3 and 4 sequence.
VCE VET credit will accrue in the following order: Units 1, 2, 3, 4, 1 and 2. These units of credit may be accumulated over more than one year.

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

Tuition and Materials
All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements
Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	Title
CPCCWHS1001	Prepare to work safely in the construction industry.
CPCCOHS2001A	Apply ohs requirements, policies and procedures in the construction industry.
CPCCCM1014A	Conduct workplace communication.
VU22014	Prepare for work in the building and construction industry.
VU22022	Identify and handle carpentry tools and equipment.
CPCCCM2006	Apply basic levelling procedures.
CPCCCM1015A	Carry out measurements and calculations.
HLTAID002	Provide basic emergency life support. *1 full day attendance required.

YEAR 2	
Code	Title
VU22015	Interpret and apply basic plans and drawings
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22028	Install basic window and door frames
VU22029	Install interior fixings
VU22027	Install basic external cladding
CPCCCM1012A	Work effectively and sustainably in the construction industry

^Partial completion

Internal code: BVS41

COMMUNITY SERVICES*

CERTIFICATE III IN COMMUNITY SERVICES^
(CHC32015) (PARTIAL COMPLETION) (INCORPORATING
CERTIFICATE II IN COMMUNITY SERVICES)

Location Box Hill Whitehorse Campus, City Campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 1:30-5:00pm Box Hill campus
Friday 1:30-5:00pm City campus

What Does This Course Involve?
This VCE VET Community Services program aims to provide you with the knowledge and skills to achieve competencies that will enhance your employment prospects within a broad range of Community Services related industries.

Entry Requirements
Please Note: This course is only being offered to Year 2 students who have successfully completed Year 1 in 2021.

Study Pathways
This is a partial completion program. Students must complete the Certificate III in Community Services (CHC32015) if they wish to apply for entry into another Community Services program such as Certificate IV in Youth Work (CHC40413) or Certificate IV in Disability (CHC43115).

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

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

Where a student elects not to receive a study score for this Units 3 and 4 sequence, no contribution to the ATAR will be available.

This program contributes to the Industry Specific Skills Strand of VCE VM and may contribute to the Work Related Skills Strand of VCE VM.

Structured Workplace Learning
The VCAA strongly recommends a minimum of 60 hours of placement per year for this VCE VET Community Services program. Schools and providers should note that the new CHC training package mandates specified hours of work for some units of competency and qualifications. Placement duration and/or conditions may be stipulated to gain competency for the unit or to complete the qualification.

Where placement is not undertaken, and is required as part of the assessment requirements, competency cannot be deemed. Where the training package requires placement, this can be used to satisfy the VCAA SWL placement requirements for the program.

Tuition and Materials
All fees will be made available to secondary schools. All fees are invoiced to secondary schools..

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

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 workplace health and safety
CHCDIV002	Promote aboriginal and/or torres strait islander cultural safety
HLTAID002	Provide basic emergency life support
HLTWHS006	Manage personal stressors in the work environment
VU22448	Work effectively with a national disability insurance scheme participant

YEAR 2	
Code	**Title**
CHCCCS016	Respond to client needs
HLTWHS002	Follow safe work practices for direct client care
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies

*Proposed new training package in 2023

^Partial completion

Internal code: HCCS2/HCCS3

DESIGN FUNDAMENTALS
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CERTIFICATE III IN DESIGN FUNDAMENTALS
(CUA30720) (DESIGN FOCUS)

Location Box Hill Nelson campus, City campus – Year 1 only, Lilydale

Course Length Part time: 2 years

Class Days and Times Wednesday 1:30pm-5:00pm

What Does This Course Involve?

Build a strong foundation in design skills and get a head start in your tertiary design studies with credit into your Certificate IV pathway program.

This course covers the basics of design that can be applied to any design area including graphic design, interior design and visual merchandising.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

After successful completion of this program, you may wish to continue your studies in Diploma of Graphic Design (CUA50729).

Career Outcomes

This entry level qualification provides the skills and knowledge to apply for employment as a junior at a graphic design, marketing or media business.

