



# VET Delivered to Secondary Students

at Box Hill Institute

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**#SKILLSEEKERS**

# 2020 VET Delivered to Secondary Students (VETDSS)

at Box Hill Institute

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## Contents

- 3 Overview Of VETDSS
- 6 New for 2020
- 7 Allied Health Assistance
- 9 Animal Studies
- 11 Applied Fashion Design & Technology
- 12 Automotive Vocational Preparation
- 13 Beauty Services
- 14 Building & Construction
- 16 Community Services
- 17 Design Fundamentals
- 18 Early Childhood Education & Care
- 19 Electrotechnology Studies (Electrical Stream)
- 20 Electrotechnology Studies (Refrigeration Stream)
- 21 Engineering Studies
- 22 Equine Studies
- 24 Furniture Making Pathways
- 25 Integrated Technologies – Cisco
- 26 Interior Decoration Retail Services
- 27 Laboratory Skills
- 28 Make-up
- 29 Music Industry (Specialising in Performance)
- 30 Music Industry (Specialising in Sound Production)
- 31 Outdoor Recreation
- 32 Plumbing
- 33 Salon Assistant
- 34 Screen & Media
- 35 Sport & Recreation
- 36 Tourism
- 37 Visual Arts
- 38 Student Life Support Services

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# Overview of VETDSS

Formerly known as VETiS (Vocational Education and Training in Schools).  
Name change in accordance with (VCAA) Victorian Curriculum and Assessment Authority

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VET Delivered to Secondary Students (VETDSS) has become an increasingly important component of the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL). Offering students a nationally recognised qualification that contributes to the VCE or VCAL, these programs are industry relevant, practical and delivered by trainers who are recognised as experts in their field.

Offering students pathways to further study and employment outcomes, VETDSS is designed to provide modern and responsive programs delivered within a supportive environment.

In partnership with over 200 secondary schools, Box Hill Institute is proud to offer the broad selection of courses contained within this guide.

## Program Options

VETDSS can be used in many ways to suit the needs of secondary students.

## VCE VET programs

Qualifications approved by the Victorian Curriculum and Assessment Authority (VCAA) are designated as VCE VET programs and are integrated into both VCE and VCAL curriculums so that upon completion of Year 12 a student will receive a VET qualification and their Senior Secondary certificate.

Some VCE VET programs offer scored assessment and most provide structured workplace learning and recognition. This is clearly stated on each program page.

## School-based apprenticeship and traineeship (SBAT)

VCE or VCAL students are also able to select a school-based apprenticeship or traineeship (SBAT). These qualifications combine regular school attendance with at least one timetabled day per week spent on the job or in training. Not only does this provide practical experience in the workplace supported by structured training, but also provides a wage while still at school.

## Block credit recognition

Students who undertake Vocational Education and Training (VET) or further education qualifications not included in approved VCE VET programs or school-based apprenticeships and traineeships may be eligible for credit towards their VCE or VCAL through block credit recognition. Credit may be available for full or partial completion of a nationally recognised qualification.



# Overview of VETDSS

## How to Apply

In 2020 all applications will be made online by visiting [www.boxhill.edu.au/vetdss](http://www.boxhill.edu.au/vetdss)

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

## Invoicing

An invoice(s) for 2020 will be sent to the student's named secondary school to cover all program associated costs, including tuition and materials.

## Subject to Change 2020

Please refer to [boxhill.edu.au](http://boxhill.edu.au) for current course information. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course. Proposed course/s and delivery location/s are subject to minimum student numbers and may change.

## Course Exit

Students have up to four weeks from the commencement date of the program to withdraw. Withdrawing prior to this date will not incur student fees. Post census date students will be charged the full annual published fees.

Withdrawals must be completed in writing via the VETDSS course exit form or via email [VETDSS@boxhill.edu.au](mailto:VETDSS@boxhill.edu.au)

## Intake

All courses commence on the week beginning Monday 3 February 2020.

- > Standard delivery – Wednesday afternoons or evenings over two years
- > Accelerated/Fast Track Delivery – selected programs only – Wednesday or Friday 9:00am to 4:00pm
- > Mid-year intakes are available commencing July 2020 in selected programs. These programs will run Fridays 9:00am to 4:00pm. Expression of interest will be accepted during Term 2.

## Box Hill Institute Cost Schedule – VETDSS Fees 2020

SERVICE	DESCRIPTION	COST
<b>Full Delivery</b>	Students attending Box Hill Institute for delivery of course hours/units/modules or workshops. Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours. Materials, including required tools of trade, books and cost of licensed qualifications (e.g. CI Card).	Refer to fees listed with each individual course. Tuition and Materials fees will be charged directly to the school by invoice.
<b>External Delivery</b>	Box Hill Institute VET registered and qualified staff deliver externally at secondary schools. Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours. Materials, including required tools of trade, books and cost of licensed qualifications (e.g. CI Card).	Refer to fees listed with each individual course. Tuition and Materials fees will be charged directly to the school by invoice.
<b>Auspecting/ Total School Delivery</b>	Secondary school delivers and assesses the whole program. All schools will need to provide evidence of compliance with Standards for RTOs 2015 for a program to be fully or partially auspected by Box Hill Institute. A once-off set up fee of \$1000.00 per program will be charged for new auspecting arrangements with new schools. Learning and assessment resources can also be supplied for auspected programs, additional charges apply, approx \$10 per unit, per student.	\$2300.00 per program per year of delivery (e.g. year 1 and year 2) per annum. Plus \$70 Certification fee per student
<b>Part Auspecting/ Shared Delivery</b>	Box Hill Institute delivers and assesses part of the program. School delivers and assesses part of the program. All schools will need to provide evidence of compliance with Standards for RTOs 2015 for a program to be fully or partially auspected by Box Hill Institute. A once-off set up fee of \$1000.00 per program will be charged for new auspecting arrangements with new schools.	\$2300.00 per program per year of delivery (e.g. year 1 and year 2) per annum, plus \$10.00 per hour per student for Box Hill Institute delivery and assessment. Plus \$70 Certification fee per student

## VETDSS Portal

Box Hill Institute VETDSS Portal is an online student management system, allowing secondary schools to access live student information including attendance reporting, mid-year and end of year student progress reports, and up to date commentary from teaching staff.

## Issuance of Vocational Qualification Certificate

Students undertaking these courses will be enrolled at Box Hill Institute (BHI) RTO: 4687. Upon completion you will receive certification and/or statement of partial completion from Box Hill Institute.

## Educational Support

Under section 32 of the *Disability Discrimination Act 1992 (Cth)*, education providers must comply with the Disability Standards for Education 2005. The Disability Standards for Education 2005 set standards for education and training providers, Victorian government schools. To comply with the Standards education providers must make 'reasonable adjustments' to accommodate a student with a disability. RTOs must comply with the Disability Standards for Education 2005.

## School Based Apprenticeships and Traineeships

School Based Apprenticeships and Traineeships (SBATs) are available and enable students to combine a senior secondary school certificate with part time employment and training. For further information and program options, please contact the Schools Relationship Unit at [schools@boxhill.edu.au](mailto:schools@boxhill.edu.au)

## Skills and Jobs Centres

Skills and Jobs Centres are the first port-of-call for students looking to start training, and offer a range of support services for individuals and businesses.

Skills and Jobs Centres offer advice and a range of services including:

- > apprenticeship and traineeship advice
- > referral to additional service providers offering welfare support and financial advice
- > job search skills and resume preparation assistance
- > assistance to identify existing skills with the opportunity to formalise these through Recognition of Prior Learning (RPL)
- > access to information on employment trends, industry areas with skills shortages and employment opportunities
- > assistance with career and training plans, identifying training qualifications that could be undertaken to make a successful career transition.

## Structured Workplace Learning (SWL)

Structured workplace learning is on the job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA).

These courses are VET programs undertaken by VCE or VCAL students. The VCAA has determined that structured workplace learning is an appropriate and valuable component of all VET undertaken by VCE and VCAL students. Structured workplace learning complements the training undertaken at school or at an RTO and should be spread across the duration of the training program.

It provides the context for enhanced skill development, practical application of industry knowledge, assessment of units of competence/modules, as determined by the RTO and increased employment opportunities.

