

# MILDURA REGION TRADE TRAINING CENTRES AND SUNITAFE



**2024 PROGRAM  
HANDBOOK**

Trade Training Centres  
in Schools Program  
MILDURA REGION 

 SuniTAFE

TAFE VICTORIA 

COURSE CODE	COURSE TITLE	LOCATION	ENROLMENT TYPE	PROGRAM LENGTH	PROGRAM CONTENT
<b>AUTOMOTIVE AND ENGINEERING</b>					
AUR20720	Certificate II in Automotive Vocational Preparation	SuniTAFE Mildura Campus Deakin Trade Training Centre	VE1	2 years (365 hours)	15 units
22470VIC	Certificate II in Engineering Studies	SuniTAFE Mildura Campus Deakin Trade Training Centre	VE1	2 years (480 hours)	12 units
<b>BEAUTY</b>					
SHB20121	Certificate II in Retail Cosmetics	Riverside Trade Training Centre	VE1	2 years (530 hours)	15 units
SHB20216	Certificate II in Salon Assistant	Riverside Trade Training Centre	VE1	2 years (360 hours)	13 units
SHB20121 SHB20216	Certificate II in Retail Cosmetics/ Certificate II in Salon Assistant [combined]	Riverside Trade Training Centre	VE1	2 years (380 hours)***	11 units
<b>CONSTRUCTION AND TRADES</b>					
22338VIC	Certificate II in Building and Construction [Pre-Apprenticeship]	Deakin Trade Training Centre	VE1	2 years (400 hours)	13 units
MSF20516	Certificate II in Furniture Making Pathways	Deakin Trade Training Centre	VE1	2 years (400 hours minimum)	12 units
UEE22020	Certificate II in Electrotechnology [Career Start]	SuniTAFE Mildura Campus	VE1	2 years	13 units
22569VIC	Certificate II in Plumbing [Pre-Apprenticeship]	SuniTAFE Mildura Campus	VE1	2 years	19 units
<b>DESIGN AND VISUAL ARTS</b>					
CUA30720	Certificate III in Design Fundamentals	SuniTAFE Mildura Campus	VE3	2 years (525 hours)*	12 units
MST20616	Certificate II in Applied Fashion Design and Technology	Red Cliffs Secondary College	VE1	2 years (690 hours)	14 units
CUA31020	Certificate III in Screen and Media	Red Cliffs Secondary College	VE1	2 years (495 hours)	11 units
CUA30920	Certificate III in Music [Sound Production]	Red Cliffs Secondary College	VE1	2 years (490 hours)	12 units
CUA30920	Certificate III in Music [Performance]	Red Cliffs Secondary College	VE1	2 years (490 hours)	12 units
<b>FOOD AND HOSPITALITY</b>					
SIT20421	Certificate II in Cookery	SuniTAFE Mildura Campus Riverside Trade Training Centre	VE1	2 Years (355 hours)	13 units 14 units
SIT30821	Certificate III in Commercial Cookery [Patisserie]	Deakin Trade Training Centre	VE3	1 year (196 hours)	5 units
SIT20322	Certificate II in Hospitality	Riverside Trade Training Centre	VE1	2 years (362 hours)	14 units
<b>HEALTH AND COMMUNITY</b>					
CHC32015	Certificate III in Community Services	SuniTAFE Mildura Campus	VE1	2 years (478 hours)	12 units
CHC30121	Certificate III in Early Childhood Education and Care	SuniTAFE Mildura Campus		2 years**	9 units
<b>HORTICULTURE AND AGRICULTURE</b>					
AHC20120	Certificate II in Conservation and Ecosystem Management	SuniTAFE Mildura Campus		2 years	15 units
<b>INFORMATION TECHNOLOGY</b>					
ICT30120	Certificate III in Information Technology	SuniTAFE Mildura Campus		2 years	12 units

\*Returning 2nd year students only

\*\*2 years for the partial completion  
Please note that additional units are required to complete the Certificate III after the 2 years.

\*\*\*Partial completion

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# PROGRAM INFORMATION

The Mildura Region Trade Training Centre (MRTTC) and SuniTAFE have collaborated to offer a wide range of Vocational Education and Training Delivered to Secondary Students (VETDSS) courses to provide skills in both traditional trades and emerging industries.

The MRTTC was established to increase the proportion of students completing Year 12 or equivalent and to enhance pathways to further education and training.

## **Students from 11 cluster schools have access to programs and facilities at the MRTTC:**

Chaffey Secondary College  
Coomealla High School (NSW)  
Henderson College  
Irymple Secondary College  
Merbein P-10  
Mildura Senior College  
Mildura Specialist School  
Red Cliffs Secondary College  
St. Joseph's College  
Trinity Lutheran College  
Werrimull P-12

There are two main hubs, the Riverside Trade Training Centre located at St Joseph's College Mercy Campus and the Deakin Trade Training Centre located at Mildura Senior College. In addition, there are also training facilities at SuniTAFE. All sites provide students with state-of-the-art facilities and equipment.

## **HOW DOES IT WORK?**

The VETDSS programs run over one or two years. Most students will start their program in Years 10 or 11, however depending on the course selected there may be the opportunity for Year 8 and 9 students to participate in taster programs.

Students will attend either the Riverside Trade Training Centre, Deakin Trade Training Centre or SuniTAFE on their scheduled program day each week, during the term from February to November. Some programs may also require attendance after school hours.

## **SHOULD I DO A VETDSS PROGRAM?**

- Speak with your VET Coordinator/School Careers Teacher
- Undertake work experience in the field you are interested
- Talk to family or friends who work in the industry

If you decide you want to do a VETDSS program, then see your VET/Careers/Home Group Coordinator to find out more information.

## **HOW WILL MY VETDSS PROGRAM BE ASSESSED?**

Your teachers will use a range of assessment tasks to ensure you have achieved competency, i.e., written tests, skills demonstration, and in some programs, workplace assessment. In programs that have Scored Assessment you will be assessed like any other subject at Unit 3 and 4 level, but you won't need to worry about that until the second year of your course.

## **WHAT IF I DON'T WANT TO COMPLETE THE PROGRAM?**

You will need to discuss this with your home school and notify the VET Coordinator. You will receive a Statement of Results for any of the modules you have completed in the program.

## **HOW TO BE SUCCESSFUL IN YOUR VETDSS PROGRAM**

- Be enthusiastic and motivated.
- Be organised and manage your time well.
- Be willing to make sacrifices i.e., undertaking work placement during holiday times.
- Be flexible and open to new approaches - the training and assessments are different to what you will be used to at your school.
- You will need good communication skills.
- Be willing to make new friends - students in the program will come from many schools in the Sunraysia region.
- Ensure you work out the balance of school, your VETDSS program, work placement, part-time work, sport and social commitments.

