BOX HILL INSTITUTE

WHAT WILL YOU BECOME?

VET Delivered to
Secondary Students (VDSS)
Course Guide 2024

boxhill.edu.au/courses/vdss/

TAFE VICTORIA

Contents

VET Credit in the VCE, including the VM and the VPC

The information below is from the VCAA website regarding VET credit in the VCE, VCE VM and the VPC.

VET in VCE, including the VM and the VPC

Students gain credit into their VCE, including the VM, and the VPC by undertaking:

› **VCE VET programs** that have been developed by the VCAA in consultation with stakeholders including industry. Information regarding the VCE credit available in each VCE VET program is published on the individual VCE VET program pages on this website.

› **Approved apprenticeships and traineeships** that are in the same industry areas as designated VCE VET programs.

› Other VET qualifications, which provide credit into the VCE through **block credit recognition.**

VET credit towards the VCE, including the VM

From 2023, the following policies will apply to VET credit towards the VCE, including the VM:

› Students can accrue VCE credit achieved through multiple VET qualifications at Certificate II level or above, up to a maximum of 180 nominal hours of completed units of competency (UoCs). This will give students two VCE units towards the VCE / VCE VM.

› Students who complete 180 nominal hours of UoCs in a certificate II or above, then move into another certificate III or above in the same industry* will accrue VCE credit at Unit 3–4 level for the next 180 nominal hours of completed UoCs.

› Students who complete 180 nominal hours of UoCs in a certificate II or above, receiving VCE Units 1 and 2 credit, and then enrol in an approved apprenticeship or traineeship will accumulate VCE credit from the apprenticeship/traineeship in the following order: Units 3, 4, 1, 2, 3, 4.

For example, a student completes 180 nominal hours of training in Certificate II in Kitchen Operations and receives VCE VET Hospitality Unit 1 and 2. The student then decides to move into a Certificate III in Carpentry SBAT. For their next 180 hours of training, they will receive VCE Units 3 and 4. Each additional 90 nominal hours of training would accrue VCE credit in the following order: Units 1, 2, 3, 4.

This policy applies to:

– all SBATs in certificates III or above

– certificate II traineeships that are in the same industry* as VCE VET programs drawn from certificate II qualifications that provide VCE Units 1–4 credit (typically trade pathways or pre apprenticeship qualifications).

VET credit towards the VPC

From 2023, students will gain VET credit into the VPC in the following way:

› 90 nominal hours worth of completed UoCs from a certificate I qualification or above will provide one credit towards the VPC.

› Students can accrue credit across multiple VET qualifications, up to a maximum of 180 hours. This will give students two units towards the VPC.

ACTIVE VOLUNTEERING
—

CERTIFICATE II IN ACTIVE VOLUNTEERING (CHC24015)

Location Lilydale campus

Course Length Part time: 1 year

Class Days and Times
Friday 9:00am-12:30pm L

What Does This Course Involve?

Do you want to gain a qualification that provides a pathway to other qualifications within the community sector and improve your employability skills? This course is designed especially for entry level volunteer workers. Throughout this course you will learn important skills to:

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

Entry Requirements

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

Study Pathways

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

Career Outcomes

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

Contribution to VCE & ATAR

Students undertaking CHC24015 Certificate II in Active Volunteering are eligible for up to two VCE VET units on their VCE (including VCE VM and VPC) statement of results:- two VCE VET units at Units 1 and 2 level.

Structured Workplace Learning

All students are required to complete 20 hours of structured work placement in a volunteer role and 20 hours of Work Placement (1 week).

Subject to the work placement, a working with children check may be required prior to placement.

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.

PROGRAM OUTLINE

YEAR 1	
Code	**Title**
CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communicate in the workplace
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander Cultural Safety
CHCCOM005	Communicate and work in health or community services
HLTAID011	Provide First Aid

Internal code: HVAV2

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

ALLIED HEALTH ASSISTANCE
—

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE^*
(HLT33015)

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

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

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 course can only be completed as part of your secondary school studies in years 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 (HLT54121).

Career Outcomes

After successful completion you may wish to apply for a range of employment opportunities including:

› patient care assistant
› health 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
› Please refer to page 3 for additional information.

Structured Workplace Learning

The VCAA recommends 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

Internal code: HC340

^ Partial completion

* This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive a Statement of Attainment from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

ANIMAL CARE
—

CERTIFICATE II IN ANIMAL CARE (ACM20121)

Location City campus#, Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm BH, LL
Wednesday 1:30pm-5:00pm BH, C, LL
Friday 9:00am-12:30pm BH – Year 1 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 for all classes 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 Animal Care (ACM30122)
› 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 & 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 .
› Please refer to for additional information.