Public portal for parent/guardian and students for potential placements [www.workplacements.education.vic.gov.au](http://www.workplacements.education.vic.gov.au)

For the most up-to-date information visit our website [www.boxhill.edu.au](http://www.boxhill.edu.au) or call 1300 BOX HILL

To make a VETDSS application visit [www.boxhill.edu.au/vetdss](http://www.boxhill.edu.au/vetdss)

## New for 2020

Mid Year intakes commencing Friday 17 July

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**ACM20117 CERTIFICATE II IN ANIMAL STUDIES**

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

**AUR20716 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION**

**SHB30115 CERTIFICATE III IN BEAUTY SERVICES**

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

**CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE**

**CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE)**

In 2020, Box Hill Institute will be offering mid-year intakes for the following VET delivered to secondary students programs. These programs have been specifically chosen due to their demands in industry and Box Hill Institute's link to future employment opportunities. Students will complete Units 1 and 2 of the related program and can continue into Units 3 and 4 in 2021.

Program delivery: Fridays 9:00am – 4:00 pm

For further information and enrolment, please email [vetdss@boxhill.edu.au](mailto:vetdss@boxhill.edu.au)





# Allied Health Assistance

## HLT33015 CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

(PARTIAL COMPLETION)  
(INCORPORATING HLT33115 CERTIFICATE III  
IN HEALTH SERVICES ASSISTANCE)

**Location** Box Hill

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:00pm

Please note, students will be required to attend 2 days scheduled classes during term 1 holidays.

### 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.

### Program Outline

YEAR 1	
Code	Title
CHCCOM005	Communicate and work in health or community services
HLTAID003	Provide first aid
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 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

### Entry Requirements

This program can only be completed as part of your VCE or VCAL program in Year 11 and 12. You need to have successfully completed Year 10 and have the approval of your school to enrol in this program.

### Study Pathways

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

### Career Outcomes

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

- > Patient care assistant
- > Patient services assistant
- > Ward assistant
- > Allied health assistant

### Contribution to VCE, VCAL and ATAR

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

- > recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.
- > Students who receive a Units 3 and 4 sequence 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440

Year 2 \$1,440

### Material Cost

Year 1 \$390

Year 2 \$245

All fees invoiced to Secondary Schools

### Uniform Requirements

You will receive a Box Hill Institute polo which is to be worn during practical sessions and your structured workplace learning requirements.

Internal code: HC345

Left to Right: Gemma Vetere, Jack Diamond, Chairman, Box Hill Institute, Brenton Wyatt, Senior Sales Manager Education, TechnologyOne, Lauren Wise



## Gemma Vetere

### Certificate II in Animal Studies (ACM20117)

Gemma's decision to complete the Certificate II in Animal Studies (ACM20117) was motivated by her desire to study conservation and wildlife at university – a cause for which she is actively volunteering.

Gemma volunteers for Earthcare at the breakwater at St. Kilda pier providing information about the penguin colony that lives on the rocks near the pier, completes volunteer beach cleans at Port Melbourne and 'water watch' with the Friends of the Merri Creek which involves testing water quality and counting the micro-invertebrates to check the health of the water. She also attends rallies on environmental issues important to her.

She completed an excellent year's work at Box Hill Institute and gained admission to the Bachelor of Science in Conservation and Wildlife Biology at La Trobe University.

## Lauren Wise

### Certificate III in Allied Health Assistance (HLT43015)

Lauren was the winner of Box Hill Institute's VET in School Student of the Year in 2019 for her dedication to her studies and her willingness to go beyond what was required. She exceeded Victorian Curriculum and Assessment Authority (VCAA) requirements for Structured Workplace Learning, volunteering as a student allied health assistant at Iris Grange in her first year of studies, impressing staff so much she was offered employment as a patient care assistant.

Lauren has also been an active member of the community outside of her studies, volunteering her time with Headspace as a member of their Youth Advisory Committee and Youth Mental Health Officer. In addition, she also supports children and adolescents receiving specialist mental health treatment and care through child and adolescent mental health services (CAMHS) as a peer support worker.

In 2019 Lauren has continued her studies with BHI, enrolling in the Diploma of Nursing (HLT54-115) with the career goal of becoming a mental health nurse.



## ACM20117 CERTIFICATE II IN ANIMAL STUDIES

**Location** Box Hill, City, Lilydale, Mt Eliza SC

**Course Length** Part time: 1 – 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:00pm – Box Hill, City or Lilydale  
City campus students will be required to attend the Box Hill campus 4 times over the year to complete practical assessments.

**Fast track program: 1 year (1 – 4 unit sequence)**

Wednesday 1:30pm to 7:30pm – Box Hill and Lilydale

All students will attend 1 full practical session off site.

### 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.

### Program Outline

YEAR 1	
Code	Title
ACMGAS201	Work in the animal care industry
ACMGAS202	Participate in workplace communications
ACMGAS203	Complete animal care hygiene routines
ACMGAS204	Feed and water animals
ACMGAS205	Assist in health care of animals
ACMWHS201	Participate in workplace health and safety
ACMSUS201	Participate in environmentally sustainable work practices
YEAR 2	
Code	Title
ACMSPE310	Provide basic care of mammals
ACMGAS209	Provide information on companion animals, products and services
ACMGAS206	Provide basic first aid for animals
ACMGAS208	Source Information for animal care needs
ACMCAS307*	Provide companion animal hydro-bathing services

\* The Year 2 unit, ACMCAS307 – Provide companion hydro bathing, will not be delivered at the CAE city campus. This unit will be replaced with ACMGAS302 – Provide enrichment for animals.

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course. A tetanus vaccination is required for entry into the course. This course involves both practical and written assessments and students will be required to complete work at home between classes. A suitable laptop or tablet device is required as many written assessments will be completed in class.

### Study Pathways

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

- > ACM30117 – Certificate III in Animals Studies
- > ACM40418 – Certificate IV in Veterinary Nursing
- > ACM50117 – Diploma of Animal Technology

### Career Outcomes

This course may provide you with entry level employment in animal rescue centres, pet retail shops, welfare organisations and veterinary clinics, etc.

### Contribution to VCE, VCAL and ATAR

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

- > recognition of up to two units at Units 1 and 2 level and a Units 3 and 4 sequence.
- > Students who receive a Units 3 and 4 sequence for ACM20117 – Certificate II in Animal Studies 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440  
Year 2 \$1,440  
Fast track (1 year) \$1,800

### Material Fees

Year 1 \$600  
Year 2 \$460  
Fast track (1 Year) \$870  
All fees invoiced to Secondary Schools

### Uniform Requirements

Closed toe shoes must be worn when working with animals.

Internal code: AS200

# Animal Studies

## ACM30117 CERTIFICATE III IN ANIMALS STUDIES

Location Box Hill

Course Length Part time: 1 year

Class Day and Times: Wednesday 1:30pm to 7:30pm

### What Does This Course Involve?

This program provides you with in depth 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.

This program is specifically designed for students who have completed the ACM20117 Certificate II in Animal studies, and choosing to continue studies towards a career 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.

### Program Outline

YEAR 1	
Code	Title
ACMWHS301	Contribute to workplace health and safety processes
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMSPE304	Provide basic care of domestic dogs
ACMSPE312	Provide basic care of rodents and rabbits
ACMSPE307	Provide basic care of freshwater fish
ACMGAS305	Rescue animals and apply basic first aid

### Entry Requirements

Students must have successfully completed ACM20117 – Certificate II in Animal Studies to enrol in this course. Units will be credit transferred into this qualification to gain the full qualification in one year. Performance in the Certificate II in Animal Studies will be considered when determining if students will be suitable for the delivery of this course, and approval must be obtained from your secondary school.

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. A suitable laptop or tablet device is required as many written assessments will be completed in class.

### Study Pathways

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

- > ACM40418 – Certificate IV in Veterinary Nursing
- > ACM50117 – Diploma of Animal Technology

### Career Outcomes

This course may provide you with employment in animal rescue centres, pet retail shops, welfare organisations and veterinary clinics, etc.

### Contribution To VCE, VCAL and ATAR

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

- > Attainment of Units of competency/modules at AQF level III or above provide credit at VCE units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.
- > 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 of the primary four scaled studies) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

### Structured Workplace Learning

There is no requirement to undertake work experience in Industry.

### Tuition Cost

Year 1 \$1,600

### Material Fees

Year 1 \$870

All fees invoiced to Secondary Schools

### Uniform Requirements

Closed toe shoes must be worn when working with animals.

Internal code: AS300

# Applied Fashion Design & Technology

## MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

**Location** Box Hill – Nelson campus, City

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

The course focuses on the fashion design process and foundation skills. 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, patternmaking, 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.

### 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 design
YEAR 2	
Code	Title
MSMENV272	Participate in environmentally sustainable work practice
MSTFD2001	Design and produce a simple garment
MSTGN2006	Perform test or inspection to check product quality
MSTGN2009	Operate computing technology in a TCF workplace
MSTGN2011	Identify fibres, fabric and textiles used in the TCF

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

You may wish to apply for the Bachelor of Fashion or Bachelor of Fashion Merchandising.