## **APPLICATION AND ENROLMENT PROCEDURES**

Applications are submitted to your Secondary College VET/Careers/Home Group Coordinator.

- Expressions of interest forms or online applications are to be submitted by the due date.
- You will need to complete an enrolment application process. This includes an expression of interest form, enrolment form and a pre-training review.
- Some programs may have an eligibility and selection criteria such as interview, aptitude tests etc.
- Your school will be notified if your application has been successful with details for orientation or enrolment sessions you need to attend.
- Late applications may be accepted for some programs, however will only be considered if vacancies exist or become available at a later date.



## **ENROLMENT SESSIONS WILL BE HELD IN TERM 4**

Students and their parents may need to attend an enrolment session at the TTC.

## **COSTS**

Costs will vary between programs and the invoice for program costs including materials, books, uniforms, kits and other fees will be sent to your home school. Students undertaking trade courses will be required to complete an OHS Construction Induction Card course prior to work placement occurring.

For further fee information please contact your school VET/Careers/Home Group Coordinator.

## **STUDENT WITHDRAWAL PROCESS AND FEES REFUND**

Students have a four week 'grace period' from the program commencement date to withdraw from their VETDSS program.

- Withdrawal within this four-week period will ensure schools are not charged for the student's course costs.
- Withdrawal after this four-week period means your school will be charged for that student's course costs.

## **STUDENT RESULTS AND REPORTING STUDENT PROGRESS**

- Schools will receive progress reports during Term 1, Term 2 and Term 3.
- Students will receive a Statement of Attainment provided by the Registered Training Organisation at the end of the year.
- Your home school will receive notification if you are at risk of not passing the year due to either absences or work completion.
- Students who do not compete all units 1 and 2 may not be eligible to undertake the 2nd year of the program the following year.

## **STUDENT ABSENCES AND TRANSPORT BACK TO HOME SCHOOL**

- Absences are reported to your home school each week.
- Trainers will complete an Attendance Notification after each class and these are sent to the respective schools.
- If you know that you are going to be absent due to appointments or other commitments then please notify your home school, St Joseph's College, Mildura Senior College and SuniTAFE before your class commences.
- It is the responsibility of parents/guardians or your home school to ensure that you return home safely. Once the class session has concluded, duty of care rests with the parents/guardians.

## **DUTY OF CARE/STUDENT CONDUCT POLICY/ DISCIPLINARY AND GRIEVANCE PROCEDURES**

- The responsibility for duty of care rests with the TTC Host School Principal and/or SuniTAFE while you are on school grounds completing your VETDSS program.
- TTC Host Schools and SuniTAFE will at all times act in such a way as to make every effort to ensure the safety of the students.
- Corresponding Student Code of Conduct Policy outlines behavioural expectations and penalties for misconduct.
- Student management processes are in place to act on any minor or major incidents/accidents.

## **YOUR HOME SCHOOL RESPONSIBILITIES**

- To ensure fees are paid in accordance with the contracts.
- To assist with transport if required.
- To follow up on attendance or behavioural issues.
- To provide a contact person for the program.

## **INCIDENT/ACCIDENT NOTIFICATION**

All incidents, accidents and near misses must be reported immediately to your TTC teacher, SuniTAFE teacher or staff member.

In the event of a serious injury the TTC Principal, SuniTAFE VETDSS Coordinator, your home school Principal and your parents/guardians will be notified immediately to determine what action must be taken.

## **PERSONAL PROTECTIVE EQUIPMENT**

Students are to observe specific standards when attending classes. Teachers will give more specific requirements in the first lesson. Standards include:

- Appropriate footwear must be worn at all times [footwear such as thongs and sandals are not permitted]
- SuniTAFE Hospitality – wear uniform that is provided
- Black pants/skirt and RTTC polo shirts.
- No short skins and shorts [unless wearing leggings].
- Light make-up to be worn daily [Beauty].
- Hair must be styled daily [Beauty must wear hair off the face and tied back].
- No facial piercings or visible tattoos.
- Hats will be provided and must be worn at all times when outside the stadium.
- No mobile phones.

Please Note: Any student who presents for class without the required clothing or books will be sent back to their home school. The TTC or SuniTAFE staff will inform the home school when such action has been taken.

[www.imvc.com.au](http://www.imvc.com.au)

#### **IVET Institute**

RTO 40548  
[www.ivetinstitute.com.au](http://www.ivetinstitute.com.au)

#### **Access Skills Training**

RTO 4603  
[www.aag.org.au](http://www.aag.org.au)

#### **Ripponlea Institute**

RTO 21230  
[www.ripponleainstitute.com](http://www.ripponleainstitute.com)

#### **SuniTAFE**

RTO 4693  
[www.sunitafe.edu.au/about/policies](http://www.sunitafe.edu.au/about/policies)  
[www.sunitafe.edu.au/about/procedures](http://www.sunitafe.edu.au/about/procedures)

#### **Academy of Interactive Entertainment (AIE)**

RTO 88021  
[www.aie.edu.au](http://www.aie.edu.au)

#### **College of Sound and Music Production (COSAMP)**

RTO 41549  
[www.cosamp.edu.au](http://www.cosamp.edu.au)

#### **COURSE CHANGES**

- Course modules are subject to change without notice and students will be notified of any relevant changes.
- Course fees and materials are subject to change without notice.
- Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

#### **UNIQUE STUDENT IDENTIFIER (USI)**

Students undertaking nationally recognised training are required to have a Unique Student Identifier [USI]. This includes nationally recognised training delivered as part of the VETDSS programs.

Training organisations will not be able to enrol students or issue Certificates or Statements of Attainment if they have not been given the student's USI.

Creating a USI account is free. The online USI account will keep an individual's training records in one place so it's available anytime on computers, tablets or smart phones.

Students starting or continuing nationally recognised VETDSS program will need to create a free USI account. Students will need to have ONE of the following forms of identification with them to be able to create a USI:

- Driver's licence
- Medicare Card
- Australian Passport
- Visa [with non-Australian Passport]
- Australian Birth Certificate [Birth Certificate extract is not sufficient]
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

The USI must be entered on enrolment or completed at enrolment. To create a USI go to [www.usi.gov.au](http://www.usi.gov.au)

#### **VET REGISTRATION AND DELIVERY**

Delivery of a VET program is undertaken by a Registered Training Organisation [RTO]. RTOs are providers and assessors for nationally recognised training.