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
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
HLTAID011	Provide First Aid

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

Internal code: AC200

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.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

APPLIED FASHION DESIGN AND TECHNOLOGY
—

CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY* (MST20616)

Location Box Hill campus, City campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-1:30pm BH - Year 1 only
Wednesday 1:30pm-6:00pm BH
Wednesday 9:00am-1:30pm C
Wednesday 1:00pm-5:30pm C

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 Design (Fashion Enterprise) (BOD1E), Bachelor of Design (Fashion Design)(BOD1F).

Career Outcomes

On satisfactory completion of this qualification you can pathway into an undergraduate course in fashion enterprise or fashion design 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 & 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.
› Please refer to page 3 for additional information.

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

Internal code: MT266

* This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

AUTOMOTIVE

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (AUR20720)

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

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

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 (AUR30620).

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 & 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.
› Please refer to page 3 for additional information.

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
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURETR103	Identify automotive electrical systems and components

YEAR 2	
Code	Title
AURAFA103	Communicate effectively in an automotive workplace
AURETR048	Construct and test basic electronic circuits
AURETK003	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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

BEAUTY SERVICES
—

CERTIFICATE III IN BEAUTY SERVICES^ (SHB30121)

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-1:00pm BH, LL
Wednesday 1:30pm-5:30pm BH, LL

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 waxing, lash and brow and basic make–up services.

You will develop beauty techniques such as waxing, make-up application, cosmetic tanning and lash extensions.

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 Diploma of Beauty Therapy (SHB50121) 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 & 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) 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.
› Please refer to page 3 for additional information.

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**
SHBBBOS007	Apply cosmetic tanning products
SHBBCCS005	Advise on beauty products and services
SHBBMUP009	Design and apply make-up
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXSLS001	Sell to the retail customer
SHBBMUP010	Design and apply make-up for photography

YEAR 2	
Code	**Title**
SHBBFAS004	Provide lash and brow services
SHBBHRS010	Provide waxing services
SHBXCCS008	Provide salon services to clients
SHBBMUP008	Apply eyelash extensions

Internal code: SHB22

^ Partial completion

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive a Statement of Attainment from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

BUILDING AND CONSTRUCTION

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

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Tuesday 5:00pm-8:30pm BH – Year 1 only
Wednesday 8:05am-11:55am BH, LL
Wednesday 1:30pm-5:20pm BH, LL
Thursday 5:00pm-8:30pm BH – Year 1 only

What Does This Course Involve?

This VCE VET program specialising in carpentry, 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.

Please refer to page 3 for additional information.

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.
HLTAID010	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

Internal code: BVS41

^ Partial completion

* This accredited course will change in the near future and minor alterations to the course will occur. All new students will be enrolled in the new course. Check website for latest information.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive a Statement of Attainment from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

COMMUNITY SERVICES
—

CERTIFICATE III IN COMMUNITY SERVICES^ (CHC32015)

Location Box Hill campus, City campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:30am-1:00pm BH - Year 1 only
Wednesday 1:30-5:00pm BH
Friday 1:30-5:00pm C - Year 1 only

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

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

Study Pathways

The Certificate III in Community Services (CHC32015) will provide you with direct entry into other specialist community services programs such as Certificate IV in Youth Work (CHC40413) and Certificate III in Individual Support (CHC33021).

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 & 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.

Please refer to for additional information.

Structured Workplace Learning

The VCAA strongly recommends a minimum of 60 hours of placement per year for this VCE VET Community Services 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**
HLTWHS006	Manage Personal Stressors in the Work Environment
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with Diverse People
HLTWHS002	Follow Safe Work Practices for direct client care
VU22448	Work effectively with a national disability insurance scheme participant
CHCCCS015	Provide Individualised Support

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

Internal code: HCCS3

^ Partial completion

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive a Statement of Attainment from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

DESIGN FUNDAMENTALS (Design Focus)
—

CERTIFICATE III IN DESIGN FUNDAMENTALS (CUA30720)

Location Box Hill campus, City campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 1:30pm-5:00pm BH, C
Wednesday 1:30pm-5:00pm LL - Year 1 Only

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 (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 & 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.

› Please refer to page 3 for additional information.