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,190

Year 2 \$2,190

### Material Fees

Year 1 \$325

Year 2 \$320

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: MT266



# Automotive Vocational Preparation

## AUR20716 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

**Location** Box Hill

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 8:30am to 12:30pm or

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

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

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.

### Program Outline

YEAR 1	
Code	Title
AURAF003	Communicate effectively in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURETR003	Identify automotive electrical system components
AURLTA001	Identify automotive mechanical systems and components
AURAF004	Resolve routine problems in an automotive workplace
AURTTA027	Carry out basic vehicle servicing operations
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
YEAR 2	
Code	Title
AURETK003	Operate electrical test equipment
AURETR006	Solder electrical wiring and circuits
AURETR015	Inspect test and service batteries
AURETR048	Construct and test basic electronic circuits
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

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

### 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, VCAL and ATAR

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

- > recognition of two units at Units 1 and 2, and a Units 3 and 4 sequence
- > Students who receive a Units 3 and 4 sequence for AUR20716 Certificate II in Automotive Vocational Preparation will be eligible for an increment towards their ATAR (10% of the 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 at [www.vtac.edu.au](http://www.vtac.edu.au)
- > The VCE VET Automotive program does not offer scored assessment.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,090

Year 2 \$2,090

### Material Fees

Year 1 \$310

Year 2 \$310

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: NAU42

## SHB30115 CERTIFICATE III IN BEAUTY SERVICES

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 8:30am to 1:00pm or

Wednesday 1:30pm to 6:00pm

Year 1 students will be required to attend a 3 day mid-year holiday workshop – Dates TBC

### What Does This Course Involve?

If you're interested in a career in beauty, this VCE VET beauty program is designed to give you the skills and knowledge required as a beautician to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services.

You will develop beauty techniques such as waxing, manicure and pedicures, make-up application, cosmetic tanning, lash and brow services.

You will also learn the communication and retail techniques necessary for a career in beauty, all while putting your practical skills to work in a real simulated work environment.

After successful completion you will possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

### Program Outline

YEAR 1	
Code	Title
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBNLS001	Provide manicure and pedicare services
SHBXCCS002	Provide salon services to clients
SHBBBOS001	Apply cosmetic tanning products
SHBBNLS004	Apply nail art
ICTWEB201	Use social media tools for collaboration and engagement
YEAR 2	
Code	Title
SHBXCCS001	Conduct salon financial transactions
SHBBFAS001	Provide lash and brow services
SHBBRES001	Research and apply beauty industry information
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBBCCS001	Advise on beauty products and services
SHBBHRS001	Provide waxing services
SHBBMUP001	Apply eyelash extensions

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

If you successfully complete this course, you may be given credits when applying for the Box Hill Institute SHB40115 – Certificate IV in Beauty Therapy or the SHB50115 – Diploma of Beauty Therapy that specialises in spa treatment.

### Career Outcomes

This course may lead to work in beauty salons and hairdressing salons that provide beauty services.

### Contribution to VCE, VCAL and ATAR

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

- › recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence
- › Students who receive a Units 3 and 4 sequence for SHB30115 Certificate III in Beauty Services or SHB30215 Certificate III in Make-Up from the VCE VET Hair and Beauty program will be eligible for an increment towards their ATAR (10% of the 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: [www.vtac.edu.au](http://www.vtac.edu.au)
- › The VCE VET Hair and Beauty program does not offer scored assessment.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,020

Year 2 \$2,020

### Material Fees

Year 1 \$1,025

Year 2 \$595

All fees 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.

Internal code: SHB36

# Building & Construction

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

(PARTIAL COMPLETION)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Day and Times

Wednesday morning 9.00am to 12.30pm or  
afternoon 1.30pm to 5.00pm

Year 2 students will be required to attend 3 days during the Term 1 and Term 2 school holidays.

### What Does This Course Involve?

This VCE VET program will prepare you for a career in the building and construction industry.

The course will include an introduction to the industry and workplace safety. In addition to the industry required White Card, you will learn from industry professionals, a range of topic including using hand and power carpentry tools, sub floor construction, wall and roof framing, installing window frames and doorframes, formwork for concreting, workplace documents and plans.

### Program Outline

YEAR 2	CONTINUING 2019 STUDENTS ONLY
Code	Title
CPCCCM1014A	Conduct workplace communication
VU22025	Construct basic wall frames
VU22022	Identify and handle carpentry tools and equipment
VU22028	Install basic window and door frames
CPCCCM1012A	Work effectively and sustainably in the construction industry
VU22030	Carry out basic demolition of timber structures
VU22026	Construct a basic roof frame

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

Successful completion will enable you to progress to an apprenticeship CPC30211 – Certificate III in Carpentry or CPC40110 – Certificate IV in Building and Construction (Building).

### Career Outcomes

The Certificate provides an understanding of the building and construction industry, and provides the necessary skills and knowledge to seek employment as an apprentice carpenter, or work within similar roles in the building and construction industry.

### Contribution to VCE, VCAL and ATAR

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

The VCE VET Building and Construction program does not offer scored assessment.

### Structured Workplace Learning

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

### Tuition Cost

Year 2 \$2,200

### Material Fees

Year 2 \$410

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: BVS41



# Building & Construction

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

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

### Class Day and Times

Wednesday morning 8:00am to 1:00pm or  
afternoon 1:30pm to 6:30pm (Box Hill and Lilydale)

Year 1 students will be required to attend for 5 full days during the Term 2 and Term 3 school holidays.

Year 2 students will be required to attend for 5 full days in the last week of January and the 5 full days in the Term 1 school holidays.

**Full Day** – Friday 9am to 4:30pm (Box Hill and Lilydale)

Students who undertake the Friday 9am to 4.30pm are not required to attend during school holidays.

### What Does This Course Involve?

This VCE VET program will prepare you for a career in the building and construction industry. Topics include industry and workplace safety, the use of hand and power carpentry tools, sub floor construction, wall and roof framing, installation of window frames and doorframes, formwork for concreting, workplace documents and plans.

### Program Outline

YEAR 1	
Code	Title
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM2006	Apply basic levelling procedures
VU22022	Identify and handle carpentry tools and equipment
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22029	Install interior fixing
VU22031	Construct basic formwork for concreting
YEAR 2	
YEAR 2 IN 2021	
Code	Title
VU22015	Interpret and apply basic plans and drawings
VU22029	Install basic window and door frames
VU22014	Prepare for work in the building and construction industry
CPCCCM1015A	Carry out measurements and calculations
VU22027	Install basic external cladding
CPCCCM1012A	Work effectively and sustainably in the construction industry
VU22026	Construct a basic roof frame
HLTAID002	Provide basic emergency life support
VU22025	Construct basic wall frames
VU22030	Carry out basic demolition of timber structures
VU22016	Erect and safely use working platforms

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

Successful completion will enable you to progress to an apprenticeship CPC30211 – Certificate III in Carpentry or CPC40110 – Certificate IV in Building and Construction (Building).

### Career Outcomes

The Certificate provides an understanding of the building and construction industry, and provides the necessary skills and knowledge to seek employment as an apprentice carpenter, or work within similar roles in the building and construction industry.

### Contribution to VCE, VCAL and ATAR

On successful completion of the VCE VET Building and Construction program drawn from the state-accredited pre-apprenticeship, students are eligible for:

- > the award of 22338VIC – Certificate II in Building and Construction Pre-apprenticeship.
- > recognition of up to five units of credit at Units 1 and 2 level and a Units 3 and 4 sequence
- > VCE VET Units accrue in the following order; Units 1, 2, 3, 4, 1, 2 and 1. These may be accumulated over more than one year.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2400

Year 2 \$2400

### Material Fees

Year 1 \$500

Year 2 \$500

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: BVS41

# Community Services

## CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

(INCORPORATING CHC22015 CERTIFICATE II IN COMMUNITY SERVICES)

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:00pm

### What Does This Course Involve?

This VCE VET Community Services program offers secondary students the opportunity to learn about the community services sector and explore specific contexts of community services work.

This program will develop your skills and knowledge required to appropriately greet clients, exchange routine information, prioritize individual's needs, and to respond to immediate needs. Throughout the program you will develop skills in workplace diversity and cultural safety, health and safety, infection prevention and control and first aid.

This qualification may be used as a pathway for entry into the community services sector, providing a first point of contact to clients and assisting them to meet their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

### Program Outline

YEAR 2	TEACH OUT ONLY FOR 2020
Code	Title
CHCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies
HLTWHS002	Follow safe work practices for direct client care

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After completion of this program, you may wish to apply for entry into another Community Services program such as CHC40413 – Certificate IV in Youth Work or CHC43115 – Certificate IV in Disability.