Contribution to VCE, VCE VM & ATAR

On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

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

Structured Workplace Learning

There is no requirement for structured workplace learning.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
CUAACD311	Produce drawings to communicate ideas
CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES302	Explore and apply the creative design process to 2D forms
CUAWHS312	Apply work health and safety practices

YEAR 2	
Code	**Title**
CUAACD311	Produce drawings to communicate ideas
CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES302	Explore and apply the creative design process to 2d forms
CUAWHS312	Apply work health and safety practices

Internal code: CA370

DESIGN FUNDAMENTALS
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CERTIFICATE III IN DESIGN FUNDAMENTALS
(CUA30720) (VISUAL ARTS)

Location City

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm
Wednesday 1:30pm-5:00pm

What Does This Course Involve?

Build a strong foundation in design skills and get a head start in your tertiary design studies with credit into your Certificate IV pathway program.

This course has a visual arts focus and covers the basics of design that can be applied to any design area including graphic design, interior design and visual merchandising.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

After successful completion of this program, you may wish to continue your studies in Diploma of Graphic Design (CUA50720).

Career Outcomes

This entry level qualification provides the skills and knowledge to apply for employment as a junior at a graphic design, marketing or media business.

Contribution to VCE, VCE VM & ATAR

On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

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

Structured Workplace Learning

There is no requirement for structured workplace learning.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
CUAWHS312	Apply work health and safety practices
CUADES301	Explore the use of colour
CUADES201	Follow a design process
CUAIND314	Plan a career in the creative arts industry
CUADIG315	Produce digital images
CUAACD311	Produce drawings to communicate ideas

YEAR 2	
Code	**Title**
CUAPHI312	Capture photographic images
CUADES303	Explore and apply the creative design process to 3d forms
CUADIG303	Produce and prepare photo images
CUADES302	Explore and apply the creative design process to 2d forms
CUADES304	Source and apply design industry knowledge
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices

Internal code: CA32V

EARLY CHILDHOOD EDUCATION AND CARE
—

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

Location Box Hill, Lilydale
Course Length Part time: 2 years
Class Days and Times Wednesday 1:30pm-5:00pm

What Does This Course Involve?

This VCE VET program is ideal for people who want to make a difference in the lives of young children and families. During this partial completion program, you will learn from experienced and supportive trainers and participate in industry work placement. You will gain the skills and knowledge to:

› maintain a safe, clean and appealing environment
› promote healthy eating and ensure that food and drinks provided are nutritious, appropriate for each child and prepared in a safe and hygienic manner
› apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment
› provide children with opportunities to maximise their potential and develop a foundation for future success

Entry Requirements

This course can only be completed as part of your secondary school studies in year 11 and 12.

Study Pathways

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

Career Outcomes

To obtain employment opportunities as a Certificate III level educator you must be enrolled and working towards completion of the Certificate III in Early Childhood Education and Care (CHC30113) qualification.

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

Contribution to VCE, VCE VM & ATAR

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

› a statement of attainment towards completion of Certificate III in Early Childhood Education and Care (CHC30113).
› recognition of up to two units of credit at Units 1 and 2 and two Unit 3 and 4 sequences.
› Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).
› Further information on the ATAR can be found on the VTAC website

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are 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.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
HLTWHS001	Participate in workplace health and safety
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCLEG001	Work legally and ethically
BSBWOR301	Organise personal work priorities and development

YEAR 2	
Code	**Title**
CHCECE009	Use an approved learning framework to guide practice
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCECE012	Support children to connect with their world

*Proposed new training package in 2023

Internal code: VEC3V

ELECTROTECHNOLOGY STUDIES

CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) (22499VIC)

Location Box Hill, Lilydale
Course Length Part time: 2 years
Class Days and Times Wednesday 1:30pm-5:00pm

What Does This Course Involve?

A state accredited curriculum that will offer you the opportunity to develop your skills and knowledge across a range of electrical sectors, including electrical, electronics, refrigeration and mechanical engineering.

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

Entry Requirements

This course can only be completed as part of your secondary school studies in Year 11 and 12.

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 Electrotechnology Electrician (UEE30811).

