



# 2021 School Based Apprenticeships and Traineeships Program

at Box Hill Institute

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# 2021 School Based Apprenticeships and Traineeships (SBAT) Program

at Box Hill Institute

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This guide will provide you with all  
opportunities on offer in 2021

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For detailed information on all courses visit [boxhill.edu.au](http://boxhill.edu.au). The information contained in this publication is correct at time of print (August 2020). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

RTO: 4687 CRICOS: 02411J

M3243 08/20\_V12

In partnership with over 200 secondary schools, Box Hill Institute is committed to deliver high quality vocational programs and has put in place an infrastructure that supports successful study and social development for young people studying School based apprenticeships and Traineeships (SBAT) as part of their Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) in 2021.

All proposed programs are modern and responsive to industry needs. Box Hill Institute staff are highly trained and have current industry expertise. The programs lead to employment opportunities or further study options. The following information is provided for students undertaking secondary school studies in 2021.

## What is an SBAT?

An SBAT offers students the option of combining a senior secondary program with part-time employment and training. The program is undertaken under a Training Contract with an employer. A Training Plan signed by the school is formally lodged with the Australian Apprenticeship Support Network (AASN). It leads to a nationally recognised qualification.

An SBAT is an integral part of the student's senior secondary learning program and study timetable. Regular school attendance is combined with a minimum of one timetabled day a week of employment and/or structured training. The time requirements of work and training for the SBAT are undertaken at an average of 13 hours a week over each four-month period each year. The VRQA is responsible for regulating the minimum hours per week for employment and training for SBATs.



The full policy can be accessed at:  
<http://www.vrqa.vic.gov.au/apprain/Pages/schemes.aspx>

For an apprenticeship or traineeship to be registered as an SBAT it must:

- > be under a Training Contract with an employer
- > include paid work carried out under an appropriate industrial instrument that endorses part-time apprenticeships or traineeships
- > include work relevant to the qualification being undertaken by the student
- > lead to a nationally recognised qualification at Certificate II, III or IV level
- > be integrated into the student's school-based learning program, study timetable and career plan, and
- > include training that complies with an approved training scheme for the certificate being undertaken and at a level appropriate for the student.

The school's endorsement of the Training Plan indicates that:

- > the student is enrolled in VCE or VCAL
- > the SBAT forms part of the student's career plan and study timetable
- > the student is undertaking genuine paid employment under a Training Contract.

Schools should sign a Training Plan only if, after speaking with the student, employer and training provider, it is sure it meets all necessary requirements for an SBAT arrangement.

# Advantages of Undertaking an SBAT

By undertaking an SBAT while completing a senior secondary certificate, a student may:

- > incorporate vocational training and work into their senior secondary program
- > gain credit towards their VCE or VCAL certificate
- > complete a senior secondary certificate whilst experiencing the pathway of their choice
- > get a jumpstart on their career
- > earn money
- > gain valuable skills and knowledge in their chosen field, and
- > get hands-on experience.

## Who is eligible to undertake an SBAT?

SBATs are open to students who are:

- > at least 15 years of age
- > enrolled in either the VCE or the VCAL, and
- > Australian Citizens or Permanent Residents

## How to apply

In 2020 all applications will be made online by visiting

→ [www.boxhill.edu.au/SBATS/2021](http://www.boxhill.edu.au/SBATS/2021)

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

## Apprenticeship/Traineeship: What's The Difference?

### Under an apprenticeship

- > An employer agrees to employ the student for the term of the apprenticeship and to support them in their training for that period of time, and the student agrees to follow instruction and attend off-the-job and/or workplace-based training.
- > If ownership of the business changes during an apprenticeship, the new employer must continue with the training contract.
- > Once the probationary period of the training contract has passed, all parties must agree in order for the contract to be cancelled. Any disagreement about this can be resolved by contacting the Victorian Registration and Qualifications Authority (VRQA) on 1300 722 603.

### Under a traineeship:

- > An employer agrees to employ the student for the term of the traineeship and to support them in their training for that period.
- > The student agrees to follow instruction and attend structured training.
- > If ownership of the business changes, the new employer does not have to keep the student on as a trainee.
- > Either the employer or trainee can cancel the contract by signing a cancellation form or letter stating the date of cancellation. There is no need for mutual agreement.