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

- > recognition of up to three VCE units at Units 1 and 2 level
- > a Units 3 and 4 sequence
- > the awards of CHC22015 – Certificate II in Community Services and CHC32015 – Certificate III in Community Services.

If you wish to receive a study score for the Units 3 and 4 sequence, you must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to your ATAR, either as one of your best four studies (the primary four) or as a fifth or sixth study. If you elect not to receive a study score, no contribution to the ATAR will be available.

### Structured Workplace Learning

You will be required to complete a minimum 60 hours of structured workplace learning (SWL) per year of this two year program (minimum 120 hours total). These hours must be undertaken with an appropriate community services organisation and completed by the start of term 4 each year.

### Tuition Cost

Year 2 \$1,440

### Material Fees

Year 2 \$335

All fees invoiced to Secondary Schools

### Uniform Requirements

You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace learning (SWL) requirements.

Internal code: HCCS3

# Design Fundamentals

## CUA30715 CERTIFICATE III IN DESIGN FUNDAMENTALS

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:00pm

### What Does This Course Involve?

Build a strong foundation in design skills and get a head start in your tertiary design studies with credit into your Certificate IV pathway program. The training program covers the basics of design that can be applied to any design area including graphic design, interior design and visual merchandising.

### Program Outline

YEAR 1	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
BSBDES201	Follow a design process
BSBDES301	Explore the use of colour
BSBDES302	Explore and apply the creative design process to 2D forms
CUAACD301	Produce drawings to communicate ideas
YEAR 2	
Code	Title
ICPPRP325	Create graphics using a graphics application
BSBDES303	Explore and apply the creative design process to 3D forms
BSBDES304	Source and apply design industry knowledge
ICPPRP221	Select and apply type
CUADIG303	Produce and prepare photo images
CUAPHI302	Capture photographic images
CUAPPR301	Produce creative artwork

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion of this program, you may wish to continue your studies in CUA50715 – Diploma of Graphic Design, CUA60315 – Advanced Diploma of Graphic Design, CUA50915 – Diploma of Photography and Photo Imaging, MSF50218 – Diploma of Interior Design or SIR50217 – Diploma of Visual Merchandising

### 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, VCAL and ATAR

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

- › Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- › 90 nominal hours of training is required for each VCE Unit.
- › The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- › Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
- › VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the 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 to undertake work experience in industry.

### Tuition Cost

Year 1 \$1,890

Year 2 \$1,890

### Material Fees

Year 1 \$475

Year 2 \$170

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: CA375



# Early Childhood Education & Care

## CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

(PARTIAL COMPLETION)

Location Box Hill, Lilydale

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:00pm

### What Does This Course Involve?

This VCE VET program is ideal for people who want to make a difference in the lives of young children and families.

During this partial completion program, you will learn from experienced and supportive trainers and participate in industry work placement. You will gain the skills and knowledge to:

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

### Program Outline

YEAR 1	
Code	Title
HLTWS001	Participate in workplace health and safety
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCLEG001	Work legally and ethically
BSBWOR301	Organise personal work priorities and development
YEAR 2 CONTINUING FROM 2019 ONLY	
Code	Title
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE009	Use an approved learning framework to guide practice
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCLEG001	Work legally and ethically
CHCECE012	Support children to connect with their world

### Entry Requirements

This course can only be completed as part of your secondary school studies in Years 11 and 12. You must have approval of your school to enrol in this course.

### Study Pathways

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

### Career Outcomes

To obtain employment opportunities as a Certificate III Level Educator you must be enrolled and working towards completion of the CHC30113 Certificate III in Early Childhood Education and Care qualification. You must also be a minimum of 18 years of age.

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

### Contribution to VCE, VCAL and ATAR

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

- › a statement of attainment towards completion of CHC30113 – Certificate III in Early Childhood Education and Care
- › 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 can be found on the VTAC website:

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440

Year 2 \$1,440

### Material Fees

Year 1 \$490

Year 2 \$375

All fees invoiced to Secondary Schools

### Uniform Requirements

You will receive a Box Hill Institute polo which is to be worn while completing your structured workplace learning requirements.

Internal code: HCEC3

# Electrotechnology Studies (Electrical Stream)

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

(ELECTRICAL STREAM)

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

A state accredited curriculum that offers students the opportunity to develop their skills and knowledge across a range of electrical sectors, including electrical, electronics, refrigeration and mechanical engineering.

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

### Program Outline

YEAR 1	
Code	Title
HLTAID002	Provide basic emergency life support
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
CPCCOHS1001A	Work safely in the construction industry
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE130A	Provide solutions and report on routine electrotechnology problems
UEENEEE142A	Produce products for carrying out energy sector work activities
YEAR 2	
Code	Title
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector environment
UEENEK112A	Provide basic sustainable energy solutions for energy reduction in residential premises
UEENEPP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
UEENEEE103A	Solve problems in ELV single path circuits

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

On successful completion, you may wish to apply to a Certificate III (apprenticeship) in your chosen field.

This course will provide some credits toward the UEE30811 – Certificate III in Electrotechnology Electrician or UEE32111 – Certificate III in Appliance Service.

### Career Outcomes

This course prepares you for employment as an apprentice electrician.

Box Hill Institute has numerous affiliations with industry. Part of our role is not only to educate and train you but also to assist you finding employment opportunities through real industry contacts.

Our aim for this course is to get you work ready. This is exactly how we will deliver this course, both with practical skills and theoretical knowledge.

### Contribution to VCE, VCAL and ATAR

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

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,090

Year 2 \$2,090

### Material Fees

Year 1 \$565

Year 2 \$495

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: ETE14

# Electrotechnology Studies (Refrigeration Stream)

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

(REFRIGERATION STREAM)

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

Start your training at the Refrigeration and Climate Control Centre of Excellence (RCCC), a nationally and internationally recognised training facility.

This hands-on pre-apprenticeship will give you a broad understanding of the Refrigeration and Air-conditioning industries.

You will learn how to use hand and power tools, electrical wiring and equipment of the trade as well as identify various refrigerants.

During this course you will learn flaring, welding, pressure testing and leak testing in regards to refrigeration systems, and practical applications with electrical apparatus and circuits.

### Program Outline

#### YEAR 1

Code	Title
HLTAID002	Provide basic emergency life support
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
CPCCOHS1001A	Work safely in the construction industry
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE130A	Provide solutions and report on routine electrotechnology problems
UEENEEE142A	Produce products for carrying out energy sector work activities

#### YEAR 2

Code	Title
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities
UEENEEJ102A	Prepare and connect refrigerant tubings and fittings.
UEENEEJ103A	Establish the basic operating conditions of vapour compression systems
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems
UEENEEE103A	Solve problems in ELV single path circuits

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

This course will provide some credits toward the UEE30811 – Certificate III in Electrotechnology Electrician or UEE32111 – Certificate III in Appliance Service.

### Career Outcomes

This course prepares you for employment as an apprentice in the refrigeration, air conditioning industry and appliance servicing.

Box Hill Institute has numerous affiliations with industry. Part of our role is not only to educate and train you but also to assist you finding employment opportunities through real industry contacts.

### Contribution to VCE, VCAL and ATAR

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

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,090

Year 2 \$2,090

### Material Fees

Year 1 \$565

Year 2 \$495

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: REF02

# Engineering Studies

## 22470VIC CERTIFICATE II IN ENGINEERING STUDIES

**Location** Box Hill

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesdays 1:30pm to 5:00pm

### 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.

### Program Outline

YEAR 1	
Code	Title
MEM13014A	Apply principles of Occupational Health and Safety in a 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
VU22340	Use 3D printing to create products

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

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

Examples include:

- › MEM30119 – Certificate III in Engineering – Production System
- › MEM30219 – Certificate III in Engineering – Mechanical Trade
- › MEM30319 – Certificate III in Engineering – Fabrication Trade
- › MEM50119 – Diploma of Engineering – Advanced Trade

### 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, VCAL and ATAR

After successful completion of this 2020 program you will achieve the following:

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,090

Year 2 \$2,090

### Material Fees

Year 1 \$360

Year 2 \$360

All fees invoiced to Secondary Schools

### Uniform Requirements

Personal Protection Equipment (PPE) required.

Details will be supplied upon enrolment.