St Joseph's College and Mildura Senior College have formed partnerships with the following RTOs for the delivery and assessment of VET programs. For information on individual RTO's Complaints and Appeals Procedures refer to their websites.

#### **Australian Institute of Education and Training (AIET)**

RTO 121314  
[www.aiet.edu.au](http://www.aiet.edu.au)

#### **Inner Melbourne VET Cluster**

RTO 21732

# AUTOMOTIVE AND ENGINEERING

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION AUR20720

### COURSE AIMS

The VET Automotive program will provide students with the basic knowledge and skills to enhance employment prospects as a trainee or apprentice in the automotive repair, service and retail industry. The course is designed to introduce students to automotive repair principles and the ability to perform a limited range of tasks, relating to the inspection of the mechanical components and systems of vehicles.

### COURSE ASSESSMENT METHOD

- Practical assessments
- Completion of workbooks
- Written assessments for each workbook

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURAF104	Resolve routine problems in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR006	Solder electrical wiring and circuits
AURTTJ003	Remove and replace wheel and tyre assemblies

#### YEAR TWO

CODE	UNITS
AURETK003	Operate electrical test equipment
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives [SuniTAFE only]
AURTT8007	Remove and replace brake assemblies [DTTC only]

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

15 Units

### LOCATION

Deakin Trade Training Centre  
Wednesday, 9am-2.20pm

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### PATHWAYS

Completing this program may assist students interested in apprenticeships and further study in the AUR Training Package Certificate III qualifications, or other relevant qualifications.

### POSSIBLE

#### EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Automotive Mechanic
- Diesel Mechanic
- Mechanical Engineer
- Automotive Designer
- Spare Parts Manager
- Auto Electrician

### TRAINING & ASSESSING

Deakin TTC: Delivered by DTTC trainers as a third-party arrangement.

SuniTAFE: Delivered by SuniTAFE trainers.

# AUTOMOTIVE AND ENGINEERING

## CERTIFICATE II IN ENGINEERING STUDIES 22470VIC

### COURSE AIMS

Provide students with the basic knowledge and skills to enhance employment prospects in the engineering manufacturing or related industries and assist entry into the wider engineering industry. The course is designed to introduce students to a range of engineering skills such as basic machining, fabrication, welding use of tools and workshop practices.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
MEM13014A	Apply principles of OH&S in work environment
VU22329	Report on a range of sectors in manufacturing and engineering industries
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
VU22330	Select and interpret drawings
VU22335	Perform metal machining operations [SuniTAFE only]
VU22336	Perform metal fabrication operations [DTTC only]
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques

#### YEAR TWO

CODE	UNITS
MEMPE006A	Undertake basic engineering project
VU22333	Perform intermediate engineering computations
VU22334	Produce basic engineering components and products using fabrication and machining operations
VU22237	Perform basic welding and thermal cutting processes to fabricate engineering structures [SuniTAFE only]

**ENROLMENT TYPE**  
VE1

**PROGRAM LENGTH**  
2 Years [480 hours]

**PROGRAM CONTENT**  
12 Units

**LOCATION**  
Deakin Trade Training Centre  
Wednesday 9am-2.20pm

SuniTAFE Mildura Campus  
Friday 9am-3pm

**MODE**  
Face to face  
Classroom delivery

**PATHWAYS**  
Completing this program may assist students interested in apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

**POSSIBLE EMPLOYMENT OPTIONS AFTER FURTHER STUDY**

- Civil Engineer
- Plumber
- Mechanical Engineer
- Welder/Fabricator
- Panel Beater
- Fitter & Turner
- Air-Conditioning and Refrigeration Tradesperson

**TRAINING & ASSESSING**  
Deakin TTC: Delivered by Deakin TTC trainers as a third-party arrangement.  
SuniTAFE: Delivered by SuniTAFE trainers.



# BEAUTY

## CERTIFICATE II IN RETAIL COSMETICS

SHB20121

### COURSE AIMS

This qualification provides a pathway to work as a retail sales consultant in any business that sell beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used, module theory assessments, practical skill demonstration and test.

### CERTIFICATION

Students will be awarded the Certificate II in Retail Cosmetics on successful completion of the units of competence outlined below. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
SHBBMUP009	Design and apply make-up
SHBXIND003	Comply with organisational requirements within a personal services environment
SHBXWHS003	Apply safe hygiene, health, and work practices
SHBBRES003	Research and apply beauty industry information
SIRRINV001	Receive and handle retail stock
SHBBMUP008	Apply eyelash extensions
SHBBFAS004	Provide lash and brow services

#### YEAR TWO

CODE	UNITS
SHBBCCS004	Demonstrate retail skin care products
SHBBCCS005	Advise on beauty products and services
SHBXCCS007	Conduct salon financial transactions
SHBXIND005	Communicate as part of a salon team
SIRXIND003	Organise personal work requirements
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SHBBINF002	Maintain infection control standards
BSBSUS211	Participate in sustainable work practices

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years (530 hours)

### PROGRAM CONTENT

15 Units

### LOCATION

Riverside Trade Training Centre  
Wednesday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Required

### PATHWAYS

This program enables students to pathway into a Beauty or Retail traineeship, and further study.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Retail Store Cosmetic Consultant
- Makeup Artist
- Freelance Artist
- Salon Assistant

### TRAINING & ASSESSING

Delivered by Riverside TTC trainers as a third-party arrangement.

# BEAUTY

## CERTIFICATE II IN SALON ASSISTANT

SHB20216

### COURSE AIMS

Allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used, module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Students will be issued a Statement of Attainment. Australian Institute of Education and Training is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
BSBWHS201	Contribute to health and safety of self and others
SHHBAS001	Provide shampoo and basin services
SHBIND001	Maintain and organise tools, equipment, and work areas
SHBXIND001	Comply with organisational requirements within a personal services environment
SHHBAS002	Provide head, neck, and shoulder massage for relaxation
SIRRMER001	Produce visual merchandise displays

#### YEAR TWO

CODE	UNITS
SHBHDES001	Dry hair to shape
SHBXCCS003	Greet and prepare clients for salon services
SHBXCCS001	Conduct salon financial transactions
SHBXIND001	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products
SHBHDEES002	Braid hair
SHBHIND002	Research and use hairdressing industry information

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years (360 hours)

### PROGRAM CONTENT

13 Units

### LOCATION

Riverside Trade Training Centre  
Friday 9am-3pm

### MODE

Third party arrangement

### WORK PLACEMENT

Required

### PATHWAYS

This qualification enables students to pathway into Certificate III in Hairdressing.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Professional hairdresser
- Stylist in a salon or home business

### TRAINING & ASSESSING

Delivered by Riverside TTC trainers as a third-party arrangement with Australian Institute of Education and Training.