## Student Checklist

- Do you have an employer who can take you on for the required hours?
- Does your career plan indicate that you intend to pursue this type of career?
- Would you be able to handle work, training and other study at this time in your senior secondary program?
- Is the SBAT going to place additional pressure on your VCE or VCAL program?
- Have you spoken to your teachers or careers advisor?
- Do you have any formal training or experience that may give you credit towards the training component of your SBAT?
- Have you undertaken any VET that might be eligible for credit?


### **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 from Box Hill Institute.

### **Scored assessment and ATAR contribution**

Students undertaking an SBAT would typically not undertake scored assessment in their SBAT qualification. Contribution towards the ATAR would be as a consequence of them achieving a Unit 3 and 4 sequence from their SBAT, which may provide a 10 per cent, 5th or 6th study increment. Students wishing to access a study score from their SBAT qualification would need to complete Units 3 and 4 from the VCE VET scored program as a separate enrolment to their SBAT.

Detailed advice on the calculation of the ATAR is available from Victorian Tertiary and Admissions Committee (VTAC) at:

 <http://www.vtac.edu.au>

### **Credit Towards VCE/VCAL**

Like other VET Delivered to Secondary Students (VETDSS) offerings, the vocational training components of SBATs may also contribute credit towards a senior secondary certificate.

#### **VCE STUDENTS**

May accrue credit in the following ways:

- › The student will receive credit determined by the Victorian Curriculum Assessment Authority (VCAA) within the VCE Unit 1–4 credit structure. Typically students completing a qualification with a 360-hour nominal duration would receive Units 1–4 towards the VCE.
- › All other qualifications at Certificate II or above provide credit on the basis of one VCE unit for each 90 hours of completed Units of Competency (UOCs).
- › UOCs at AQF level II provide credit at VCE Unit 1 and 2 level and UOCs at AQF level III or above provide credit at VCE Unit 3 and 4 level.

#### **VCAL STUDENTS**

Receive one unit of credit for each 90 hours of completed UOCs. The credit will relate to the Industry Skills and Work Related Skills strands. A student completing a qualification with 450 nominal hours will receive five credits towards their VCAL.

# Automotive

## AUR30616 CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (PARTIAL COMPLETION)

Box Hill



2

190

School Holiday  
block release:  
18 Jan – 22 Jan  
5 April – 9 April  
28 June – 2 July  
20 Sept – 24 Sept  
Or every Friday  
8:00am – 4:30pm  
during school terms

years  
part time

hours  
per year<sup>^</sup>

### Course Description

This School based apprenticeship in automotive 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 service, repair and diagnose light automotive vehicles.

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
AURASA002	Follow safe working practices in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURTTA004	Carry out servicing operations
AURTTE004	Inspect and service engines
AURTTF001	Inspect and service petrol fuel systems
AURTTD002	Inspect and service steering systems
AURTTD004	Inspect and service suspension systems
AURETR025	Test, charge and replace batteries and jump start vehicles
AURETR012	Test and repair basic electrical circuits

#### YEAR 2

Code	Title
AURLTJ002	Remove, inspect, repair and refit light vehicle tyres and tubes
AURTTF002	Inspect and service diesel fuel injection systems
AURTTB001	Inspect and service braking systems
AURTTF005	Diagnose and repair engine forced-induction systems
AURTTA018	Carry out diagnostic procedures
AURLTB003	Diagnose and repair light vehicle hydraulic braking systems
AURTTC003	Diagnose and repair cooling systems

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

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

This partial qualification is designed to give you apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship. After successful completion, you will have the skills and knowledge to gain employment within the automotive repair and service sector.

Career outcomes may include:

- > mechanical assistant
- > diesel mechanic
- > automotive technical adviser
- > master technician
- > repair specialist
- > team leader

### Uniform Requirements

Protective clothing:

- > full length long sleeve overall or a combination of long work pants and a long sleeve cotton work shirt
- > all clothing should be of industrial quality, must be 100% cotton and fire resistant
- > blue or black colour
- > all types of high visibility clothing are not acceptable

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: AUIIN1

<sup>^</sup>If a full class cannot be achieved for school holiday training, students will be offered a place in day release or block release programs.