Internal code: MER59



# Equine Studies

## 22246VIC\* CERTIFICATE II IN EQUINE STUDIES

(CONTINUING 2019 STUDENTS ONLY)

**Location** Box Hill, City, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Tuesday 4:00pm to 7:30pm (Box Hill)

Wednesday 1:30pm to 5:00pm (Lilydale)

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

You will be required to attend full day practical training sessions, 6 days in Year 1, and 3 days in Year 2. Dates to be supplied on Orientation.

### 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 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.

### Program Outline

YEAR 1	
Code	Title
AHCHBR203A	Provide daily care of horses
AHCWRK204A	Work effectively in the industry
HLTAID002	Provide basic emergency life support
SISOEQO201A	Handle horses
VU21401	Work safely in an equine organisation
VU21405	Equine anatomy
VU21407	Demonstrate basic horse riding or driving skills
VU21409	Assist in the preparation of a horse for an event
YEAR 2	
Code	Title
VU21402	Implement horse health and welfare practices
VU21403	Implement and monitor a horse feeding program
VU21404	Relate equine form and function
VU21406	Equine physiology

\*Subject to change in 2020. Please refer to [boxhill.edu.au](http://boxhill.edu.au) for current course information. 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.

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enroll in the course.

Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses. Ambulance cover and tetanus vaccination is also required when working with horses. Students must have basic horse riding and handling skills or be willing to undertake further instruction at their own cost outside of course time.

### 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, VCAL and ATAR

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

- › Recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.
- › Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Equine Studies must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440

Year 2 \$1,440

### Material Fees

Year 1 \$1,240

Year 2 \$970

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: AST25 and EQ300

## 22513VIC CERTIFICATE III IN EQUINE STUDIES

(NEW 2020) (YEAR 1 STUDENTS ONLY)

**Location** Box Hill, City, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Tuesday 4:00pm to 7:30pm (Box Hill)

Wednesday 1:30pm to 5:00pm (Lilydale)

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

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

### 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 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.

### 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 horses
YEAR 2	
Code	Title
VU22682	Implement horse health and welfare practices
VU22683	Implement and monitor a horse feeding program
VU22684	Relate equine form and function
VU22686	Identify and describe equine physiology

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course. Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses. Ambulance cover and tetanus vaccination is also required when working with horses. Students must have basic horse riding and handling skills or be willing to undertake further instruction at their own cost outside of course time.

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440

Year 2 \$TBD

### Material Fees

Year 1 \$1,240

Year 2 \$TBD

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: EQ300

# Furniture Making Pathways

## MSF20516 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesday 8:30am to 12:00pm or

Wednesday 1:00pm to 4:30pm

### What Does This Course Involve?

Do you enjoy working with wood, creating furniture and constructing kitchens and cabinets? Start your journey to develop your furniture and cabinet making skills.

You will participate in environmentally sustainable work practices and discover what it means to communicate and work within a team environment. Learn to plan, cost and calculate before you begin a job.

You will create high quality furniture using hand tools, power tools and woodworking machinery that you can take home with you.

Learn to make joints by hand, leg and rail construction methods, furniture and cabinet assembly, timber preparation and spray finishing.

### Program Outline

YEAR 1	
Code	Title
MSFFP2002	Develop a career plan for the furnishing industry
MSFFM2003	Select and Apply Hardware
MSMP103	Demonstrate care and apply safe practices at work
MSMENV272	Participate in environmentally sustainable work practices
MSFFP2003	Prepare surfaces
MSFFP2005	Join furnishing materials
MSFFP2006	Make simple timber joints
MSMSUP106	Work in a team
YEAR 2	
Code	Title
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components
MSFFP2001	Undertake a basic furniture making project
MSFGN2001	Make measurements and calculations

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion of this course, you may wish to continue your studies in an apprenticeship in the:

- > MSF31113 – Certificate III in Cabinet Making
- > MSF30213 – Certificate III in Furniture Making

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

- > recognition of two units at Units 1 and 2, and a Units 3 and 4 sequence.
- > Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Furnishing must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.
- > Further information can be found on the VTAC website [www.vtac.edu.au](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequence of VCE VET Furnishing.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,990

Year 2 \$1,990

### Material Fees

Year 1 \$410

Year 2 \$310

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: MF205

# Integrated Technologies – Cisco

## 22263VIC CERTIFICATE IV IN INTEGRATED TECHNOLOGIES

(PARTIAL COMPLETION)

Location Box Hill

Course Length

**Cisco 1 and 2 (first year)**

Part time: 1 year

Wednesday 1:30pm to 5:30pm

**Cisco 3 and 4 (second year)**

Part time: 1 year

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

Integrated Technologies Cisco can start your path to a career as a key player in an organisation's computer systems by gaining hands on experience in computer networking skills, using industry current routers, hubs and switches.

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

### Program Outline

#### UNITS 3 AND 4 PROGRAM A – COMPULSORY

Code	Title
VU22324	Build a simple network and establish end to end connectivity
VU22325	Configure and troubleshoot network switches and routers

#### UNITS 3 AND 4 PROGRAM B – COMPULSORY

Code	Title
VU22326	Apply network scaling tools and techniques
VU22327	Establish connectivity to a wide area network (WAN)

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

Successful completion of the VET Cisco program (1st and 2nd years) will provide you with unit credits against the ICT41015 – Certificate IV in Computer Systems Technology and ICT50415 – Diploma of Information Technology Networking.

### Career Outcomes

This course provides the skills and knowledge for you to install and administer simple networks, servers, and client desktop deployments either as an independent information and communications technology (ICT) technician or as part of a team.

Possible job titles relevant to this qualification include network support administrator, network operations support, network operations technician, network technician, network support technician, level 1 help desk support, desktop deployment technician.

The VET Cisco program provides the building blocks of understanding to enrol in an IT Qualification, which will lead towards a career in basic networking and IT support.

### Contribution to VCE, VCAL and ATAR

Students who receive a Units 3 and 4 sequence through Cisco CCNA v6 Routing and Switching will be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

Students who receive two Units 3 and 4 sequences through Cisco CCNA v6 Routing and Switching will be eligible for two increments 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 at: [www.vtac.edu.au](http://www.vtac.edu.au) The VCE VET Cisco program does not offer scored assessment.

### Structured Workplace Learning

There is no requirement to undertake work experience in industry.

### Tuition Cost

Year 1 \$1,490

Year 2 \$1,490

### Material Fees

Year 1 \$170

Year 2 \$170

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: ST463



# Interior Decoration Retail Services

## MSF31018 CERTIFICATE III IN INTERIOR DECORATION RETAIL SERVICES

**Location** Box Hill, Mt Eliza SC

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:00pm

### What Does This Course Involve?

Explore the interior decoration industry in a retail environment by undertaking this course. It will be delivered through a variety of interactive tutorials and class activities.

You will work in groups and individually on activities weekly that build towards the completion of a 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
- > 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

### Program Outline

YEAR 1	
Code	Title
MSMWHS200	Work safely
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSFGN2001	Make measurements and calculations
BSBDES202	Evaluate the nature of design in a specific industry context
BSBDES301	Explore the use of colour
BSBDES305	Source and apply information on the history and theory of design
YEAR 2	
Code	Title
CUADIG304	Create visual design components
CUAACD301	Produce drawings to communicate ideas
MSFGN3002	Estimate and cost job
MSFSF3010	Advise customers on interior decoration
SIRXCEG001	Engage the customer
MSMENV272	Participate in environmentally sustainable work practices

### Entry Requirements

This course can only be completed as part of your VCE or VCAL program in Year 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion you can apply for a CUA40715 – Certificate IV in Design, CUA50715 – Diploma of Graphic Design, CUA60315 – Advanced Diploma of Graphic Design, MSF40118 – Certificate IV in Interior Decoration, MSF50218 – Diploma of Interior Design or SIR50217 – Diploma of Visual Merchandising

### 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, VCAL and ATAR

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

- > Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- > 90 nominal hours of training is required for each VCE Unit.
- > The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- > Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.
- > VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the 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 to undertake work experience in industry.

### Tuition Cost

Year 1 \$1,840

Year 2 \$1,840

### Material Fees

Year 1 \$330

Year 2 \$330

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: MS313

# Laboratory Skills

## MSL30118 CERTIFICATE III IN LABORATORY SKILLS

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesdays 1:30pm to 5:00pm

### What Does This Course Involve?

This VCE VET program in laboratory skills is a general prevocational qualification aimed for inclusion as a school program (VCE or VCAL) and as an entry point into the industry.

This course is designed to provide entry level technical training in laboratory skills across a range of industries.

It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the science industry.

