Caroline Chisholm Catholic College VET Programs
Why choose VET?

VET increases students’ pathways, connects their study with industry, broadens options and;

• develops students’ capacities to make decisions and solve problems.

• helps students to gain confidence and improve communication and interpersonal skills through learning in an adult setting.

• fosters positive feedback by enabling students to demonstrate specific skills and competencies.

• matches students’ interests and career directions through the provision of strong pathways.
Structured Workplace Learning (SWL)

This involves an employer accepting a student on a one-day a week or one or two-week block basis.

Structured Workplace Learning is an essential part of VET and is highly recommended, and in some certificates compulsory. It enables the student to demonstrate acquired skills and knowledge in an industry setting.

During the work placement, a student will undertake specific tasks in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.
Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in Business Services.

Pathways for Business:

- Business Administration Services
- Business Information Services
- Business Management Services
- Human Resources Management
- Business Development

Course Code: 22247VIC
RTO Code: Ripponlea 21230
Course Aims
Small business is increasingly relying on staff who are capable of contributing to market research, marketing and business planning. This course will teach students the skills, in addition to learning about event management, social medial collaboration and innovating trends.

Contribution to VCAL
This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE
Students who complete the Certificate II in Small Business (Operations/Innovation) will be eligible for up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR
This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of the primary four scaled studies).

Structured Workplace Learning
A minimum of 10 days is strongly recommended.

Course includes
- Follow small business policies & procedures
- Contribute to small business operations & innovations
- Undertake basic market research & promotion for a small business product or service
- Contribute to small business planning
- Organise and complete daily work activities
- Communicate in the workplace
Sports and Recreation

Pathways for Sport and Recreation:

- Certificate III in Fitness
- Certificate IV in Personal Training
- Certificate III and IV in Outdoor Recreation
- Certificate III and IV in Sport (Officiating, Coaching, Trainer)
- Diploma of Outdoor Recreation
- Diploma of Sport and Recreation Management
- University - Recreation Management, Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education - Teaching

Course Code: SIS20115
RTO Code: IVET 40548
Sports and Recreation

Become a

- Group / Fitness Instructor
- Outdoor Education Instructor
- Exercise Physiologist
- Coach
- Personal Trainer
- Ranger
- Sports person

Course Aims

The aim of the program is to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or fitness centre or gymnasium / dry area recreation centre.

Contribution to VCAL

This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE

On completion students will be eligible for up to three units at Unit 1 & 2 level and two at Unit 3 & 4 level.

ATAR

Scored assessment is available for this program.

Structured Workplace Learning

It is strongly recommended that students undertake a minimum of 80 hours. A minimum of 10 days will be required.

Course includes

- Working effectively in a sport and recreation environment
- Applying first aid
- Providing customer service
- Developing knowledge of sport/recreation industry
- Following defined OH&S policies/procedures
- Organising and completing daily work activities
- Responding to emergency situations
- Providing equipment for activities
- Maintaining sport and recreation facilities.
Pathways for Health Services Assistance:

- Certificate IV in Health Assistance
- Certificate IV in Pathology
- Certificate IV in Health Administration
- Certificate III in Allied Health
# Health Services Assistance

## Become a
- Allied Health Assistant
- Health Technician
- Medical Receptionist
- Direct Care Assistant
- Theatre Technician
- Pathology Collector
- Speech Therapy Assistant

## Course Aims
This program provides the skills and knowledge required to provide assistance to allied health professionals.

## Contribution to
- **VCAL**
  This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
- **VCE**
  On successful completion students will be eligible for recognition of up to two Units at 1 & 2 sequence and two Units at 3 & 4 sequences.
- **ATAR**
  Scored assessment is available for this program.