# BEAUTY

## CERTIFICATE II IN SALON ASSISTANT (PARTIAL COMPLETION)

SHB20216

## CERTIFICATE II IN RETAIL COSMETICS (PARTIAL COMPLETION)

SHB20121

### COURSE AIMS

This program consists of a partial completion of Certificate II in Salon Assistant and partial completion of Certificate II in Retail Cosmetics. Students will explore both areas of hairdressing and beauty. Students will develop their creative and practical skills within a real salon setting. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, advise on beauty products, demonstrate skincare, apply make-up all whilst gaining knowledge of the hairdressing and beauty industry. The program is hands on and focused on developing employability skills.

### COURSE AIMS

A range of assessment methods will be used, module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Students will be issued a statement of attainment for partial completions. Australia Institute of Education and Training is responsible for issuing the statement of attainment associated with these courses.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
SHBHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHBAS002	Provide head, neck and shoulder massage for relaxation
BSBWHS201	Contribute to the health and safety of self and others
SHBXIND001	Comply with organisational requirements in a personal services environment
SHBXIND005	Communicate as part of a salon team

#### YEAR TWO

CODE	UNITS
SHBXWHS003	Apply safe hygiene, health, and work practices
SHBBMUP009	Design and apply make up
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SHBBFAS004	Provide lash and brow services
BSBSUS211	Participate in sustainable work practices

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years (380 hours minimum)

### PROGRAM CONTENT

11 Units

### LOCATION

Riverside Trade Training Centre  
Wednesday or Friday  
9am-3pm

### MODE

Third party arrangement

### WORK PLACEMENT

Required

### PATHWAYS

This program enables students to pathway into beauty and hairdressing traineeships and further study.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Salon Assistant
- Beauty or cosmetic sales consultant

### TRAINING & ASSESSING

Delivered by Riverside TTC trainers as a third-party arrangement with Australian Institute of Education and Training.

# CONSTRUCTION AND TRADES

## CERTIFICATE II IN BUILDING & CONSTRUCTION [PRE-APPRENTICESHIP] 22338VIC

### COURSE AIMS

The VET Building and Construction [Pre- Apprenticeship] program will provide students with the basic knowledge and skills to enhance employment prospects as an apprentice in the building and construction industry. The course will teach students the entry level tools and equipment used by carpenters. On successful completion of the relevant unit, students will receive a Construction Induction Card as part of this course.

PLEASE NOTE: This course is a partial completion only.

### COURSE ASSESSMENT METHOD

Practical assessments, observation, completion of workbooks, holistic assessment at the end of the year and written tests.

### CERTIFICATION

Successful Year 1 and Year 2 students will receive a Statement of Results. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1015A	Carry out measurements and calculations
VU22014	Prepare for work in the building and construction industry
VU22022	Identify and handle carpentry tools and equipment
CPCCCM2006	Apply basic levelling procedures

#### YEAR TWO

CODE	UNITS
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22025	Construct basic wall frames
VU22028	Install basic window and door frames
VU22026	Construct a basic roof frame
VU22027	Install basic external cladding

#### YEAR THREE [Optional]

CODE	UNITS
VU22029	Install interior fixings
VU22030	Carry out basic demolition
CPCCOHS2001A	Apply OHS requirements, policies and procedures
VU22015	Interpret and apply basic plans and drawings
VU22016	Erect and safely use working platforms
HLTAID010	Provide basic emergency life support

### PROGRAM LENGTH

2 Years  
[optional 3rd Year, 181 hours]

### PROGRAM CONTENT

13 Units

### LOCATION

Deakin Trade Training Centre  
Wednesday 9am-2.20pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Recommended

### PATHWAYS

Completing this program may assist students interested in apprenticeships in Carpentry or other building and construction trades. Other pathways include Certificate IV in Building and Construction and many other building diplomas and degrees.

### POSSIBLE

#### EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Apprenticeship or traineeship
- Registered Building Practitioner
- Building Inspector
- Project Manager
- Architect, Carpenter
- Draftsperson

### TRAINING & ASSESSING

Delivered by Deakin TTC trainers as a third-party arrangement.

# CONSTRUCTION AND TRADES

## CERTIFICATE II IN FURNITURE MAKING PATHWAYS

MSF20516

PLEASE NOTE: Certificate II in Furniture Making Pathways [MSF20516] is currently under review with the new course MSF20522 being implemented in 2024. The course is deemed equivalent however some course codes and names may change. The Victorian Curriculum and Assessment Authority [VCAA] will release the new VCAA VET Furniture Making Pathways course later in the year. Below is the program delivered in 2023.

### COURSE AIMS

The VET Furniture Making program will provide students with the basic knowledge and skills required to perform the manufacture of free-standing furniture. Students will develop hand and power tool skills while working on a variety of projects related to cabinet making and solid furnishing. This may enhance employment prospects in the furnishing industry.

### COURSE ASSESSMENT METHOD

Module theory assessments and tests, practical skill demonstration and exams.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results: successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualification and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
MSFFP2002	Develop a career plan for the industry
MSMENV272	Participate in environmentally sustainable work practices
MSMPC1103	Demonstrate care and apply safe practices at work
MSFFP2006	Make simple timber joints
MSFFP2003	Prepare surfaces
MSFFP2005	Join materials used in furnishing
MSFFP2004	Apply domestic surface coating
MSFFM2003	Select and apply hardware

#### YEAR TWO

CODE	UNITS
MSFFP2001	Undertake a basic furniture project
MSFFM2002	Assemble furnishing components
MSFFM2001	Use furniture making sector hand and power tools
MSFGN2001	Make measurements and calculations

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years (400 hours minimum)

### PROGRAM CONTENT

12 Units

### LOCATION

Deakin Trade Training Centre  
Wednesday 9am-2.20pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Recommended

### PATHWAYS

Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma or Advanced Diploma courses.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Cabinet Maker
- Shop Fitter
- Industrial Designer
- Furniture Designer
- Joiner

### TRAINING & ASSESSING

Delivered by Deakin TTC trainers as a third-party arrangement.