## CPC30211 CERTIFICATE III IN CARPENTRY (PARTIAL COMPLETION)

Box Hill, Lilydale



2

195

School Holiday  
block release:  
18 Jan – 22 Jan  
5 April – 9 April  
28 June – 2 July  
20 Sept – 24 Sept  
Or every Friday  
8:00am – 4:30pm

years  
part time

hours  
per year<sup>^</sup>

### Course Description

This School based apprenticeship in carpentry will provide you with the skills and knowledge to work in both the housing (domestic) and commercial areas of the Industry. You will learn how to safely use a wide range of tools and equipment such as power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

You will gain the skills needed to construct and manufacture components for house framing, windows, doors and internal fittings. You will be able to construct, erect and repair buildings and other structures made of timber, timber substitutes, steel and other materials. Your work will vary according to the type of job you do and may include residential, commercial, industrial and other construction or maintenance.

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:

- > perform industry calculations
- > use hand and power carpentry tools
- > develop your communication skills
- > sub floor construction
- > wall and roof framing
- > installing window frames and door frames
- > formwork for concreting
- > workplace documents and plans

### Program Outline

YEAR 1	
Code	Title
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCA2002B	Use carpentry tools and equipment (Hand tools)
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1015A	Carry out measurements and calculations

<sup>^</sup>If a full class cannot be achieved for school holiday training, students will be offered a place in day release or block release programs.

### YEAR 2

Code	Title
CPCCCA2011A	Handle carpentry materials – (2nd year)
CPCCCM2001A	Read and interpret plans and specifications
CPCCCA3002A	Carry out setting out
CPCCCA3023A	Carry out levelling operations
RIICCM210D	Install trench support
CPCCCM2002A	Carry out excavation
CPCCCA3003A	Install flooring systems
CPCCCA3004A	Construct wall frames

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as a carpentry apprentice.

This partial qualification is designed to give you Apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship. After successful completion of your apprenticeship, you will have the skills and knowledge to gain positions such as carpenter or a commercial or domestic builder.

### Uniform Requirements

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: BBA29

# Cabinet Making

## MSF31113 CERTIFICATE III IN CABINET MAKING (FURNITURE) (PARTIAL COMPLETION) Box Hill



One day  
per week  
Mon – Fri  
8:00am – 4:30pm

2

years  
part time

250

hours  
first year<sup>^</sup>

250

hours  
second year<sup>^</sup>

### Course Description

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
MSAPMOHS200	Work safely
MSFFM2001	Use furniture making sector hand and power tools
MSAPMSUP106	Work in a team
MSFGN2001	Make measurements and calculations
MSFFM2006	Hand make timber joints
MSFFF2004	Prepare surfaces for finishing
MSFFM2010	Set up, operate and maintain basic static machines

#### YEAR 2

Code	Title
MSFFM2002	Assemble furnishing components
MSFFM2005	Join solid timber
MSFFM3009	Produce manual and computer-aided production drawings
MSFGN3001	Read and interpret work documents
MSFFM3024	Construct jigs and fixtures
MSFFM3019	Set up, operate and maintain automated edge banding machines

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as a cabinet maker apprentice.

This partial qualification is designed to give you Apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship. After successful completion of this course you may apply for employment opportunities in the furnishing industry as a cabinetmaker. This course may also lead to employment opportunities in retail furniture or furniture design

### Uniform Requirements

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: MF314

<sup>^</sup>If a full class cannot be achieved for school holiday training, students will be offered a place in day release or block release programs.



## HLT35015 CERTIFICATE III IN DENTAL ASSISTING

Box Hill 

	1.5	633
Blended Delivery	years part time	hours

### Course Description

Our dental assisting course provides you with the knowledge and skills to work as a dental assistant. You can study and complete this course as an off campus student while working in a dental practice as a trainee.

With this nationally recognised health qualification you can competently assist a dentist, dental therapist or dental hygienist during oral health care procedures. You will learn all aspects of chairside assisting including:

- > infection control
- > radiography
- > oral hygiene instruction
- > practice administration
- > how to support quality and professionalism in the dental sector

Trainees/workplace-based students: Our workplace assessors will work with you online and in the workplace to ensure your training and learning needs are met to a competent standard.