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, VCE VM & ATAR

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

› recognition of three units at Units 1 and 2 level and a Units 3 and 4 sequence.
› Students who receive a Units 3 and 4 sequence for VCE VET Electrical Industry will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).
› The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
› Further information on the ATAR can be found on the VTAC website
› 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools

Uniform Requirements

Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID003	Provide first aid
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEEE103A	Solve problems in ELV single path circuits
UEENEEE105A	Fix and secure electrotechnology equipment
VU22333	Perform intermediate engineering computations

YEAR 2	
Code	**Title**
VU21544	Install a sustainable extra low voltage energy power system
VU22670	Provide an overview of the electrotechnology industry
VU22671	Use test instruments in the electrotechnology industry
VU22672	Carry out basic electrotechnology project
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
UEENEEP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems

Internal code: ETE17

ENGINEERING STUDIES
—

CERTIFICATE II IN ENGINEERING STUDIES (22470VIC)

Location Box Hill

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-12:30pm
Wednesday 1:30pm-5:30pm

What Does This Course Involve?

This VCE VET engineering program will provide you with the knowledge and tools to start a career in engineering.

Known as STEM (Science, Technology, Engineering and Maths), this program will allow you to continue studies towards an engineering diploma, degree or even a fabrication, automotive or manufacturing trade.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This course may be used as a pathway into a range of qualifications in manufacturing or related industries.

Examples include:
› Certificate III in Engineering Production System (MEM30119) - at another RTO
› Certificate III in Engineering (MEM30219) Mechanical Trade
› Certificate III in Engineering (MEM30319) Fabrication Trade
› Diploma of Engineering Advanced Trade (MEM50119) - at another RTO

Career Outcomes

The aim of this course is to provide you with pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically, after completing this course you may:
› Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a tradesperson
› Gain level entry employment in engineering or related industries

Contribution to VCE, VCE VM & ATAR

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

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
MEM13014A	Apply principles of occupational health and safety in the work environment
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
VU22331	Perform basic machining processes
VU22339	Create engineering drawings using computer aided systems
VU22332	Apply basic fabrication techniques

Internal code: ENG50

EQUINE STUDIES
—

CERTIFICATE III IN EQUINE STUDIES (22513VIC)

Location Box Hill, City, Lilydale
Course Length Part time: 2 years
Class Days and Times Wednesday 1:30pm-5:00pm*

What Does This Course Involve?

This VCE VET program is designed as an introduction to the equine industry. In the first year of the course you will learn the skills and knowledge to work safely with horses including basic horse husbandry and care, understanding equine behaviour, daily work routines and equine anatomy.

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

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses. Students must have the physical ability to be able to safely handle horses and complete tasks such as mucking out stables, moving equipment and tacking up horses. Ambulance cover and tetanus vaccination is also required when working with horses. Students must have basic horse riding and handling skills or be willing to undertake further instruction at their own cost outside of course time. A suitable laptop or tablet device is required as many written assessments will be completed in class.

Study Pathways

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

Career Outcomes

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

Contribution to VCE, VCE VM & ATAR

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

› Year 1 - recognition of up to four units at units 1 to 4 level (non-scored)
› Year 2 - recognition of unit 3 and 4 sequence
› Year 2 - students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of the 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.

Structured Workplace Learning

There is no requirement for structured workplace learning (SWL).

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
ACMEQU202	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
VU22681	Work effectively in an equine organisation
VU22685	Identify equine anatomy
VU22687	Demonstrate basic horse riding or driving skills
VU22688	Assist in the preparation of a horse for an event
ACMEQU201	Work safely in industries with horse

YEAR 2	
Code	**Title**
VU22682	Implement horse health and welfare practices
VU22683	Implement and monitor horse feeding programs
VU22684	Relate equine form to function
VU22686	Identify and describe equine physiology

* You will be required to attend full day practical training sessions (6 days in Year 1 and 3 days in Year 2)

Internal code: EQ300

FURNITURE MAKING PATHWAYS

CERTIFICATE II IN FURNITURE MAKING PATHWAYS* (MSF20516)

Location Box Hill

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-12:00pm
Wednesday 1:00pm-4:30pm

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.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

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 (MSF31113)
› Certificate III in Furniture Making (MSF30213)

Career Outcomes

This course will prepare you for an apprenticeship in furniture making, cabinet making and kitchen and bathroom.