# CONSTRUCTION AND TRADES

## CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

UEE22020

### COURSE AIMS

The VET Electrical program will provide students with an introduction to the electrical industry, developing the basic skills for both domestic and commercial electrical work. Students will learn skills and theory knowledge with a focus on test instrumentation, correct use of tools, electrical wiring, equipment and drawings about the industry regulations and safety requirements.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CPCCWHS1001	Prepare to work safely in the construction industry
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace
UEECD0009	Carry out routine work activities in an energy sector environment
UEECD0034	Produce routine tools/devices for carrying out energy sector work activities
UEECD0038	Produce solutions and report on routine electrotechnology problems
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment

#### YEAR TWO

CODE	UNITS
UEEAS0001	Assemble electronic components
UEEAS0004	Select electronic components for assembly
UEECD0020	Fix and secure electrotechnology equipment
UEECD0021	Identify and select components, accessories and materials for energy sector work activities
UEECD0046	Solve problems in single path circuits
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises
UEERE0001	Apply environmentally and sustainable procedures in the energy sector

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

13 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Recommended

### PATHWAYS

Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Electrician
- Electrical Fitter
- Renewable Energy Installer
- Sales
- Electrical Engineering Technician
- Air-Conditioning and Refrigeration Technician

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

# CONSTRUCTION AND TRADES

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

### COURSE AIMS

This course is designed for students aspiring to enter the plumbing industry as a trainee or apprentice. This is a pre-employment course and is regarded as the most suitable way to gain employment in the plumbing industry.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CPCCWHS1001	Work safely in the construction industry
VU23054	Use basic plumbing hand tools
VU23055	Use basic power tools
VU23046	Apply basic sheet metal practices
VU23051	Prepare to work in the plumbing industry
VU23052	Use and apply basic levelling equipment for plumbing
CPCCCM1015	Carry out measurements and calculations
VU23050	Perform basic oxy-acetylene welding and cutting
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCCM2001	Read and interpret plans and specifications

#### YEAR TWO

CODE	UNITS
VU23053	Use basic electric welding equipment and techniques
VU23047	Cut and penetrate building materials and structures
CPCPCM2039A	Carry out interactive workplace communication
VU23049	Identify career pathways in the plumbing industry
HLTAID002	Provide basic emergency life support
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations
BSBWRT311	Write simple documents
VU23048	Fabricate simple plumbing pipe systems
CUAACD303	Produce technical drawings

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

19 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### PATHWAYS

Completing this program may assist students interested in gaining a plumbing apprenticeship.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Plumbing Apprentice

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

# DESIGN AND VISUAL ARTS

## CERTIFICATE III IN DESIGN FUNDAMENTALS CUA30720

### COURSE AIMS

Are you looking to delve into the world of art and design, but need a solid foundation of guiding principles? The Certificate III in Design Fundamentals will allow you to progress towards indepth courses in visual arts and graphic design, as well as providing an excellent basis for seeking work in a wide range of art and design industry areas.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; projects, practical tasks, observations and written activities.

### CERTIFICATION

Successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR TWO

CODE	UNITS
CUADES302	Explore and apply the creative design process to 2D forms
CUAACD311	Produce drawings to communicate ideas
CUADIG304	Create visual design components
CUAPPR311	Produce creative work
CUADES303	Explore and apply the create design process to 3D forms

Please note: Enrolment is only for returning 2nd year students

**ENROLMENT TYPE**  
VE3

**PROGRAM LENGTH**  
2 Years [525 Hours]

**PROGRAM CONTENT**  
12 Units

**LOCATION**  
SuniTAFE Mildura Campus  
Friday 9am-3pm

**MODE**  
Face to face  
Classroom delivery

**WORK PLACEMENT**  
N/A

**PATHWAYS**  
Certificate IV in Visual Arts  
and Certificate IV in Design.

**POSSIBLE  
EMPLOYMENT OPTIONS  
AFTER FURTHER STUDY**

- Visual Artist
- Graphic Designer
- Digital Media Field

**TRAINING & ASSESSING**  
Delivered by SuniTAFE  
trainers.

# DESIGN AND VISUAL ARTS

## CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

MST20616

### COURSE AIMS

The VCE VET Applied Fashion Design and Technology program provides students with the knowledge and skills to enhance their employment prospects in the fashion design and textile production industries. Students develop skills used in the design and production of garments and millinery, as well as in the development of unique fashion and textile design.

### COURSE ASSESSMENT METHOD

Practical assessments [folio], completion of workbooks, written assessments and product development.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. Ripponlea Institute is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
MSMWHS200	Work safely
MSTFD2006	Use a sewing machine for fashion design
MSS402051	Apply quality standards
MSTCL2010	Modify patterns to create basic styles
MSTCL1001	Produce a simple garment
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF industry
MSTTX1001	Produce a simple textile fabric or product

#### YEAR TWO

CODE	UNITS
MSMENV272	Participate in environmentally sustainable work practices
MSTML1001	Make a simple headpiece
MSTCL2011	Draw and interpret a basic sketch
MSTFD2001	Design and produce a simple garment
MSTFD2005	Identify design process for fashion design
MSTCL3007	Embellish garment by hand or machine
MSTFD3003	Prepare design concept for a simple garment

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years [690 hours]

### PROGRAM CONTENT

14 Units

### LOCATION

Red Cliffs Secondary College  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

N/A

### PATHWAYS

Study and employment in fashion design and patternmaking.

### POSSIBLE

#### EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Production Assistant
- Clothing Technician
- Merchandising Assistant

### TRAINING & ASSESSING

Delivered by Red Cliffs Secondary College trainers as a third-party arrangement with Ripponlea Institute.

# DESIGN AND VISUAL ARTS

## CERTIFICATE III IN SCREEN AND MEDIA

CUA31020

### COURSE AIMS

The Game Art Foundations course will teach students how to develop 3D environments, characters and animation for interactive games.

Game art development is an exciting and dynamic entertainment medium that is quickly being adapted into traditional areas such as architecture, product design and film making as well as emerging technologies such as VR and AR.

### COURSE ASSESSMENT METHOD

The assessment is a range of portfolio, questioning and product tasks which demonstrate the student's competency of knowledge and skills involved in the digital media industry.

### CERTIFICATION

Successful Year 1 students will receive a statement of results; successful Year 2 students will receive a certificate. AIE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CUAIND311	Work effectively in the creative arts industry
CUADES201	Follow a design process
CUAWHS312	Apply work health and safety practices
CUAACD201	Develop drawing skills to communicate ideas
BSBCRT311	Apply critical thinking skills in a team environment
CUADES303	Explore and apply the creative design process to 3D forms

#### YEAR TWO

CODE	UNITS
CUADES302	Explore and apply the creative design process to 2D forms
CUADIG304	Create visual design component
CUAANM301	Create 2D digital animations
CUADIG312	Author interactive sequences
CUAWRT301	Write content for a range of media

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years [495 hours]

### PROGRAM CONTENT

11 Units

### LOCATION

Red Cliffs Secondary College  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

N/A

### PATHWAYS

Study and employment in the screen and media industry.