### Program Outline

YEAR 1 AND YEAR 2	
Code	Title
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWH001	Participate in workplace health and safety
HLTAID003	Provide first Aid
HLTDEN001	Prepare for and assist with oral health care procedures
HLTDEN002	Assist with dental radiography
HLTDEN003	Assist with administration in dental practice
HLTINF001	Comply with infection prevention and control policies and procedures
HLTINF002	Process reusable medical devices and equipment
HLTOHC001	Recognise and respond to oral hygiene issues
HLTOHC004	Provide or assist with oral hygiene

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

After successful completion, you may wish to apply for employment opportunities as a dental assistant.

### Uniform Requirements

You will be required to purchase a Box Hill Institute dental shirt. You will also be required to wear black pants (not leggings) and purchase closed toed black shoes.

Internal Code: HC351

# Electrotechnology

## UEE30811 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN (PARTIAL COMPLETION)

Box Hill, Lilydale



2

240

School Holiday block release:  
18 Jan – 22 Jan  
5 April – 9 April  
28 June – 2 July  
20 Sept – 24 Sept  
Or every Friday  
8:00am – 4:30pm  
during school terms

years part time<sup>^</sup>

hours per year

### Course Description

This nationally recognised school based apprenticeship 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 program 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
UEENED101A	Use computer applications relevant to a workplace
UEENEE101A	Apply Occupational Health Safety regulations, codes and practices in the workplace
UEENEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEE105A	Fix and secure electrotechnology equipment
UEENEE104A	Solve problems in d.c. circuits
YEAR 2	
Code	Title
UEENEE107A	Use drawings, diagrams, schedules, standards, codes and specifications
UEENEG106A	Terminate cables, cords and accessories for low voltage circuits
UEENEG101A	Solve problems in electromagnetic devices and related circuits
UEENEG102A	Solve problems in low voltage a.c circuits
UEENEG006A	Solve problems in single and three phase low voltage machines

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as an electrical apprentice.

This partial qualification is designed to give you apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship. After successful completion, you may seek employment with sole registered electrical contractors or large electrical contracting organisations as a licensed electrical mechanic (electrician).

### Uniform Requirements

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: ETE11

<sup>^</sup>If a full class cannot be achieved for school holiday training, students will be offered a place in day release or block release programs.

## SFL30115 CERTIFICATE III IN FLORISTRY (PARTIAL COMPLETION)

Box Hill 



2

295

Wednesday  
9:00am – 4:00pm

years  
part time

hours  
per year

### Course Description

This school based apprenticeship in floristry will prepare you with the skills and knowledge to succeed in the floristry Industry. Your employers may include traditional retail floristry shops, studios and floristry businesses that sell via the internet or phone. In our floristry program, you'll learn construction skills and techniques for items such as bunches, bouquets, boxed arrangements, table centrepieces and basic wired items such as corsages and buttonholes. You will also learn floristry specific subjects focusing on floristry stock. This includes how to recognise, receive, store, prepare and care for flowers, as well as how to source floristry stock, displays and merchandising.

### Program Outline

#### YEAR 1

Code	Title
SFLDEC005	Assemble floristry products
SFLWHS001	Participate in safe work practices
SFLDEC001	Maintain floristry tools and equipment
SFLSOP005	Prepare and care for floristry stock
SFLSOP003	Recognise flower and plant materials
SFLSOP004	Receive and store floristry stock

#### YEAR 2

Code	Title
SFLSOP002	Work effectively in floristry industry
SFLSOP008	Provide quality service to floristry customers
SFLDEC006	Construct hand tied floristry products
SFLSOP006	Display and merchandise floristry products
SFLDEC008	Construct floristry products with a base medium
SFLSOP001	Source information on floristry products and services

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

After successful completion, you may wish to undertake Diploma of Horticulture (AHC50416), Diploma of Visual Merchandising (SIR50217), Diploma of Social Media Marketing (10118NAT) or Certificate IV in Design (CUA40715). You may also wish to apply for employment in the floristry industry as an assistant.

### Uniform Requirements

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

Internal Code: SHF37

# Hairdressing

## SHB30416 CERTIFICATE III IN HAIRDRESSING (PARTIAL COMPLETION)

Box Hill



2

235

255

Tuesday, Thursday  
or Friday

years  
part time

hours  
first year

hours  
second year

9:00am – 4:00pm

### Course Description

The hairdressing apprenticeship is important in providing students with all the skills and knowledge to become a qualified hairdresser including sales, consultation skills, technical skills and knowledge to provide a broad range of hairdressing services to clients.