Contribution to VCE, VCE VM & 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
› 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
MSFFP2002	Develop a career plan for the furnishing industry
MSMPCI103	Demonstrate care and apply safe practices at work
MSMENV272	Participate in environmentally sustainable work practices
MSFFP2003	Prepare surfaces
MSFFP2005	Join furnishing materials
MSFFP2006	Make simple timber joints
MSMSUP106	Work in a team
MSFFP2010	Research and draw a basic kitchen or bathroom design

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

*Proposed new training package in 2023

Internal code: MF205

INFORMATION TECHNOLOGY
—

CERTIFICATE III IN INFORMATION TECHNOLOGY
(ICT30120)

Location Box Hill Nelson Campus, Lilydale

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm
Wednesday 1:30pm-5:30pm

What Does This Course Involve?

This digital media and technology course provides students with the knowledge, skills, and competency that will enhance their training and employment prospects in the information and communications technology and related industries.

This course will introduce you to 2D and 3D design and animation for games design and development.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

On successful completion students may choose to continue into the Certificate IV in Cyber Security (22334VIC), Certificate IV in Information Technology (ICT40118).

Career Outcomes

After completion, you may apply for roles such as assistant animator, assistant designer, assistant digital media author/designer/developer/programmer, assistant web designer, interaction media developer, support digital media developer, support digital media development technician, QA (game) tester.

Contribution to VCE, VCE VM & ATAR

Students undertaking VCE VET Information, Digital Media and Technology (Partial completion) are eligible for:

› up to four VCE VET units of credit, two at the Units 1 and 2 level and a scored Units 3 and 4 sequence. Unit 1 and 2 credits may be accumulated over more than one year but all the units in the scored Units 3 and 4 sequence must be undertaken in the one year.

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

› Where a student elects not to receive a study score for the scored units 3 and 4 sequence of VCE VET Information, Digital Media and Technology, no contribution to the ATAR will be available.

Structured Workplace Learning

The VCAA strongly recommends that students undertake a minimum of 80 hours SWL for the VCE VET Information, Digital Media and Technology program. SWL should be spread across the duration of the training program.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTSAS308	Run standard diagnostic tests
ICTSAS303	Care for computer hardware
ICTGAM301	Apply simple modelling techniques

YEAR 2	
Code	**Title**
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure a small office or home office network
ICTICT305	Identify and use current industry specific technologies
ICTGAM302	Design and apply simple textures to digital art

Internal code: IC32V

INTERIOR DECORATION RETAIL SERVICES

CERTIFICATE III IN INTERIOR DECORATION RETAIL SERVICES (MSF31018)

Location Box Hill Nelson campus, City campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm all campuses – Year 1 only at City
Wednesday 1:30pm-5:00pm Box Hill Nelson campus

What Does This Course Involve?

Explore the interior decoration industry in a retail environment. This course will be delivered through a variety of interactive tutorials and class activities. You will work in groups and individually on activities weekly that build towards the completion of a portfolio of visual work.

› Investigative tasks will be used to immerse you in the introduction to interior design elements, such as materials and finishes, lighting, furniture and accessories; design industry and its value in society and the relevance of history in contemporary design practical tasks (entry–level) will include exploration of the following design essentials:
› colour theory and ergonomics
› manual drawing and computer aided design
› preparation of a mood board to communicate ideas
› use of measuring devices
› WHS implications of interior decoration effects

Entry Requirements

This course can only be completed as part of your VCE or VCE VM program in Year 10, 11 and 12.

Study Pathways

After successful completion you can apply for a Certificate IV in Design (CUA40720) or Diploma of Graphic Design (CUA50720).

Career Outcomes

This entry level qualification provides students with interior decoration knowledge and skills in the day to day operations of a retail/department store and the customer service skills in providing customers with interior decoration advice.