### POSSIBLE EMPLOYMENT OPTIONS

- Animator
- Assistant Game Character
- Designer and Developer
- Media Professional
- Web Designer
- 3D Modeler
- 3D Animator
- Assistant Video Editor
- Storyboard Designer
- Video Game Asset Creator
- Web Design Assistant
- YouTube Presenter

### TRAINING & ASSESSING

Delivered by Red Cliffs  
Secondary College trainers as  
a third-party arrangement.



# DESIGN AND VISUAL ARTS

## CERTIFICATE III IN MUSIC (SOUND PRODUCTION) CUA30920

### COURSE AIMS

The VET music sound production program provides students with the knowledge and skills needed to enhance their employability in the music performance industry especially in the area of sound recording and live application. The course will teach students industry practice in both sound production and management of their careers.

### COURSE ASSESSMENT METHOD

Practical assessments, observations, completion of workbook and other relevant learning on the ReadCloudVET Hub.

### CERTIFICATION

Successful Year 1 students will receive a statement of attainment. Successful Year 2 students will receive a certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course. Students will also achieve credit in VCE units for each successful completion of a year of the course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CUAOMP311	Implement copyright arrangements
CUAIND314	Plan a career in the creative arts industry
CUAIND313	Work effectively in the music industry
CUAMPF314	Make music demos
CUASOU212	Perform basic sound editing
CUASOU319	Restore audio tracks

#### YEAR TWO

CODE	UNITS
CUASOU308	Install and disassemble audio equipment
CUASOU412	Manage audio input sources
CUASOU317	Record and mix basic music demos
CUASOU306	Operate sound reinforcement systems
CUASOU321	Mix music in studio environments

**ENROLMENT TYPE**  
VE1

**PROGRAM LENGTH**  
2 Years [490 hours]

**PROGRAM CONTENT**  
12 Units

**LOCATION**  
Red Cliffs Secondary College  
Friday 9am-3pm

**MODE**  
Face to face  
Classroom delivery

**WORK PLACEMENT**  
N/A

**PATHWAYS**  
Study and employment  
in the music industry.

**POSSIBLE  
EMPLOYMENT OPTIONS**

- Sound production
- Music technician

**TRAINING & ASSESSING**  
Delivered by Red Cliffs  
Secondary College trainers  
as a third-party arrangement  
with COSAMP.

# DESIGN AND VISUAL ARTS

## CERTIFICATE III IN MUSIC (PERFORMANCE)

CUA30920

### COURSE AIMS

The VET music performance program provides students with the knowledge and skills needed to enhance their employability in the music performance industry. The course will teach students industry practice in both performance and management of their ca-reers. On successful completion of the relevant unit, students will receive a grade of competency as part of the course.

### COURSE ASSESSMENT METHOD

Practical assessments, observations, completion of workbook and other relevant learning on the ReadCloudVET Hub. Sudents do a group performance assessment or a solo assessment for their final exam in 2nd year. All students perform a short recital at the end of their 2nd year for VCE credits.

### CERTIFICATION

Successful Year 1 students will receive a statement of results; successful Year 2 students will receive a certificate. COSAMP is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
CUAIND314	Plan a career in the creative arts industry
CUAIND313	Work effectively in the music industry
CUAOMP311	Implement copyright arrangements
CUAMCP312	Write song lyrics
CUAMPF314	Make music demos
CUASOU212	Perform basic sound editing

#### YEAR TWO

CODE	UNITS
CUAMPF312	Prepare for musical performances
CUAMPF315	Develop arid perform musical improvisation
CUAMPF412	Develop and apply stagecraft skills
CUAMPF311	Develop technical skills for musical performances
CUAMPF414	Perform music as part of a group
CUAMPF416	Perform music as a soloist

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years [490 hours]

### PROGRAM CONTENT

12 Units

### LOCATION

Red Cliffs Secondary College  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

N/A

### PATHWAYS

Study and employment  
in the music industry.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Solo performer
- Music technician
- Group musician

### TRAINING & ASSESSING

Delivered by Red Cliffs  
Secondary College trainers  
as a third-party arrangement  
with COSAMP.

# FOOD AND HOSPITALITY

## CERTIFICATE II IN COOKERY

SIT20421

### COURSE AIMS

Students will develop a range of food preparation and cookery skills to prepare menu items, whilst gaining an overview of the dynamic hospitality industry. This course develops the knowledge and skills required to work in a fully functioning kitchen, under the direct supervision of a chef, focusing on preparing, cooking and plating food. Students will learn hygienic practices in food preparation and the skills to prepare and present simple dishes. Students will participate in 'live restaurant' services, working at a range of functions held at the SuniTAFE and RTTC on-campus restaurant.

### COURSE ASSESSMENT METHOD

- Direct observations of work practices
- Portfolio of annotated recipes and dishes
- Practical assessments
- Topic test and exams

### CERTIFICATION

Successful Year 1 students will receive a statement of results; successful Year 2 students will receive a certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY (delivered over 2 years)

CODE	UNITS
HLTAID001	Provide First Aid
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHKOP009	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITXINV006	Receive, store, and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC024	Prepare and present simple dishes
SITXCOM007	Show social and cultural sensitivity
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces, and soups
SITHCCC030	Prepare vegetable, fruit, egg, and farinaceous dishes
SITHCCC034	Work effectively in a commercial kitchen
SITHCCC025	Prepare and present sandwiches (RTTC only)

Please Note:

SIT20421 Certificate II in Cookery supersedes and is equivalent to SIT20416 Certificate II in Kitchen Operations.

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years (355 hours)

### PROGRAM CONTENT

13 Units (SuniTAFE)

14 Units (RTTC)

### LOCATION

Riverside Trade Training Centre  
Wednesday or Friday

9am-3pm

SuniTAFE Mildura Campus

Friday 9am-3pm

### MODE

Face to face

Classroom delivery

### WORK PLACEMENT

Recommended

### PATHWAYS

Completing this program may assist students interested in Hospitality or Commercial Cookery traineeships, apprenticeships and further study into Certificate III or IV, Diploma, Advance Diploma or Degree courses.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Apprentice Chef
- Apprentice Pastry Chef
- Caterer
- Kitchen Hand

### TRAINING & ASSESSING

Riverside TTC: Delivered by RTTC trainers as a third-party arrangement.

SuniTAFE: Delivered by SuniTAFE trainers.