We deliver quality adult education using the world renowned Pivot Point resources and techniques.

Once completed, graduates will be able to use discretion and judgement to provide client services and take responsibility for the outcomes of your own work.

Box Hill Institute Hairdressing offers the ideal opportunity to enjoy learning a new skill in an online delivery.

- > Our hairdressing course will help establish students' careers as hairdressers.
- > Develop a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients.

At Box Hill Institute, we have all the essential resources to offer the training needed, including high quality online resources accessed through our Moodle platform 'StudentWeb', webinars, forums etc, along with a dedicated team of specialist teachers ready to give you that individual support and guidance needed to coach you through your training.

### Program Outline

#### YEAR 1

Code	Title
SHBXWHS001	Apply safe hygiene, health and work practices
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXIND002	Communicate as part of a salon team
SHHBAS001	Provide shampoo and basin services
SHHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHTRI001	Identify and treat hair and scalp conditions
SHBHDES002	Braid hair
SHBHDES004	Create classic long hair up-styles
SHBHDES003	Create finished hair designs

#### YEAR 2

Code	Title
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBXCCS001	Conduct salon financial transactions
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT006	Create combined haircut structures
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHIND002	Research and use hairdressing industry information

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as hairdressing apprentice.

This partial qualification is designed to give you apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship.

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

- > hairdresser in a salon
- > special events hairstyling
- > photographic, catwalk and editorial work

### Uniform Requirements

Tidy 'all black clothing'. Closed toe flat black shoes. No torn faded jeans, runners, thongs, slippers etc.

Internal Code: SHH72

## AHC30716 CERTIFICATE III IN HORTICULTURE (SPECIALISING IN LANDSCAPING)

Lilydale



1

1020

Wednesday  
9:00am – 4:00pm

years  
part time

hours  
per year

### Course Description

This school-based apprenticeship in horticulture – landscaping stream, will equip students with a AHC30716 Certificate III in Horticulture along with practical skills in plant identification, plant production and establishment and landscaping skills.

By completing our horticulture course, you'll be creating your own pathway to a successful career in horticulture by enhancing your skills and knowledge in this fast-growing industry in and around the Yarra Valley and ranges. This certificate will give you the basic skills needed to enter into the diverse horticulture industry, or give you credit towards completing additional training in landscape construction.

### Program Outline

#### YEAR 1

Code	Title
AHCWHS301	Contribute to work health and safety processes
AHCPM201	Recognise plants
AHCNSY203	Undertake propagation activities
AHCLSC301	Set out site for construction works
AHCLSC302	Construct landscape features using concrete
AHCLSC305	Construct stone structures and features
AHCPM302	Provide information on plants and their culture
AHCSOL303	Implement soil improvements for garden and turf areas

#### YEAR 2

Code	Title
AHCPMG301	Control weeds
AHCPMG302	Control plant pests, diseases and disorders
AHCLSC304	Erect timber structures and features
AHCLSC306	Implement a paving project
AHCLSC303	Construct brick and or block structures and features
AHCPGD301	Implement a plant establishment program
AHCPGD302	Plan and maintain plant displays
AHCMOM304	Operate machinery and equipment

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies. Within this course the students will be employed by Box Hill Institute as landscapers and/or nursery assistants. Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you a broad range of skills to start your career in the horticulture and landscaping industries. This course may lead to employment in retail or wholesale nursery, landscape construction or landscape maintenance sectors and also provides pathways into further study in landscape construction or horticulture with credit options for an apprenticeship in landscape construction, or a pathway into Certificate IV and Diploma level courses in horticulture, landscape design or conservation and land management.

### Uniform Requirements

There are no specific uniform requirements, but students will need to supply their own safety boots and are expected to come to class wearing comfortable clothing suited to an outdoor work environment. Other personal protective equipment (PPE) requirements will be discussed upon course commencement.

Internal Code: HOR32

# Hospitality

## SIT30616 CERTIFICATE III IN HOSPITALITY

Box Hill, Lilydale



1

542

Wednesday  
10:00am – 3:00pm or  
1:30pm – 6:30pm

year  
part time

hours  
per year

### Course Description

This highly sought after traineeship is available to Victorian secondary school students studying VCE and VCAL.

You will gain an understanding of front of house restaurant service, cookery principles and food preparation skills to develop the required practical skills and knowledge to be employed at either Fountains Restaurant (Box Hill – Elgar) or Lilydale Lakeside campus during you studies.