Contribution to VCE, VCE VM & ATAR

On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

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

Structured Workplace Learning

There is no requirement for structured workplace learning.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

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

Code	Title
CUADIG304	Create visual design components
CUAACD301	Produce drawings to communicate ideas
MSFGN3002	Estimate and cost job
MSFSF3010	Advise customers on interior decoration
SIRXCEG001	Engage the customer
MSMENV272	Participate in environmentally sustainable work practices

Internal code: MS318

LABORATORY SKILLS
—

CERTIFICATE III IN LABORATORY SKILLS*
(MSL30118)

Location Box Hill
Course Length Part time: 2 years
Class Days and Times Wednesday 1:30pm-5:00pm

What Does This Course Involve?

This VCE VET program in laboratory skills is a general prevocational qualification aimed for inclusion as a school program (VCE or VCE VM) 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.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12.

Study Pathways

After successful completion, you may be eligible to progress to a Certificate IV in Laboratory Techniques (MSL40118), Diploma of Laboratory Technology (MSL50118) or Higher Education qualifications (degree or associate degree qualifications).

Career Outcomes

The Certificate III in Laboratory Skills (MSL30118) may lead you to apply for entry level employment as a sampler or tester or laboratory/field assistant.

Contribution to VCE, VCE VM & 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
› Scored assessment is based on the Units 3 and 4 sequence of MSL30118 – 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
MSMENV272	Participate in environmentally sustainable work practices
MSL913003	Communicate with other people
MSL913004	Plan and conduct laboratory/field work
MSL922001	Record and present data
MSL943004	Participate in laboratory or field workplace safety
MSL933005	Maintain the laboratory/field workplace fit for purpose
MSL973013	Perform basic tests
MSL953003	Receive and prepare samples for testing

YEAR 2	
Code	**Title**
MSL933006	Contribute to the achievement of quality objectives
MSL973016	Perform aseptic techniques
MSL973014	Prepare working solutions
MSL973019	Perform microscopic examination
MSL973015	Prepare culture media

*Proposed new training package in 2023

Internal code: LS300

MUSIC
—

CERTIFICATE III IN MUSIC (PERFORMANCE)
(CUA30920)

Location Box Hill

Course Length Part time: 2 years

Class Days and Times
Wednesday 1:30pm-5:30pm
Friday 1:00pm-5:00pm

What Does This Course Involve?

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

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

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

After successful completion, you may choose to apply for entry into the Certificate IV in Music (CUA40920) or our world renowned degree programs.

Career Outcomes

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

Contribution to VCE, VCE VM & 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 (CUA30920) qualification may be eligible for further credit at Units 3 and 4 level.
› Students wishing to receive an ATAR contribution 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

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	Title
CUACMP311	Implement copyright arrangements
CUAIND313	Work effectively in the music industry
CUAIND314	Plan a career in the creative arts industry
CUAMLT313	Develop musical notation skills
CUAMPF213	Perform simple repertoire in ensembles
CUAMPF313	Contribute to backup accompaniment as part of a group

YEAR 2	
Code	Title
CUAMPF311	Develop technical skills for musical performances
CUAMPF312	Prepare for musical performances
CUAMPF315	Develop and perform musical improvisation
CUAMPF412	Develop and apply stagecraft skills
CUAMPF414	Perform music as part of a group
CUAMPF416	Perform music as a Soloist

* Students must choose one of these units

Internal code: C329P

MUSIC

CERTIFICATE III IN MUSIC (SOUND PRODUCTION)
(CUA30920)

Location Box Hill

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-12:30pm
Wednesday 1:30pm-5:30pm
Friday 1:00pm-5:00pm

What Does This Course Involve?

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

Key study areas include:
› signal path and audio componentry
› studio skills and 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.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

After successful completion, you may choose to apply for entry into the Certificate IV in Music (CUA40920) or one of our music degrees.

Career Outcomes

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

Contribution to VCE, VCE VM & 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 (CUA30920)qualification may be eligible for further credit at Units 3 and 4 level.
› Students wishing to receive an ATAR contribution 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

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools..