# FOOD AND HOSPITALITY

## CERTIFICATE III IN COMMERCIAL COOKERY (PATISSERIE)

SIT30821 [selected units only]

### COURSE AIMS

The VET Patisserie program will provide students with an overview of the creative patisserie industry. Students will learn a range of baking skills producing cakes, pastries and desserts. This course will also give students the opportunity to learn some chocolatier and sugar work skills.

### COURSE ASSESSMENT METHOD

Direct observation of work practices.  
Topic tests and oral presentations.

### CERTIFICATION

Successful Year 1 students will receive a statement of results. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS 1 & 2
SITHPAT001	Produce cakes
SITHPAT003	Produce pastries
SITHPAT005	Produce petits fours
SITHPAT006	Produce desserts
HLTAID011	Provide first aid

Please note: Students may be required to work in extra time outside of school hours. Students MUST have completed Year 1 VET Kitchen Operations or VET Hospitality to be considered for this program.

### ENROLMENT TYPE

VE3

### PROGRAM LENGTH

1 Year [196 hours]

### PROGRAM CONTENT

5 Units

### LOCATION

Deakin Trade Training Centre  
Days/Time TBA

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Recommended

### PATHWAYS

Completing this program may assist students interested in Patisserie, Commercial Cookery or Food Processing traineeships, apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma or Degree courses.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Apprentice Chef
- Apprentice Pastry Chef
- Caterer
- Food and Beverage Attendant
- Kitchen Hand
- Food Stylist

### TRAINING & ASSESSING

Delivered by Deakin TTC trainers as a third-party arrangement.

# FOOD AND HOSPITALITY

## CERTIFICATE II IN HOSPITALITY

SIT20322

### COURSE AIMS

This qualification offers individuals general hospitality knowledge and a range of food and beverage service skills. The course is well-suited to students that enjoy practical learning. The course focuses on front of house hospitality skills, such as barista skills, food hygiene, food advice, and financial transactions.

### COURSE REQUIREMENTS

There is a compulsory work placement. The students do need to be very committed and prepared to put in extra time out of school hours.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Successful Year 1 students will receive a statement of results; successful Year 2 students will receive a certificate. IVET Institute is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
BSBTWK201	Work effectively with others
SITHIND006	Source and use information on the hospitality industry
SITHIND007	Use hospitality skills effectively
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS00S	Participate in safe work practices
SITXFSA00S	Use hygienic practices for food safety
SITHFAB025	Prepare and serve espresso coffee
SITXINV006	Receive, store, and maintain stock

#### YEAR 2

CODE	UNITS
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB027	Serve food and beverage
SITHFAB036	Provide advice on food
SITXFIN007	Process financial transactions
SITHFAB022	Clean and tidy bar areas

### ENROLMENT TYPE

VE1

### PROGRAM LENGTH

2 Years [362 hours]

### PROGRAM CONTENT

14 Units

### LOCATION

Riverside Trade Training Centre  
Wednesday or Friday  
9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Required

### PATHWAYS

This qualification enables students to pathway into Certificate III and IV in Hospitality or Diploma of Hospitality Management.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Cafe Attendant
- Catering Assistant
- Food and Beverage Attendant
- Front Office Assistant
- Customer Service

### TRAINING & ASSESSING

Delivered by Riverside TTC trainers as a third-party arrangement with IVET Institute.



# HEALTH AND COMMUNITY

## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CHC30121

### COURSE AIMS

This course is intended for people seeking to work in the early childhood education and care sector. It provides the skills and knowledge required to assist in the design and implementation of the curriculum and care programs, in early childhood education and care services. It will supply all the necessary understanding of how to work with learning frameworks so that upon implementation, they meet the requirements of the education and care services National Regulations and the National Quality Standards.

### COURSE ASSESSMENT METHOD

Knowledge questions, projects, portfolios, observations and role plays.

### CERTIFICATION

This course is partial completion only. Successful year 1 students will receive a statement of results. Successful year 2 students will receive a statement of results. SuniTAFE is responsible for issuing statements of attainment associated with this course.

### ADDITIONAL INFORMATION

Working with children check required prior to enrolment  
Required to complete placement hours in a registered early years' service  
Group work required  
Some online learning  
Access to internet and computer required

### UNITS OF COMPETENCY

#### YEAR ONE

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

#### YEAR TWO

CODE	UNITS
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
CHCECE037	Support children to connect with the natural environment
HLTAID012	Provide First Aid in an education and care setting

Please note: This is a partial completion. Employment requires completion of the Certificate III in Early Childhood Education and Care OR evidence of enrolment and engagement in the Certificate III in Early Childhood Education.

### PROGRAM LENGTH

2 years for the partial completion.

Please note that additional units are required to complete the Certificate III after the 2 years.

### PROGRAM CONTENT

9 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### WORK PLACEMENT

Required

### PATHWAYS

On the completion of the Certificate III students will be able to enrol in the Diploma of Early Childhood Education and Care course.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Early years educator

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

# HEALTH AND COMMUNITY

## CERTIFICATE III IN COMMUNITY SERVICES

CHC32015

Please note: This course contains units of a sensitive nature.

### COURSE AIMS

This qualification reflects the role of entry level for community services workers who support individuals through the provision of person centred services. Work may include day-to-day support of individuals in community settings or support of individual in community settings or support the implementation of specific community-based programs.

### COURSE ASSESSMENT METHOD

Research and assignments.

### CERTIFICATION

Successful Year 1 students will receive a statement of results; successful Year 2 students will receive a certificate.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
BSBPEF202	Plan and apply time management
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS002	Follow safe work practices for direct client care
HLTWHS006	Manage personal stresses in the work environment
HLTAID011	Provide first aid
CHCDIV002	Promote Aboriginals and Torres Strait Islander cultural safety

#### YEAR TWO

CODE	UNITS
CHCCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies
FSKLRG011	Use routine strategies for work-related learning

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

12 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### PATHWAYS

This qualification enables students to pathway into Certificate IV in Community Services, Diploma of Community Services and Diploma of Early Childhood Education and Care.