You will also gain your Food Handlers Certificate and Responsible Service of Alcohol Certificate.

### Program Outline

#### YEAR 1

Code	Title
SITXFSA001	Use hygienic practices for food safety
SITHFAB002	Provide responsible service of alcohol
SITXHRM001	Coach others in job skills
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality service
SITXCCS006	Provide service to customers
BSBITU306	Design and produce business documents
SITHFAB014	Provide table service of food and beverage
SITHFAB007	Serve food and beverage
SITHFAB003	Operate a bar
BSBWOR203	Work effectively with others
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC011	Use cookery skills effectively

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies. The employers within this course are the restaurants at Box Hill Institute (Fountains Box Hill – Elgar Road) and Lilydale Lakeside.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

On successful completion of this course, you may be able to:

- > gain employment as an apprentice chef or patisserie apprentice
- > work in commercial kitchen environments such as hotels, restaurants, cafés, clubs, airlines and hospitals.
- > work for the major catering companies that are located in Melbourne both in a cookery, waitering or in a customer service capacity
- > work as a waiter in environments such as hotels, restaurants, cafés and clubs
- > hospitality is a transferable skill that can take you anywhere in Australia and overseas.

### Uniform Requirements

A uniform is required for practical classes and is based on compliance with industry standards. Students will need to purchase a uniform from the Institute's supplier, Durawear. More information will be provided at enrolment.

Internal Code: H03SB

## CPC32413 CERTIFICATE III IN PLUMBING (PARTIAL COMPLETION)

Box Hill 



2

211

School Holiday  
block release:  
18 Jan – 22 Jan  
5 April – 9 April  
28 June – 2 July  
20 Sept – 24 Sept  
Or every Friday  
8:00am – 4:30pm  
during school terms

years  
part time

hours  
per year<sup>^</sup>

### Course Description

Are you interested in working as a plumber? Our plumbing apprenticeship course will provide you with the skills and knowledge to become a registered plumber and work in the housing and industrial sectors of the plumbing trade.

Our practical plumbing course will develop your competence in a range of industry-specific skills that are associated with undergoing a plumbing apprenticeship.

### Program Outline

#### YEAR 1

Code	Title
CPCPCM2043A	Carry out WHS requirements
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2048A	Cut and join sheet metal
CPCPCM2045A	Handle and store plumbing materials
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2039A	Carry out interactive workplace communication
CPCPCM2049A	Cut using oxy-LPG-acetylene equipment
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
HLTFA211A	Provide basic emergency life support
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2047A	Carry out levelling

#### YEAR 2

Code	Title
CPCPMS3033A	Install small bore heating systems
CPCPMS3032A	Select and fit insulation and sheathing
CPCPMS3039A	Maintain mechanical services equipment
CPCPCM2050A	Mark out materials
CPCPCM2054A	Carry out simple concreting and rendering
CPCPWT3022A	Install and adjust water service controls and devices
CPCPWT3028A	Install water service
CPCPCM3023A	Fabricate and install non-ferrous pressure piping
CPCPMS2021A	Assemble mechanical services components
CPCPCM2055A	Work safely on roofs
CPCCCM2010B	Working at heights
CPCCCM3001C	Operate elevated work 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as an plumbing apprentice.

This partial qualification is designed to give you apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship.

After successful completion, you may wish to apply for work as a registered plumber in your specialist area of competency.

There are three requirements that the Victorian Building Authority require in order to become a registered plumber in Victoria:

- > Successful completion of a Certificate III in Plumbing
- > Successful completion of a recognised plumbing apprenticeship
- > Successful completion of the VBA plumbing practical test, which is the Journeyman's exam

The Journeyman's exam is held four times a year during the term breaks at the Box Hill Institute, Elgar Campus.

### Uniform Requirements

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: BP13M

<sup>^</sup>If a full class cannot be achieved for school holiday training, students will be offered a place in day release or block release programs.