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	Title
CUACMP311	Implement copyright arrangements
CUAIND313	Work effectively in the music industry
CUAIND314	Plan a career in the creative arts industry
CUAMPF314	Make music demos
CUASOU211	Develop basic audio skills and knowledge
CUASOU212	Perform basic sound editing

YEAR 2	
Code	Title
CUASOU306	Operate sound reinforcement systems
CUASOU317	Record and mix basic music demos
CUASOU308	Install and disassemble audio equipment
CUASOU311	Mix music in studio environments
CUASOU412	Manage audio input sources

Internal code: C329S

OUTDOOR RECREATION

CERTIFICATE II IN OUTDOOR RECREATION
(SIS20419)

Location Lilydale

Course Length Part time: 1 year

Class Days and Times
Wednesday 9:00am-12:30pm
Wednesday 1:30pm-5:30pm

What Does This Course Involve?

This course focuses on participation skill acquisition related to activities in Outdoor Recreation and Outdoor Education. It is highly suitable for those who have an active lifestyle and enjoy being in the outdoors and extending themselves through several adventure activities.

Canoeing, rock climbing, mountain bike riding are all included activities in this exciting course. Students will learn the fundamental skills to plan and assist in the delivery of outdoor recreation activities and gain knowledge in activity risk management and response to emergencies.

The course is aligned with the Certificate IV in Outdoor Leadership (SIS40619) and provides credit to some units into this study pathway. We deliver the course out of the Lilydale Lakeside campus which has great on-site facilities and easy access to local parks and environments for off-site activity facilitation.

Entry Requirements

This course can only be completed as part of your secondary school studies in Year 10, 11 and 12.

Study Pathways

You may wish to enrol in the dual course Certificate IV in Outdoor Leadership (SIS40619) Certificate IV in Guiding (SIT40216) as your first option, alternatively apply for a traineeship at one of our many partners in the same qualification. Other options include the Diploma of Sport (SIS50319), Certificate III in Fitness (SIS30315) and Certificate IV in Fitness (SIS40215).

Career Outcomes

On satisfactory completion of this course you will be ready to assist activities in the outdoor recreation industry. A pathway into a Certificate IV course to learn and acquire the skills required to lead activities in outdoor recreation and outdoor education is also available. The course also leads to significant opportunities in guiding and tourism.

Contribution to VCE, VCE VM & ATAR

On successful completion of this program, you will be eligible for recognition of up to three units at Units 1 and 2 level.

Structured Workplace Learning

There is no requirement for structured workplace learning.

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.'

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	Title
HLTWHS001	Participate in workplace health and safety
SISOFLD001	Assist in conducting outdoor recreation sessions
SISOFLD002	Minimise environmental impact
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXEMR001	Respond to emergency situations
SISXFAC001	Maintain equipment for activities
SISOFLD006	Navigate in tracked environments
SISOCYT001	Set up, maintain and repair bicycles
SISOCYT004	Ride off road bicycles on easy trails
SISOCNE001	Paddle a craft using fundamental skills
SISCAQU002	Perform basic water rescues

Internal code: SI419

PLUMBING
—

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (22569VIC)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:00am-12:30pm
Wednesday 1:30pm-6:00pm)

What Does This Course Involve?

This course will equip you with the skills and knowledge for entry into an apprenticeship within the plumbing industry. You will be introduced to the basic skills and knowledge that underpin the Certificate III in Plumbing (CPC32413).

You will learn the calculations to carry out your work, produce technical drawings, select and use the correct plumbing tools, equipment and materials, plumbing supplies, principles of sustainability in the plumbing industry, employment opportunities in the plumbing industry, maintain safe working conditions and complete basic first aid and completion of your white card for the construction industry.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

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

Career Outcomes

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

Contribution to VCE, VCE VM & ATAR

On successful completion of this program, you will be eligible for block credit. The following guidelines apply:

› attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level

› 90 nominal hours of training is required for each VCE Unit

› the award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student

› where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above

VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the lowest study score of the primary four) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

Personal Protection Equipment (PPE) is required. Students will be advised of the details of PPE requirements in a welcome letter.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
CPCCWHS2001	Apply WHS requirements, policies & procedures in the construction industry
CPCCWHS1001	Prepare to work safely in the construction industry
VU23046	Apply basic sheet metal practices
CUAACD303	Produce technical drawings
VU23050	Perform basic oxy-acetylene welding and cutting
VU23054	Use basic plumbing hand tools
VU23055	Use basic power tools
VU23052	Use and apply basic levelling equipment for plumbing
CPCPCM2039A	Carry out interactive workplace communication
CPCCCM1015	Carry out measurements and calculations