## Structured Workplace Learning
A minimum of 80 hours per year is required.

## Course includes
- Complying with infection control policies and procedures
- Communicating and working effectively in health
- Interpreting and applying medical terminology
- Providing first aid
- Recognising healthy body systems in a health care context
- Assisting with an allied health program
- Assisting with client movement
- Maintaining patient records
- Providing reception services for a practice.
Applied Fashion Design and Technology

Pathways for Applied Fashion Design and Technology:

- Certificate III in Applied Fashion and Design
- Certificate IV in Applied Fashion Design and Technology
- Diploma of Applied Fashion Design and Technology
- Advanced Diploma of Applied Fashion Design and Technology

Course Code: MST20616
RTO Code: Ripponlea 21230
Applied Fashion Design and Technology

Become a
- Clothing Pattern Maker
- Clothing Trades Person
- Fashion Coordinator
- Clothing and Soft Furnishing Production Worker
- Fashion Designer
- Footwear Worker
- Garment Cutter
- Interior Decorator
- Machinist or Sub-Contractor
- Milliner
- Product Tester/Inspector
- Retail Buyer
- Textile Designer
- Theatrical Costume Maker and Designer

Course Aims
This course will provide an introduction to basic design and to develop skills and knowledge to prepare for work in a creative and production oriented environment within the fashion industry. Opportunities are provided to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches.

Contribution to
- VCAL This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
- VCE On completion students will be eligible for four units: four Units at 1 & 2 and a Units 3 & 4 sequence.
- ATAR Contribution is 10% increment.

Structured Workplace Learning
It is strongly recommended that students undertake a minimum of 80 hours. A minimum of 10 days is recommended.

Course includes
- Using a sewing machine
- Identifying fibres and fabrics
- Sewing components
- Modifying patterns to create basic styles
- Drawing and interpreting a simple sketch
- Designing and producing a simple garment
- Identifying design process for fashion designs
- Following defined OH&S policies and procedures
- Applying quality standards.
Music Industry

The Certificate II is used as a springboard for the Certificate III in Music. It helps to prepare the students musically and technically for the more complex needs of the Certificate IV.

Pathways for Music Industry:

- Certificate IV in Music Industry
- Diploma of Music Industry
- Advanced Diploma of Music Industry

Course Code: CUA30915
RTO Code: COSAMP 41549
Music Industry

Become a
- Broadcaster
- Digital Audio Technician
- Director
- Disc Jockey
- Jingle Writer
- Music Editor
- Stage Producer
- Music Teacher
- Music Technician
- Musician
- Singer
- Songwriter
- Sound Engineer
- Stage Manager
- Sound and Lighting Technician

Course Aims
This program provides knowledge and skills that will enhance students' employment prospects in the music industry. The course covers a broad range of skills used in the music industry including music rehearsal and performance techniques; basic sound and staging; recording, mixing and editing; maintaining equipment; and planning and staging events.

Contribution to
- **VCAL** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
- **VCE** On completion students will be eligible for up to five units of credit, three at Units 1 & 2 and two at Units 3 & 4.
- **ATAR** Scored assessment is available for this program.

Structured Workplace Learning
A minimum of 80 hours is strongly recommended - equals 10 days.

Course includes
- Managing own work and learning
- Undertaking simple lighting/sound/audio
- Developing / updating music industry knowledge
- Developing music knowledge/listening skills
- Developing technical skills for playing or singing music
- Audio equipment
- Instrument care and maintenance
- Setting up and operations
- Sequencing and sampling
- Multi-track recording
- Performing
- Song writing
- Singing.
The Laboratory Operations Training Package is designed to address the training needs of the laboratory operations industry and it covers sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, mineral assay, pathology testing and scientific glass blowing.

Pathways for Laboratory Skills:

- Certificate IV in Laboratory Techniques
- Diploma of Laboratory Technology
- Diploma of Laboratory Technology - Biological and Environmental Testing
- Diploma of Laboratory Technology - Biotechnology
- Diploma of Laboratory Technology - Pathology Testing
- Advanced Diploma of Laboratory Operations

Course Code: MSL30109
RTO Code: AST4603
Laboratory Skills

Become a

Instrument Operators  Laboratory Assistant  Laboratory Attendants  Laboratory Manager

Laboratory Technician  Senior Technician  Support Staff to Scientists in the Research, Education and Industry

Course Aims

Laboratory Skills is a very hands-on subject that endeavours to equip students with a broad range of skills that are used within the scientific community. This course is made up from a number of modules. Each module is designed to teach and train students in a number of skills and competencies. To be successful in the course you must demonstrate that you are competent in the skills being taught. Some skills will be taught individually. However, often a number of competencies will be taught and assessed concurrently.