# Air Conditioning and Refrigeration

## UEE32211 CERTIFICATE III IN AIR-CONDITIONING AND REFRIGERATION (PARTIAL COMPLETION)

Box Hill



2

380

Day release  
40 days

years  
part time

hours  
per year

Block release  
8 weeks  
8:00am – 4:30pm

### Course Description

Gain a solid foundation in all aspects of the refrigeration and air conditioning industries. Our air conditioning and refrigeration apprenticeship will provide you with practical experiences in the industry and you'll learn from current industry professionals to:

- > work safely in the construction industry and carry out Workplace Health and Safety requirements
- > provide first aid and cardiopulmonary resuscitation
- > use air conditioning and refrigeration tools, electrical wiring and equipment of the trade
- > understand drawings and specifications
- > identify and handle various refrigerants
- > service and repair cooling systems
- > install and maintain refrigeration and air conditioning piping and tubing, electrical apparatus and circuits
- > maintain documentation
- > source and purchase material/parts for installation or service jobs
- > provide quotations for installation or service jobs and to deliver a service to customers.

### Program Outline

YEAR 1 AND YEAR 2	
Code	Title
UEENED101A	Use computer applications relevant to a workplace
UEENEE101A	Apply occupational health and safety regulations, codes and practices in the workplace.
UEENEE105A	Fix and secure electrotechnology equipment
UEENEEJ103A	Establish the basic operating conditions of vapour compression systems
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems
UEENEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEE103A	Solve problems in ELV single path circuits
UEENEEJ102A	Prepare and connect refrigerant tubing and fittings
UEENEEJ108A	Recover, pressure test, evacuate, charge and leak test refrigerants
UEENEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
UEENEP025A	Attach cords, cables and plugs to electrical equipment for connection to 1000 Va.c .or 1500 Vd.c supply

### 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.

### Employment Requirements

Students undertaking an SBAT require part-time employment as a component of their studies.

Students will complete a detailed training plan highlighting requirements of the training organisation, the employer and the secondary school.

### Career Outcomes

This course will give you employment opportunities to continue your career as a refrigeration apprentice.

This partial qualification is designed to give you apprenticeship level training along with completing your secondary education. This means once you leave secondary school and continue your apprenticeship in your chosen field you will have completed the first year of the training required to complete your apprenticeship. On successful completion of this apprenticeship, you may wish to apply for employment opportunities within the refrigeration and air-conditioning industries as a licensed refrigeration mechanic.