YEAR 2	
Code	**Title**
HLTAID002	Provide basic emergency life support
CPCCCM2001	Read and interpret plans and specifications
VU23053	Use basic electric welding equipment and techniques
VU23047	Cut and penetrate building materials and structures
VU23049	Identify career pathways in the plumbing industry
VU23051	Prepare to work in the plumbing industry
VU23048	Fabricate simple plumbing pipe systems
BSBWRT311	Write simple documents
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations

Internal code: BPLC6

SCREEN AND MEDIA
—

CERTIFICATE III IN SCREEN AND MEDIA
(CUA31020)

Location Box Hill Nelson campus, City campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm Box Hill campus only
Wednesday 1:30pm-5:00pm Box Hill and City

What Does This Course Involve?

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

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

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

Entry Requirements

This course can only be completed as part of your VCE or VCE VM program in Year 11 and 12. You need to have successfully completed Year 10.

Study Pathways

You may wish to apply for entry to the Certificate IV in Screen and Media (CUA41220) at another RTO.

Career Outcomes

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

Contribution to VCE, VCE VM & 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 wishing to receive an ATAR contribution 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 3 and 4 sequence may eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

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

› Further information on the ATAR can be found on the VTAC website

Structured Workplace Learning

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

Tuition and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.'

Uniform Requirements

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

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
BSBCRT311	Apply critical thinking skills in a team environment
CUAWHS312	Apply work health and safety practices
CUAANM313	Create 3d digital models
CUAPOS211	Perform basic vision and sound editing
CUACAM311	Shoot materials for screen production
CUAIND311	Work effectively in the creative arts industry

YEAR 2	
Code	**Title**
CUAWHS312	Apply work health and safety practices
CUADIG312	Author interactive sequences
CUAANM301	Create 2d digital animations
CUADIG304	Create visual design components
CUADES302	Explore and apply the creative design process to 2D forms
CUAWRT301	Write content for a range of media

Internal code: CA312

SPORT AND RECREATION
—

CERTIFICATE III IN SPORT AND RECREATION*
(SIS30115)

Location Box Hill Nelson campus, Lilydale

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm
Wednesday 1:30pm-5:00pm
Thursday 1:00-4:30pm at Box Hill only

What Does This Course Involve?

This course is designed as an introduction to the general areas of sport, recreation and fitness.

You will learn how to plan and conduct sport and recreation sessions, conduct basic warm up and cool down programs, maintain sport, fitness and recreation facilities, and provide customer service.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12.

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 (SIS30315)
› Diploma of Sport and Recreation Management (SIS50115)
› Diploma of Sport (SIS50319) (Specialising in Coaching and Sport Development)

Career Outcomes

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

Contribution to VCE, VCE VM & 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
› 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 and Materials

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Uniform Requirements

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

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
SISXCAI004	Plan and conduct programs
SISSSCO001	Conduct sport coaching with foundation level participants
SISXCAI001	Provide equipment for activities
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

*Proposed new training package in 2023

Internal code: SI209

At Box Hill Institute, we know that our flexible and industry aligned education can be a life-changing experience. With our unique focus on industry skills, our training is practical, career-oriented and tailored to students needs.

We connect with prospective students to show how we help them to harness their passion to advance their career or find a new job by connecting them with the skills to thrive in their desired workplace.

JOIN THE CONVERSATION

Apart from our website and dedicated contact centre, you can connect with us on our social channels. We regularly update our community and share exciting news, events and achievements. This means you can start participating in Box Hill life even before your start your journey with us or once you've completed it.

- facebook.com/boxhillinstitute
- youtube.com/BoxHillInstitute
- twitter.com/boxhilltafe
- instagram.com/boxhillinstitute
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Nelson Campus | 853 Whitehorse Road, Box Hill

CITY CAMPUS
253 Flinders Lane, Melbourne

LILYDALE Lakeside CAMPUS
Jarlo Drive, Lilydale

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