Contribution to

VCAL  This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE  On completion students will be eligible for up to four units of credit towards their VCE.

ATAR  Scored assessment is available for this program.

Structured Workplace Learning

20 days is recommended but not compulsory.

Course includes

- Participating in environmentally sustainable work practices
- Communicating with other people
- Planning and conducting laboratory/field work
- Maintaining the laboratory fit for purpose
- Participating in laboratory/field workplace safety
- Receiving and preparing samples for testing

- Recording and presenting data
- Performing basic tests.
Creative Industries

The Certificate II in Creative Industries allows students to explore a variety of areas in the arts and creative industries field.

- Certificate II in Music
- Certificate III in Music
- Certificate IV or Diploma in Creative Industries
- Certificate II in Visual Arts
- Certificate III in Screen Media

Learning areas include:
- Working with others
- Communication
- Critical thinking
- Social and cultural sensitivity
- Personal finances
- Skill development
- Personal management and self awareness

Course Code: CUA20215
RTO Code: IVET 40548
Creative Industries

Become a
- Customer Service Agent
- Media Assistant
- Stage Assistant
- Broadcasting Assistant
- Retail Assistant
- Exhibition and Performances Assistant

Course Aims
Prepares individuals to perform a range of routine tasks in the creative industry sector, work under direct supervision and use practical skills and fundamental operational knowledge in a defined context.

Contribution to
- **VCAL**: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
- **VCE**: On completion students will be eligible for two credits towards their VCE: at Units 1 & 2 sequence.
- **ATAR**: No ATAR contribution for this program.

Structured Workplace Learning
N/A

Course includes
- Communicate in the workplace
- Apply critical thinking
- Deliver a service to customers
- Follow a design process
- Work effectively with diversity
- Maintain financial records
- Contribute to workplace innovation
- Process and maintain workplace information.
Live Production and Services

The Live Production and Services allows students to explore a variety of areas in the arts and creative industries field.

- **Certificate III in Live Production and Services**

Learning areas include:

- Working effectively with others
- Creative arts industry knowledge
- Work health and safety
- Working backstage
- Audio systems
- Vision systems
- Lighting systems

Course Code: CUA30415

RTO Code: Victorian Arts Centre Trust (VACT) Arts Melbourne 104158
Live Production and Services

Become a
- Venue Attendant
- Production Crew
- Radio Production Assistant
- Program Seller
- Merchandise Seller
- Stage hand
- Usher, Production Assistant (Film and Television)
- Runner
- Dresser
- Crewing Employee
- Sound Assistant
- Bump in/bump out loader
- Stage Door Attendant
- Wardrobe Assistant

Course Aims
You will learn how to provide basic assistance in lighting, staging, and audio as well as develop essential knowledge of workplace health and safety and effective creative arts industry work practices. You will be provided the guidance you need to succeed in our state-of-the-art performance spaces, working on a diverse range of events. Successful completion of this course will give you the skills and knowledge to work as a box office assistant, props assistant, or stage production assistant in sound, lighting systems or vision systems. You will also have a solid foundation to continue with further study in this area.

Contribution to
- **VCAL** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
- **VCE** On completion students will be eligible for six credits towards their VCE: two at Units 1 & 2 Level and four at Units 3 & 4 Level.
- **ATAR** This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of the primary four scaled studies).

Structured Workplace Learning
Compulsory hours to be determined at start of program each year.