### Uniform Requirements

Protective shoes: steel capped work shoes

Protective eye wear: safety glasses

Internal Code: ETR11



# 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](#). 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

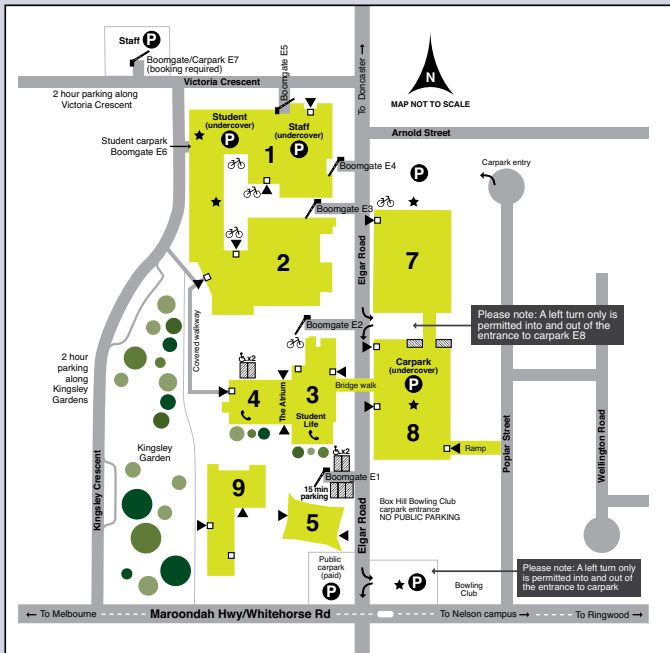
# Campus Locations

## BOX HILL INSTITUTE

### Box Hill Campus

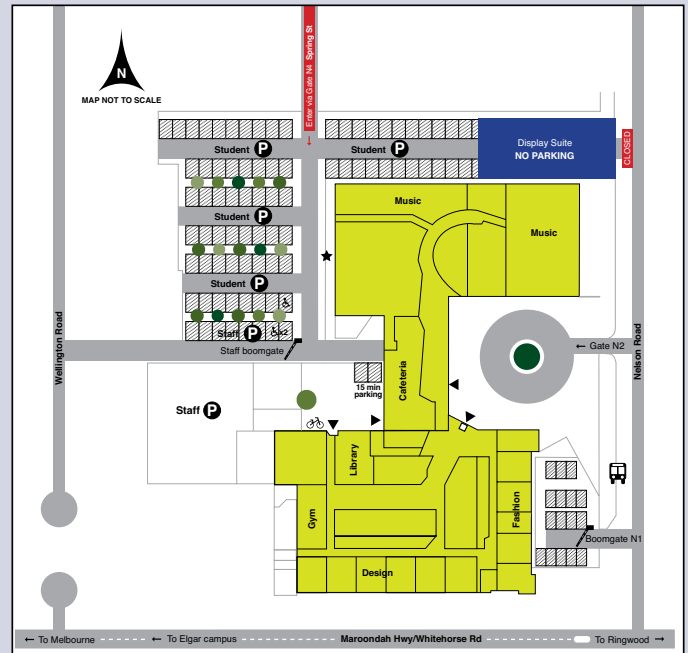
#### Elgar

465 Elgar Road, Box Hill



#### Nelson

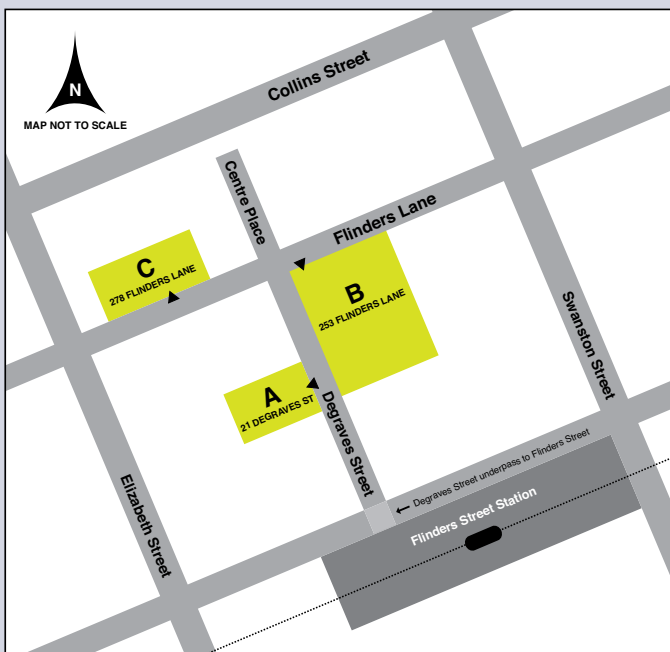
853 Whitehorse Road, Box Hill



### City Campus

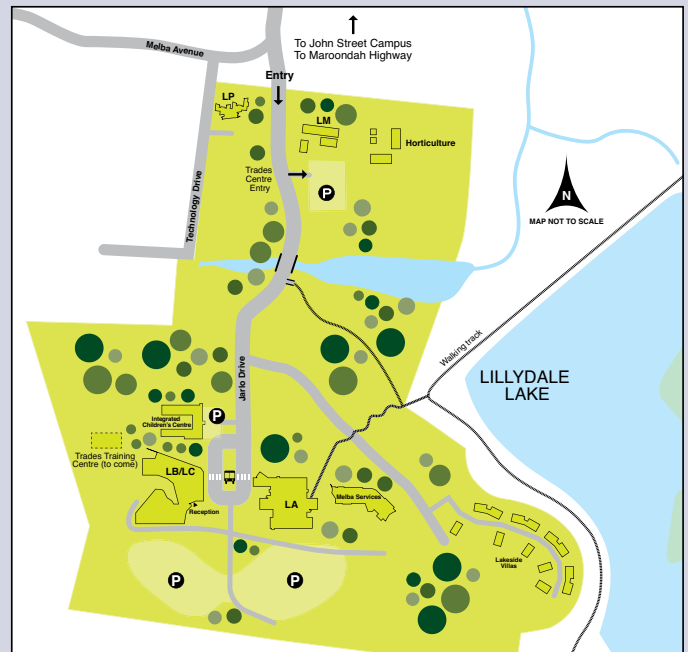
Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



### Lilydale Lakeside Campus

Jarlo Drive, Lilydale





**BOX HILL 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

**boxhill.edu.au | 1300 BOX HILL**