### 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/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

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12. You must have approval of your school to enrol in this course

### Study Pathways

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

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

- > recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.
- > Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Laboratory Skills must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.
- > The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).
- > Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)
- > Scored assessment is based on the Units 3 and 4 sequence of MSL30118 – Certificate III in Laboratory Skills.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,440

Year 2 \$1,440

### Material Fees

Year 1 \$510

Year 2 \$370

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: LS300

# Make-up

## SHB30215 CERTIFICATE III IN MAKE-UP

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 8:30am to 1:00pm or

Wednesday 1:30pm to 6:00pm

Year 1 students will be required to attend a 3 day holiday workshop – 3-5 July, 9:00pm to 4:00pm

### What Does This Course Involve?

This VCE VET make-up program is designed to give you the skills and knowledge required to be employed as a make-up artist to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

You will develop beauty and make-up techniques such as makeup application, cosmetic tanning, make-up airbrushing, creative make-up techniques and eyelash extensions.

You will also learn the communication and retail techniques necessary for a career in beauty, as well as how to monitor and manage a small business; all while putting your practical skills to work in a real simulated work environment.

### Program Outline

YEAR 1	
Code	Title
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply Make-up for photography
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBBRES001	Research and apply beauty industry information
SHBBCCS001	Advise on beauty products and services
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBBOS001	Apply cosmetic tanning products
YEAR 2	
Code	Title
SHBBMUP005	Apply airbrushed make-up
CUAPP407	Create story boards
SHBBMUP006	Design and apply creative make-up
SHBBMUP007	Work collaboratively on make-up productions
SHBBMUP001	Apply eyelash extensions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion, you may wish to apply for the SHB40115 – Certificate IV in Beauty Therapy or the SHB50115 – Diploma of Beauty Therapy at Box Hill Institute. You may be eligible for credit towards these courses.

### Career Outcomes

After successful completion, you may wish to work as a make up artist with fashion stylists, in photography and make-up studios, and retail cosmetic counters.

### Contribution to VCE, VCAL and ATAR

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

- > recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.
- > SHB30215 Certificate III in Make-Up from the VCE VET Hair and Beauty program will be eligible for an increment towards their ATAR (10% of the 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,020

Year 2 \$2,020

### Material Fees

Year 1 \$1,465

Year 2 \$470

All fees 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.

Internal code: SHB35

# Music Industry (Specialising in Performance)

## CUA30915 CERTIFICATE III IN MUSIC INDUSTRY (SPECIALISING IN PERFORMANCE)

**Location** Box Hill – Nelson Campus

**Course Length** Part time: 2 years

**Class Day and Times** Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

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

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

### Program Outline

YEAR 1	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
CUACMP311	Implement copyright arrangements
CUAIND313	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUAMPF203	Develop ensemble skills for playing or singing music
CUAMLT303	Notate music
YEAR 2	
Code	Title
CUAMPF301	Develop technical skills in performance
CUAMPF302	Prepare for performances
CUAMPF305	Develop improvisation skills
CUAMPF402	Develop and maintain stagecraft skills
CUAMPF404	Perform music as part of a group

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion, you may choose to apply for entry into the CUA40915 – Certificate IV in Music or our world renowned degree programs.

### Career Outcomes

After successful completion, possible roles may include:

- > musician
- > songwriter
- > producer
- > band member

### Contribution to VCE, VCAL and ATAR

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

- > recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence. Students who are able to undertake further training to complete the CUA30915 Certificate III in Music Industry 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$220

Year 2 \$220

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: C395P



# Music Industry (Specialising in Sound Production)

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

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

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

Key study areas include:

- > signal path and audio componentry
- > studio skills
- > setting up audio systems
- > basics of copyright
- > WHS (Workplace Health and Safety)
- > working in the music industry.

This course will provide you with the knowledge to understand the basics of audio in live and studio environments.

You will study the fundamentals of sound production business including copyright and working effectively in the music industry.

### Program Outline

YEAR 1	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUASOU202	Perform basic sound editing
CUAMPF304	Make a music demo
YEAR 2	
Code	Title
CUASOU306	Operate sound reinforcement systems
CUASOU307	Record and mix a basic music demo
CUASOU308	Install and disassemble audio equipment
CUASOU311	Mix music in a studio environment
CUASOU402	Manage audio input sources

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion, you may choose to apply for entry into the CUA40915 – Certificate IV in Music or one of our music degree offerings.

### 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, VCAL and ATAR

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

- > recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence. Students who are able to undertake further training to complete the CUA30915 Certificate III in Music Industry 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$220

Year 2 \$220

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: C395S

# Outdoor Recreation

## SIS20213 CERTIFICATE II IN OUTDOOR RECREATION

**Location** Box Hill, Lilydale

**Course Length** Part time: 1 Year

**Class Day and Times**

Wednesday 1:30pm to 5pm

### What Does This Course Involve?

Our outdoor recreation courses are an ideal choice for those with a passion for the outdoors and a sense of adventure.

Outdoor recreation at Box Hill Institute prepares you for the demands of the outdoor recreation industry. This adventurous program focuses on giving you a wide range of outdoor activity training at a participant level. Specific skills developed are in the areas of bush walking, canoeing, climbing, abseiling, mountain biking, risk management, navigation and trip planning. The course content focuses around developing the capabilities required to assist in planning and delivery of an outdoor recreation program for a wide range of clientele.

### Program Outline

YEAR 1	
Code	Title
HLTAID003	Provide First Aid
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOOPS201A	Minimise environmental impact
SIXEMR201A	Respond to Emergency Situations
SIXIND101A	Work effectively in sport and recreation environments
SIXOHS101A	Follow occupational health and safety policies
SISOABA201A	Demonstrate abseiling skills on artificial surfaces
SISOABN202A	Safeguard an abseiler using a single rope belay system
SISOCLA201A	Demonstrate top rope climbing skills on artificial surfaces
SISOCNE201A	Demonstrate simple canoeing skills
SISOCYT201A	Select, set up and maintain a bike
SISOBWG201A	Demonstrate bushwalking skills in a controlled environment
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOMBK201A	Demonstrate basic off-road cycling skills
SISOOPS202A	Use and maintain a temporary or overnight site

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion of this course, you may apply to complete further studies in our SIS40313 – Certificate IV in Outdoor Recreation or apply for a range of higher education courses in the areas of outdoor education, sport, fitness and events.

### Career Outcomes

After successful completion you may wish to apply for roles as an assistant group leader, activity assistant and camp leader in the outdoor education and recreation industry. Upon successful completion of the course, you will be eligible for registration with key industry bodies including Canoeing Victoria and Outdoors Victoria.

### Contribution to VCE, VCAL and ATAR

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

- > Recognition of up to three units of credit at Units 1 and 2 level.
- > Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,820

### Material Fees

Year 1 \$530

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: S1210

# Plumbing

## 22304VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 8:00am to 12:30pm or 1:30pm to 6:00pm

### What Does This Course Involve?

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

You will learn some of the following skills and knowledge topics: 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.

### Program Outline

YEAR 1	
Code	Title
VU21793	Perform basic oxy-acetylene welding and cutting
VU21797	Use basic plumbing hand tools
VU21798	Use basic power tools
VU21789	Apply basic sheet metal practices
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCOHS1001A	Work safely in the construction industry
CUAACD303A	Produce technical drawings
CPCCCM1015A	Carry out measurements and calculations
VU21795	Use and apply basic levelling equipment for plumbing
CPCPCM2039A	Carry out interactive workplace communication
YEAR 2	
Code	Title
BSBWRT301	Write simple documents
CPCCCM2001A	Read and interpret plans and specifications
HLTAID002	Provide basic emergency life support
VU21792	Identify career pathways in the plumbing industry
VU21794	Prepare to work in the plumbing industry
VU21796	Use basic electric welding equipment and techniques
VU21790	Cut and penetrate building materials and structures
VU21791	Fabricate simple plumbing pipe systems
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

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

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

- > Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- > 90 nominal hours of training is required for each VCE Unit.
- > The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- > Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.

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

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$2,400

Year 2 \$2,400

### Material Fees

Year 1 \$440

Year 2 \$345

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: BPLC3

## SHB20216 CERTIFICATE II IN SALON ASSISTANT

**Location** Box Hill, Lilydale

**Course Length** Part time: 1 year

**Class Day and Times**

Wednesday 1:30pm to 6:00pm (Year 2 only)

Friday 9:00am to 4:00pm

### What Does This Course Involve?

This VCE VET Hair and Beauty program is designed to give you a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services.

You will learn how to shampoo and dry hair, provide relaxation massage, braid hair, apply hair colour, recommend products and services and work effectively as part of the salon team. You will undertake routine and repetitive tasks under direct supervision and with guidance from our hairdressing teachers in our commercial work environment.