Course includes
- Work effectively with others
- Develop and apply creative arts industry knowledge
- Apply work health and safety practices
- Work effectively backstage during performances
- Undertake live audio operations
- Operate vision systems
- Develop basic lighting skills and knowledge
Provide First Aid

This training course will give you the skills and knowledge required to provide First Aid response, life support, management of casualty(s), the incident and other first aiders, in a range of situations, including in the home, workplace or within the community, until the arrival of medical or other assistance.

Course Code: HLTAID003
RTO Code: Insert RTO Number
Provide First Aid

Become a Recognised First Aid provider

Course Aims
Through practical scenarios and the teaching of theoretical knowledge students will learn to respond to an emergency situation and appropriate first aid procedures, undertake CPR and use of an Automated External Defibrillator (AED).

Contribution to
VCAL Work-related skills unit.
VET Sport and Recreation - SIS20115 and SIS30115
Health Services - HLT33115
OTHER Could be used as credit transfer towards other VET courses that run the Provide First Aid Unit.

Course includes
Apply appropriate first aid procedures to the following situations:
- allergic reaction
- anaphylaxis
- bleeding control
- choking and airway obstruction
- envenomation, using pressure immobilisation
- fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
- respiratory distress, including asthma
- shock

Caroline Chisholm Catholic College runs the Provide First Aid (PFA) (HLTAID003) and Provide Cardiopulmonary Resuscitation (CPR) (HLTAID001) on site and is a registered RTO (INSERT RTO NUMBER). This course is run at no additional cost for students completing VET/VCAL. The administration fees are covered within the yearly $200 VET school fee.
Use Hygienic Practices for Food Safety
Use Hygienic Practices for Food Safety

Become a

Barista  |  Waiter / Waitress  |  Kitchen Hand

Some of the above may require more qualifications.

The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas, it could aid students with work placement or future employment. This could include restaurants, cafes, clubs, hotels, and bars; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering.

Unit Aims

Through practical scenarios and the teaching of theoretical knowledge students will learn about personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. Students will apply organisational procedures to identify and control food hazards.

Contribution to

VET  Kitchen operations SIT20416 and Hospitality SIT20316 courses.

VCAL  Assist with achieving learning outcomes related to work related skills.

Course includes

- Knowledge and practical experiences for students to learn about:
  - How to prevent food contamination
  - Follow hygiene procedures and identify food hazards
  - Report unsafe practices that breach hygiene procedures promptly.
  - Prevent food contamination
  - Use hygienic cleaning practices that prevent food-borne illnesses and contamination.

Caroline Chisholm Catholic College runs the unit Use Hygienic Practices for Food Safety (SITXFSA001) as part of the VCAL program. This course is run at no additional cost for students completing VET/VCAL. The administration fees are covered within the yearly $200 VET school fee.
Provide Cardiopulmonary Resuscitation

This training course will give you the skills and knowledge required to provide First Aid response, life support, management of casualty(s), the incident and other first aiders, in a range of situations, including in the home, workplace or within the community, until the arrival of medical or other assistance.

Course Code: HLTAID001
RTO Code: Insert RTO Number
Provide Cardiopulmonary Resuscitation

Become a Recognised CPR Provider

Course Aims
Through practical scenarios and the teaching of theoretical knowledge students will learn to respond to an emergency situation and undertake CPR and use of a Automated External Defibrillator (AED).

Contribution to VET
Sport and Recreation - SIS20115 and SIS30015
Health Services - HLT33115
Provide First Aid - HLTAID003

Contribution to VCAL
Work related skills unit.

Course includes
Apply appropriate CPR procedures to the following situations:
• follow DRSABCD in line with ARC guidelines
• respond to an emergency situation and apply CPR
• use of an automated external defibrillator (AED)
• demonstrate safe manual handling techniques of casualties.

Caroline Chisholm Catholic College runs the Provide First Aid (PFA) (HLTAID003) and Provide Cardiopulmonary Resuscitation (CPR) (HLTAID001) on site and is a registered RTO (INSERT RTO NUMBER). This course is run at no additional cost for students completing VET/VCAL. The administration fees are covered within the yearly $200 VET school fee.