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

YEARS 1 & 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
CUADES304	Source and apply design industry knowledge
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices
CUADES303	Explore and apply the creative design process to 3D forms
CUADIG303	Produce and prepare photo images
CUAPHI312	Capture photographic images
ICPPRP3250	Create graphics using graphics applications
ICPPRP2210	Select and apply type

Internal code: CA370

Units will be split over the two year program.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

DESIGN FUNDAMENTALS (Visual Arts Focus)
—

CERTIFICATE III IN DESIGN FUNDAMENTALS (CUA30720)

Location City campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm LL - Year 1 only
Wednesday 1:30pm-5:00pm C

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 & 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.

› Please refer to for additional information.

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

YEARS 1 & 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
CUADES304	Source and apply design industry knowledge
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices
CUADES303	Explore and apply the creative design process to 3D forms
CUADIG303	Produce and prepare photo images
CUAPHI312	Capture photographic images
CUAIND314	Plan a career in the creative arts industry
CUADIG315	Produce digital images

Internal code: CA32V

Units will be split over the two year program.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

EARLY CHILDHOOD EDUCATION AND CARE

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE^ (CHC30121)

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm BH - Year 1 only
Wednesday 1:30pm-5:00pm BH, LL

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:

› work effectively in the early childhood sector
› provide and work within a safe work place
› understand regulatory requirements in early childhood
› develop personal and professional goals

Entry Requirements

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

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 (CHC30121) qualification.

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

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 (CHC30121) to complete your qualification and then pathway into the Diploma of Early Childhood Education and Care (CHC50121).

Contribution to VCE & 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 (CHC30121).
› 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.
› Please refer to page 3 for additional information.

Structured Workplace Learning

To achieve the units of competency within this partial completion program, students must complete at least 80 hours of work placement in year 1 and 80 hours of placement in year 2 within a regulated early childhood education and care service.

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**
CHCECE056	Work effectively in children's education and care
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
CHCECE030	Support inclusion and diversity

YEAR 2	
Code	**Title**
BSBPEF403	Lead personal development
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE034	Use an approved learning framework to guide practice
HLTAID012	Provide first aid in an education and care setting

Internal code: VEDC3

^ Partial completion

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive a Statement of Attainment from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

ELECTROTECHNOLOGY STUDIES
—

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

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times Wednesday 1:30pm-5:00pm BH, LL
Thursday 4:30pm-8:00pm BH - Year 2 only

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 & 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.
› Please refer to page 3 for additional information.

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
HLTAID011	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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

ENGINEERING STUDIES
—

CERTIFICATE II IN ENGINEERING STUDIES* (22470VIC)

Location Box Hill campus

Course Length Part time: 2 years

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

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 - at another RTO
› Certificate III in Engineering (MEM30319) Fabrication Trade - at another RTO
› 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 & ATAR

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

› 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.
› Please refer to for additional information.

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

YEAR 2	
Code	Title
MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22338	Configure and program a basic robotic system

Internal code: ENG50

* This training package will change in the near future. Students will be enrolled into the current course on offer. Check website for latest information.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

EQUINE STUDIES
—

CERTIFICATE III IN EQUINE STUDIES* (22513VIC)

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

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 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 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 for all classes 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 & 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.
› Please refer to for additional information.

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

Students will be required to provide their own helmets and boots 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

Internal code: EQ300

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

* This training package will change in the near future. Students will be enrolled into the current course on offer. Check website for latest information.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

INFORMATION TECHNOLOGY (Cyber Security and Networking Focus)

CERTIFICATE III IN INFORMATION TECHNOLOGY
(ICT30120)

Location Box Hill Campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 8:30am-12:30pm BH – Year 1 only
Wednesday 1:30pm-5:30pm BH

What Does This Course Involve?
The Certificate III in Information Technology (ICT30120) is focused on basic IT skills including hardware, software, IT Support and cyber security.

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

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 (22603VIC), Certificate IV in Information Technology (ICT40120).

Career Outcomes
After completion, you may apply for roles such as IT support, networking, support technician, PC security technician, ICT system analyst, data centre trainee.

Contribution to VCE & ATAR
Students undertaking VCE VET Information and Communications 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 and Communications 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 and Communications Technology , no contribution to the ATAR will be available.

› Please refer to for additional information.