### Program Outline

#### FAST TRACK (1 YEAR PROGRAM ONLY)

Code	Title
BSBWHS201	Contribute to health and safety of self and others
SHBBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS003	Greet and prepare clients for salon services
SHBBAS002	Provide head, neck and shoulder massages for relaxation
SIRRV001	Receive and handle retail stock
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SHBHIND002	Research and use hairdressing industry information

#### YEAR 2 FOR CONTINUING 2019 STUDENT ONLY (WEDNESDAY)

Code	Title
SHBXCCS001	Conduct salon financial transactions
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SHBHIND002	Research and use hairdressing industry information

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion of this course, you may wish to enhance your salon skills by studying a SHB30416 – Certificate III in Hairdressing or SHB30516 – Certificate III in Barbering at Box Hill Institute.

Seek employment through an apprenticeship in either SHB30416 – Certificate III in Hairdressing or SHB30516 – Certificate III in Barbering.

### Career Outcomes

This qualification can lead to a pathway into an apprenticeship in Hairdressing or Barbering.

### Contribution to VCE, VCAL and ATAR

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

- › Recognition of up to four units at Units 1 and 2 level
- › Recognition is awarded by the Victorian Tertiary Admissions Centre (VTAC)
- › Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)
- › The VCE VET Hair and Beauty program does not offer scored assessment.

### Structured Workplace Learning

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

### Tuition Cost

Fast track \$2,450

Year 2 \$1,710

### Material Fees

Fast track \$730

Year 2 \$420

All fees invoiced to Secondary Schools

### Uniform Requirements

You will be required to wear a black Box Hill Institute t-shirt to all classes.

Internal code: VSH70



# Screen and Media

## CUA31015 CERTIFICATE III IN SCREEN AND MEDIA

Location Box Hill

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:00pm

### 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.

### Program Outline

YEAR 1	
Code	Title
BSBCRT301	Develop and extend critical and creative thinking skills
BSBWHS201	Contribute to health and safety of self and others
CUAIND311	Work effectively in the creative arts industry
CUACAM301	Shoot material for screen productions
CUAANM303	Create 3D digital models
CUAPOS201	Perform basic vision and sound editing
YEAR 2	
Code	Title
BSBDES302	Explore and apply the creative design process to 2D forms
CUAANM301	Create 2D digital animations
CUADIG302	Author interactive sequences
CUADIG304	Create visual design components
CUAWRT301	Write content for a range of media

### Entry Requirements

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

### Study Pathways

You may wish to apply for entry to the CUA40415 – Certificate IV in Live Production and Technical Services or CUA41215 – Certificate IV in Screen and Media.

### Career Outcomes

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

### Contribution to VCE, VCAL and ATAR

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

- > recognition of up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.
- > Students 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 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: [www.vtac.edu.au](http://www.vtac.edu.au)

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$295

Year 2 \$295

All fees invoiced to Secondary Schools.

### Uniform Requirements

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

Internal code: CA305

## SIS30115 CERTIFICATE III IN SPORT AND RECREATION

**Location** Box Hill, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:00pm

### 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.

### Program Outline

YEAR 1	
Code	Title
HLTAID003	Provide First Aid
BSBWOR301	Organise personal work priorities and development
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXIND006	Conduct sport, fitness or recreation events
YEAR 2	
Code	Title
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISSSCO101	Develop and update knowledge of coaching practices
SISSSPT303A	Conduct basic warm-up and cool down programs
SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 11 and 12. You must have the approval of your school to enrol in this course.

### Study Pathways

After successful completion, you may wish to apply for entry into a range of course options in areas such as sport, recreation and fitness.

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

- > SIS30315 – Certificate III in Fitness
- > SIS50115 – Diploma of Sport and Recreation Management

### 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, VCAL and ATAR

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

- > recognition of up to three units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.
- > Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.
- > Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)
- > Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 – Certificate III in Sport and Recreation.

### Structured Workplace Learning

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

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$530

Year 2 \$370

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: SI209

# Tourism

## SIT30116 CERTIFICATE III IN TOURISM

**Location** Box Hill, City, Lilydale

**Course Length** Part time: 2 years

**Class Day and Times**

Wednesday 1:30pm to 5:30pm

### What Does This Course Involve?

This course will provide you with skills and knowledge preparing you for a variety of job roles in the Hospitality and Tourism Industry. Students undertaking this program will generally have an interest in tourism or personal experience in a broad range of travel and specialist tourism areas including tourism, travel and onshore cruise operations. You could be out in the field helping visitors experience all the top holiday spots or creating tours that they will remember forever or working in an international hotel providing guest information services. Students will establish good personal communication skills utilising the latest digital and social media platforms. Box Hill Institute in partnership with key industry organisations has created an industry relevant VET VCE program to kick-start your career.

### Program Outline

YEAR 1	
Code	Title
SITTIND001	Source and use information on the tourism and travel industry
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
BSBITU306	Design and produce business documents
SITXEBS001	Use social media in a business
SITEEVT005	Plan in-house events or functions
SITTTSL008	Book supplier products and services
YEAR 2 2021 ONLY	
Code	Title
SITXCOM003	Provide a briefing or scripted commentary
SITEEVT002	Process and monitor event registrations
SITTTSL005	Sell tourism products and services
SITTTSL006	Prepare quotations
SIRXSLS001	Sell to the retail customer
SITEEVT004	Provide event staging support
SITTTSL010	Use a computerised reservation or operations system

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion, you may wish to apply for entry into SIT40116 – Certificate IV in Travel and Tourism and SIT50116 – Diploma of Travel and Tourism Management or SIT50316 – Diploma of Event Management

### Career Outcomes

This course will provide you with a broad range of skills for a role in the hospitality and tourism Industry. Roles may include travel agent assistant, tour guide, travel ambassador.

### Contribution to VCE, VCAL and ATAR

Students who undertake additional training from Certificate III and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest study score of the primary four).

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

### Structured Workplace Learning

There is no requirement to undertake work experience in industry.

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$370

Year 2 \$370

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: **Si306**

## CUA31115 CERTIFICATE III IN VISUAL ARTS

Location City

Course Length Part time: 2 years

Class Day and Times

Wednesday 1:30pm to 5:00pm

### What Does This Course Involve?

Begin your artistic journey in the heart of Melbourne, with the Certificate III of Visual Arts (CUA31115). Under the guidance of practising artists at our Degraeves Street campus, you'll develop skills in drawing, painting, printmaking, sculpture and digital media. With your creative classmates, you will have the option to visit exhibitions, attend artist talks, and participate in special workshops. If you're new to the art world, the Certificate III in Visual Arts is the perfect place to start.

### Program Outline

YEAR 1	
Code	Title
BSBWHS201	Contribute to health and safety of self and others
CUAACD201	Develop drawing skills to communicate ideas
CUAIND304	Plan a career in the creative arts industry
BSBDES201	Follow a design process
BSBDES301	Explore the use of colour
BSBDES303	Explore and apply the creative design process to 3D forms
YEAR 2	
Code	Title
CUAPPR301	Produce creative work
CUARES301	Apply knowledge of history and theory to own arts practice
CUASCU301	Produce sculpture
CUAPRI301	Produce prints
CUAPAI301	Produce paintings
CUADIG305	Produce digital images

### Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

### Study Pathways

After successful completion, you may apply to study the CUA41315 – Certificate IV in Visual Arts.

### Career Outcomes

After successful completion, you will have the essential skills and a portfolio of work that could be used for self-promotion or further study.

### Contribution to VCE, VCAL and ATAR

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

- > Attainment of Units of competency/modules at AQF level III or above provides credit at Units 3 and 4 level.
- > 90 nominal hours of training is required for each VCE Unit.
- > The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.
- > Where available, 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 of the primary four scaled studies) towards their ATAR. This is subject to VTAC rules regarding the calculation of the ATAR.

### Structured Workplace Learning

There is no requirement to undertake work experience in industry.

### Tuition Cost

Year 1 \$1,820

Year 2 \$1,820

### Material Fees

Year 1 \$270

Year 2 \$270

All fees invoiced to Secondary Schools

### Uniform Requirements

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

Internal code: CA315

# Student Life Support Services

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Student Life delivers free services and programs to help you succeed with your study and life goals and enjoy your time at Box Hill Institute. We will work in conjunction with your secondary school to provide appropriate supports. More information about these services is available on the Student Web <http://studentweb.bhtafe.edu.au/>  
The services include:

## Student Activities and Representation

The Student Engagement Officer helps make sure the student voice is heard, coordinates activities, events and other recreations and helps oversee friendly student lounges with kitchens and comfortable seating. There are opportunities for students to be involved to gain experience, develop skills, meet other students and have fun.