### POSSIBLE

#### EMPLOYMENT OPTIONS

- Community Services Worker

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

# HORTICULTURE AND AGRICULTURE

## CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT

AHC20120

### COURSE AIMS

This qualification provides the skills and knowledge required for work in a defined context and/or for further study in conservation and ecosystem management. Work would be carried out under general guidance and supervision. The qualification enables individuals to select and develop basic factual, technical and procedural knowledge in conservation and ecosystem management for Indigenous land management, lands, parks and wildlife services and the restoration and rehabilitation of ecosystems.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, practical skill assessments and completion of workbooks.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
AHCNSY207	Undertake propagation activities
AHCPCM204	Recognise plants
AHCECR201	Capture digital media for fieldwork
AHCPMG201	Treat weeds
AHCMOM203	Operate basic machinery and equipment
AHCWHS201	Participate in work health and safety processes
AHCWRK205	Participate in workplace communications
AHCNAR305	Collect native seed

#### YEAR TWO

CODE	UNITS
AHCCHM201	Apply chemicals under supervision
HLTAID011	Provide first aid
AHCWRK204	Work effectively in the industry
AHCWRK209	Participate in environmentally sustainable work practices
AHCPCM202	Collect, prepare and preserve plant specimens
AHCPGD201	Plant trees and shrubs
AHCFAU202	Recognise fauna

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

15 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### PATHWAYS

Completion of this qualification can lead to further studies in Certificate III, Certificate IV or Diploma in Conservation and Ecosystem Management.

### POSSIBLE

#### EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Indigenous land management
- Lands, parks and wildlife roles
- Project firefighter

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

# INFORMATION TECHNOLOGY

## CERTIFICATE III IN INFORMATION TECHNOLOGY

ICT30120

### COURSE AIMS

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: observation and oral questioning, project work, practical task, role play/simulation, knowledge based test, written task.

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
BSBCRT301	Develop and extend critical and creative thinking skills
ICTSAS310	Install, configure and secure a small office or home office network
BSBXCS303	Securely manage personally identifiable information and workplace information
ICTWEB431	Create and style simple markup language documents
BSBXTW301	Work in a team
ICTICT312	Use advanced features of applications

#### YEAR TWO

CODE	UNITS
ICTICT313	Identify IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS305	Provide ICT advice to clients
ICTSAS312	Provide basic system administration
ICTICT309	Create ICT user documentation
ICTCLD301	Evaluate characteristics of cloud computing solutions and services

### PROGRAM LENGTH

2 Years

### PROGRAM CONTENT

12 Units

### LOCATION

SuniTAFE Mildura Campus  
Friday 9am-3pm

### MODE

Face to face  
Classroom delivery

### PATHWAYS

By completing this qualification you will gain employable skills in this area. Students may choose to extend their skills set and undertake Certificate IV or Diploma studies.

### POSSIBLE EMPLOYMENT OPTIONS

This qualification could lead to employment working in an office environment such as Help Desk Officer, Client Support Officer, ICT Operations Support.

### TRAINING & ASSESSING

Delivered by SuniTAFE trainers.

## VETDSS 2024

### EXPRESSION OF INTEREST

This form MUST be completed and returned to the relevant Training Centre with the appropriate Enrolment form. Complete thoroughly, neatly and in your own hand writing. MSC students or those applying to DTTC, can do so online through the enrolment tab: [www.milsen.vic.edu.au](http://www.milsen.vic.edu.au) Every section MUST be completed.

Incomplete forms will be returned to your school. Please return to your schools VET/Careers Coordinator before Friday 15th September 2023. If you are interested in more than one course, please indicate your first and second preference in the boxes.

### DEAKIN TRADE TRAINING CENTRE (DTTC)

- AUR20720 Certificate II in Automotive Vocational Preparation
- 22470VIC Certificate II in Engineering Studies
- 22338VIC Certificate II in Building and Construction Pre-apprenticeship
- MSF20522 Certificate II in Furniture Making Pathways
- SIT30821 Certificate III in Commercial Cookery [Patisserie]

### RED CLIFFS SECONDARY COLLEGE

- MST20616 Certificate II in Applied Fashion Design and Technology
- CUA30920 Certificate III in Music [Performance]
- CUA30920 Certificate III in Music [Sound Production]
- CUA31020 Certificate III in Screen and Media

### RIVERSIDE TRADE TRAINING CENTRE (RTTC)

- SHB20121 Certificate II in Retail Cosmetics
- SHB20216 Certificate II in Salon Assistant
- SHB20121 Certificate II in Retail Cosmetics/  
SHB20216 Certificate II in Salon Assistant [combined]
- SIT20322 Certificate II in Hospitality
- SIT20421 Certificate II in Cookery

## SUNITAFE

- AUR20720 Certificate II in Automotive Vocational Preparation
- 22470VIC Certificate II in Engineering Studies
- UEE22020 Certificate II in Electrotechnology [Career Start]
- 22569VIC Certificate II in Plumbing [Pre-Apprenticeship]
- AHC20120 Certificate II in Conservation and Ecosystem Management
- SIT20421 Certificate II in Cookery
- CUA30720 Certificate III in Design Fundamentals [Returning 2nd year students only]
- CHC30121 Certificate III in Early Childhood Education and Care
- CHC32015 Certificate III in Community Services
- ICT30120 Certificate III in Information Technology

Year of course enrolling in  1  2

### STUDENT DETAILS

First Name: .....

Last Name: .....

Date of Birth: ...../...../.....

Mobile or Phone: .....

Postal Address: .....

.....

Postcode: .....

Current Year Level: .....

USI Number:

VSN:

**PARENT DETAILS**

First Name: .....  
Last Name: .....  
Relationship to Student: .....  
Mobile or Phone: .....  
Email: .....

**SCHOOL DETAILS**

School Name: .....  
VET Coordinator: .....  
Contact Phone: .....  
Contact Email: .....

**SIGNATURES**

Student: .....  
Parent: .....  
VET Coordinator: .....  
Home Group Teacher: .....

**KEY DATES**

Expression of interest forms due:  
**Friday 15 September 2023**

TTC information session:  
**Term 4**

TTC enrolment session:  
**Term 4**

**DISCLAIMER**

St Joseph’s College, Mildura Senior College and SuniTAFE reserve the right to alter or cancel courses, change teachers due to any unforeseen circumstances – they are subject to change without notice.

Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

The contracted RTO is responsible for issuing qualifications and/or statements of attainment associated with each course.



TRADES ↑





### **FURTHER INFORMATION**

If you would like more information about VET Delivered to Secondary Students programs please speak to your VET/Careers/Home Group Coordinator at your home school.

### **SUNITAFE**

Lorene Dunstan - School Coordinator  
Email: [skillsandjobs@sunitafe.edu.au](mailto:skillsandjobs@sunitafe.edu.au)

### **DEAKIN TRADE TRAINING CENTRE**

**Mildura Senior College**  
Gabby Robertson - VETDSS Coordinator  
E: [vet@milsen.vic.edu.au](mailto:vet@milsen.vic.edu.au)

### **RIVERSIDE TRADE TRAINING CENTRE**

St Joseph's College, Mercy Campus  
Hayley Wilson - VETDSS Coordinator  
E: [careers@sjcmda.vic.edu.au](mailto:careers@sjcmda.vic.edu.au)