Structured Workplace Learning
The VCAA strongly recommends that students undertake a minimum of 80 hours SWL for the VCE VET Information and Communications 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
BSBCRT301	Develop and extend critical and creative thinking skills
BSBXCS303	Securely manage personally identifiable information and workplace information
BSBXTW301	Work in a team
ICTPRG302	Apply introductory programming techniques
BSBXCS301	Protect own personal online profile from cyber security threats
BSBXCS401	Maintain security of digital
BSBXCS403	Contribute to cyber security threat assessments

YEAR 2	
Code	Title
ICTICT313	Identify IP, ethics and privacy policies in ICT environments
ICTSAS305	Provide ICT advise to clients
ICTSAS312	Provide basic system administration
ICTSAS309	Maintain and repair ICT equipment and software
ICTSAS310	Install, configure and secure a small office or home office network

Internal code: IC32V

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

INTERIOR DECORATION RETAIL SERVICES
—

CERTIFICATE III IN INTERIOR DECORATION RETAIL SERVICES (MSF31018)

Location Box Hill campus, City campus

Course Length Part time: 2 years

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

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 secondary school studies in years 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 & 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
CUADES202	Evaluate the nature of design in a specific industry context
CUADES301	Explore the use of colour
CUADES305	Source and apply information on the history and theory of design

YEAR 2	
Code	Title
CUAACD311	Produce drawings to communicate ideas
MSFGN3006	Estimate and cost job
SIRXCEG001	Engage the customer
MSFSF3018	Advise customers on interior decoration
MSMENV272	Participate in environmentally sustainable work practices
CUADIG304	Create visual design components

Internal code: MS318

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

LABORATORY SKILLS
—

CERTIFICATE III IN LABORATORY SKILLS* (MSL30118)

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

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 & 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.
› Please refer to page 3 for additional information.

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

Internal code: LS300

* This training package will change in the near future. Students will be enrolled into the current course on offer. Check website for latest information.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

MUSIC (Performance)
—

CERTIFICATE III IN MUSIC (CUA30920)

Location Box Hill campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 1:30pm-5:30pm BH
Friday 1:00pm-5:00pm BH – Year 1 only

What Does This Course Involve?

Our 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 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 Bachelor of Music Industry.

Career Outcomes

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

Contribution to VCE & 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.
› Please refer to page 3 for additional information.

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

Internal code: C329P

+Students must choose between these units

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

MUSIC (Sound Production)
—

CERTIFICATE III IN MUSIC (CUA30920)

Location Box Hill campus

Course Length Part time: 2 years

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

What Does This Course Involve?

Our 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
› 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 our Bachelor of Music Industry.

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 & 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.
› Please refer to page 3 for additional information.

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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

OUTDOOR RECREATION
—

CERTIFICATE II IN OUTDOOR RECREATION (SIS20419)

Location Lilydale campus

Course Length Part time: 1 year

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

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 (SIS40621) Certificate IV in Guiding (SIT40222) 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 (SIS50321), Certificate III in Fitness (SIS30321) and Certificate IV in Fitness (SIS40221).

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 & ATAR

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

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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

PLUMBING
—

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

Location Box Hill campus

Course Length Part time: 2 years

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

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). This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course.

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 & 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. Please refer to page 3 for additional information.

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**
HLTAID010	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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

SCREEN AND MEDIA
—

CERTIFICATE III IN SCREEN AND MEDIA (CUA31020)

Location Box Hill campus, City campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm BH – Year 1 only
Wednesday 1:30pm-5:00pm BH, C

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 secondary school studies in years 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 & 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.
› Please refer to page 3 for additional information.

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
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

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

BH Box Hill Campus | **C** City Campus | **LL** Lilydale Lakeside Campus

SPORT AND RECREATION
—

CERTIFICATE III IN SPORT AND RECREATION* (SIS30115)

Location Box Hill campus, Lilydale campus

Course Length Part time: 2 years

Class Days and Times
Wednesday 9:00am-12:30pm BH
Wednesday 1:30pm-5:00pm BH, LL
Thursday 1:00-4:30pm BH – Year 1 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 year 10, 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 development, coaching, recreation management and fitness.

At Box Hill Institute, you can apply for further studies in the:

› Certificate III in Fitness (SIS30321)
› Diploma of Sport and Recreation Management (SIS50115)*
› Diploma of Sport (SIS50321)

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 & 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.
› Please refer to page 3 for additional information.

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**
HLTAID011	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

Internal code: SI209

* This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course.

Students undertaking this course will be enrolled at Box Hill Institute. Upon completion, you will receive certification from Box Hill Institute RTO: 4687.

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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.

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