## Educational and Personal Counselling

If you feel stressed or preoccupied by a personal issue, or want to find ways to learn more effectively, you might find it useful to talk with a qualified counsellor. Counsellors assist with many matters, including coping with stress or change, mental health issues, relating to others, assertiveness, time management, and study skills. The service is free and confidential. We also have an online E-counselling service available to enrolled students which can be accessed through the Student Web.

## Support for Students with Disabilities

Our Disability Liaison Service (DLS) helps students with a disability to succeed in their course, consulting on individual needs and planning and implementing various adjustments to facilitate participation and success. You can consult confidentially with DLS, provide documentation of your disability or medical condition and register for support. An individual learning support plan can be negotiated.

The Institute is committed to providing equal access to learning opportunities for students who have a disability or medical condition. Where your secondary school has been funded to provide support for you, support can also be implemented via your school in the classroom setting and assist in your participation in your studies at BHI. It is important for students to disclose disability or medical condition so that reasonable adjustments can be made whilst studying.

Contact the DLS via Student Life on 9286 9891 or email [dls@boxhill.edu.au](mailto:dls@boxhill.edu.au)

## Student Wellbeing Officers

Each Faculty has their own Student Wellbeing Officer to work collaboratively with teachers to engage, retain, and build the success of our students. They plan and provide supports, activities, and programs which help students succeed in their courses and build successful pathways to further education or employment.

## Support for Indigenous Students

If you are an Indigenous student, you can talk to our Koorie Liaison Officer, who provides cultural, study, welfare, and general support to Indigenous students.

## Support Programs and Workshops

Workshops and group programs are run to help students with strategies and skills for success. Some aspects of student life targeted are: transition into your course here, successful study, personal development, organisation and self-management, healthy living, and time and stress management.

## When Concerns Arise – Customer Relations Officer

If problems arise for you as a student of the Institute it is important that we address your concerns sooner rather than later. We value and encourage feedback for continuous improvement.

## Contact Details

### Student Life:

Box Hill Campus – 9286 9891

City Campus – 9652 0611

Lilydale Campus – 9286 9290



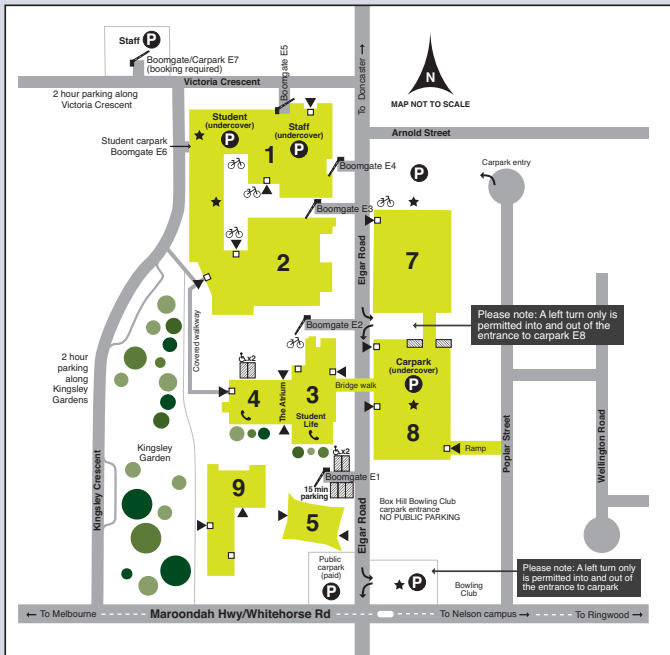
# Campus Locations

## BOX HILL INSTITUTE

### Box Hill Campus

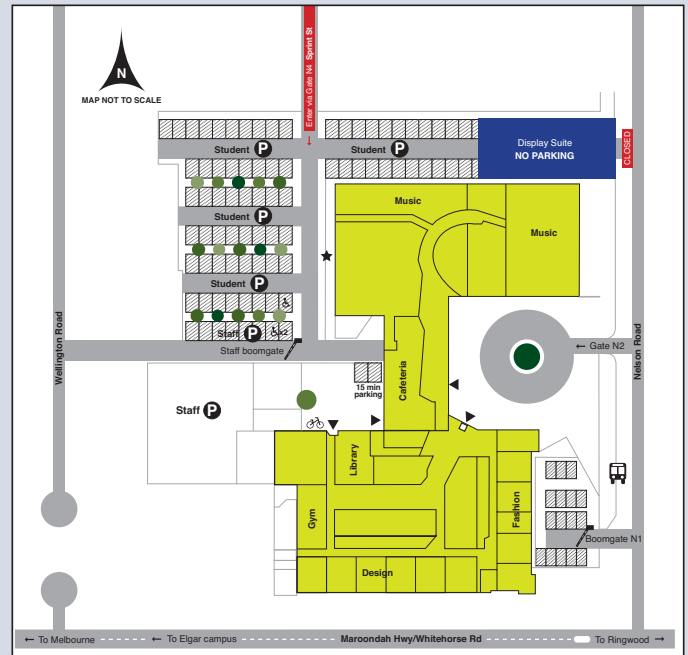
#### Elgar

465 Elgar Road, Box Hill



#### Nelson

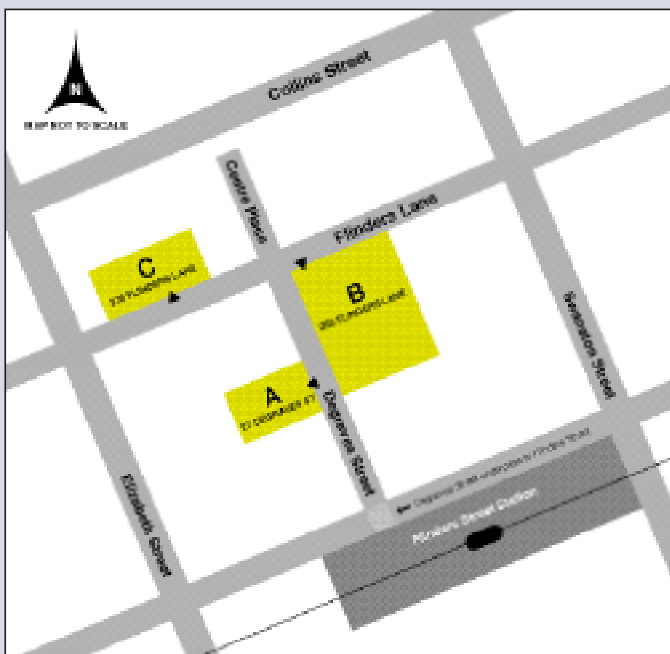
853 Whitehorse Road, Box Hill



### City Campus

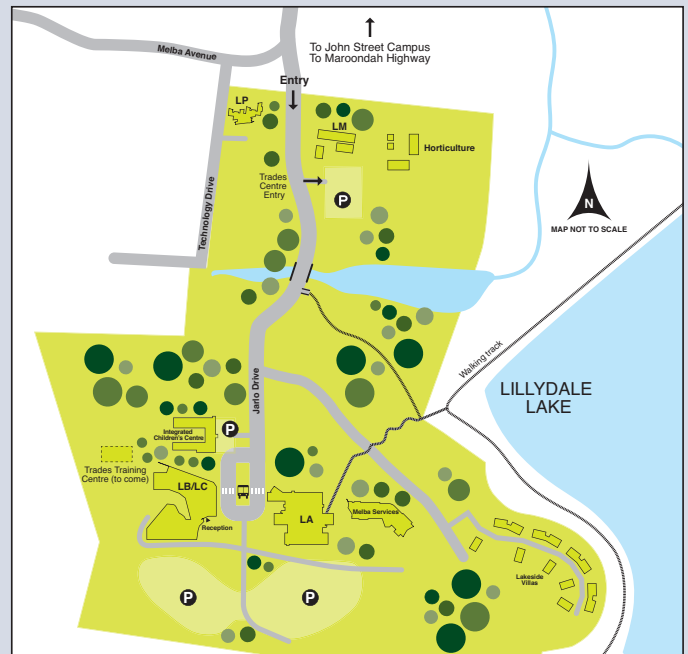
Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



### Lilydale Lakeside Campus

Jarlo Drive, Lilydale





**BOX HILL INSTITUTE**

**BOX HILL CAMPUSES**

**Elgar Campus**  
465 Elgar Road, Box Hill

**Nelson Campus**  
853 Whitehorse Road, Box Hill

**CITY CAMPUS**  
253 Flinders Lane, Melbourne

**LILYDALE LAKESIDE CAMPUS**  
Jarlo Drive, Lilydale



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