2015 School Options
Box Hill Institute
VETiS Years 10–12
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For the most up-to-date information, visit our website
www.boxhill.edu.au
or call
1300 BOX HILL
(1300 269 445)
To make a VET in Schools Application visit

The information contained in this guide is correct at the time of publication (June 2014). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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Apply online at www.boxhill.edu.au/vetis2015
Overview of VET in Schools

In partnership with over 130 secondary schools, Box Hill Institute is committed to delivering high quality vocational programs, and has put in place an infrastructure that supports successful study and social development for young people studying VCE VET and VCAL programs in 2015.

All the programs are current and relevant to industry needs, staff are highly trained and have relevant industry expertise and the programs lead to employment opportunities or further study options.

The following program information is provided for students undertaking secondary school study in 2015.

Program Options

VCE VET

VCE VET programs are designed to provide a more vocational VCE, to expand opportunities for senior secondary students, to link students to industry and training providers, to help meet the needs of industry and to prepare young people for the workplace of the future. This is achieved through the provision of nationally recognised training qualifications integrated into the VCE.

All training qualifications are derived from the Australian Qualifications Framework, reflect specific industry competency standards, and are either delivered or auspiced by Box Hill Institute.

VET Block Credit programs

Students with full or partial completion of a nationally recognised Vocational Education and Training or Further Education (VET/FE) qualification may be eligible for credit towards the VCE.

Students are eligible for credit if they have completed, or are completing, training in a nationally recognised VET/FE qualification that is not included in the suite of approved VCE, VET and School Based Apprenticeships and Traineeships programs.

Credit may be available for full or partial completion of a nationally recognised qualification.

To be eligible for credit, the student must be enrolled in the VCE. Students who have been enrolled in the VCE within the previous two years may also be eligible for credit.

These programs are also available for students undertaking VCAL to meet the vocational component.

Application Form and Contact Details

In 2015 all applications will be taken online and this will be the only method of applying for a VET in Schools place.

Applications can be made by visiting www.boxhill.edu.au/vetis2015

If you are having any difficulty with this process, please contact the School Programs Coordinator at schools@boxhill.edu.au

Staff contact details from each program area are given on the relevant individual program pages.

All applications will be considered strictly in the order in which they are received. This may mean that places could be exhausted before the official closing date.

An invoice(s) for fees listed in Box Hill Institute’s fees and charges schedule will be sent to the student’s named secondary school to cover all associated costs with the student’s course place and application including fees for materials.

MOU/Agreement

The Schools Program Officer at Box Hill Institute prepares the Memorandum of Understanding (MOU) between the secondary school and Box Hill Institute as the Registered Training Organisation (RTO). This document outlines and clarifies the roles and responsibilities of all parties involved in the program delivery.

The signing of the MOU by the Box Hill Institute General Manager and the secondary school Principal formalises the partnership arrangements between Box Hill Institute and each individual secondary school.

School Principals must also sign and return the Parent/Guardian Approval Verification form and VETiS Staff Compliance Checklist.

Where the documents are returned unsigned, the RTO can only recognise the training delivered by Box Hill Institute. The processing of results to secondary schools for VCE/VET, Block Credit or VCAL recognition may not be completed if there is no signed agreement in place.

VET Delivery

Secondary schools have a range of options for the provision of VET programs. The options are nonexclusive and at any one point schools may adopt a range of models that are best suited to the needs of the school community.

The arrangements they select for each program must be dependent upon a range of factors, including:

• the school’s ability to meet the resource requirements outlined in the Training Package;
• availability of professionally trained and experienced staff in the specific industry area;
• cost-effectiveness of delivery for off-the-job training;
• ability to conduct workplace or simulated environment assessment of competencies in a cost-effective manner;
• potential to expose students to a wide range of training forums.
School in Partnership with an RTO
Under this option there is no need for the school to register as an RTO. This arrangement can take the form of a number of models, each developed to meet a different set of requirements.

For all partnership arrangements, clear guidelines and responsibilities will be documented in the Memorandum of Understanding (MOU). This will ensure that a clear understanding is established in the interests of all parties.

Partnership options include:

**Full delivery by Box Hill Institute**
Students attend classes at Box Hill Institute for the delivery of all VET training. This is an option best suited to small numbers of participating students where it is not cost effective for the school to allocate staff and resources to the delivery of any of the training.

**Full delivery offsite**
Students attend classes at the home school for the delivery of all VET training. Box Hill Institute send a trainer to the school to deliver the entire course. This is an option best suited to situations where whole classes can be delivered onsite, (a minimum of 16 students and appropriate facilities) and where access to Box Hill is restricted due to travel distance.

**Partial delivery by Box Hill Institute; partial delivery by school auspiced by Box Hill Institute**
A school can negotiate with Box Hill Institute to deliver components of training within the school (documented in the MOU). Box Hill Institute may also auspice the school to conduct assessment of the components delivered by the school. The amount of training and assessment delivered by the RTO will vary from school to school, and is often dependent on the school’s ability to resource the program.

**Box Hill Institute Cost Schedule**

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Delivery</td>
<td>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. (Course commencement is subject to sufficient enrolments)</td>
<td>$9.80 per student per hour</td>
</tr>
</tbody>
</table>

Auspicing
All schools will need to provide evidence of AQTF compliance for a program to be fully or partly auspiced by Box Hill Institute. A one-off set up fee of $470.00 per program will be charged for new auspicing arrangements with new schools.

| Part Auspice/Shared Delivery | Box Hill Institute delivers and assesses part of the program. School delivers and assesses part of the program. **NB:** Students attending Box Hill Institute for the delivery of course hours associated with shared delivery arrangements with schools will be charged the standard delivery rate per student per hour. | $625.00 per course per annum per school. Plus $9.80 per hour per student for delivery by Box Hill Institute |

| Full Auspice/Total School Delivery | School delivers and assesses the whole program.                                                                                                           | $625.00 per course per annum per school. |

| Material Fees                  | Materials including required tools of trade, books and cost of licensed qualifications (e.g. First Aid Certificate).                                                                                           | Price will vary depending on course requirements. Charged to the school by invoice along with the tuition fees. |
Health Care and Nursing Assistance
(for year 11 & 12 students only)
VCE VET Program • HLT32512 Certificate III in Health Services Assistance

What does this course involve?
The Certificate III in Health Services Assistance is a general prevocational qualification aimed for inclusion as a school program (VCE) as an entry point into the industry.
This course is designed to provide you with an understanding of the basic skills and knowledge to work in a range of roles in a hospital environment.
It will also assist you with making an informed decision as to whether or not you would like to pursue a career within the health industry.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1:30pm – 4:30pm

Program Outline
Units 3&4

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT0001</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HLT0002</td>
<td>Participate in WHS processes</td>
</tr>
<tr>
<td>HLT0003</td>
<td>Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>HLT0004</td>
<td>Communicate and work effectively in health</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Apply the principals of confidentiality, privacy and security within a medical environment</td>
</tr>
<tr>
<td>HLT0005</td>
<td>Maintain high standard of client service</td>
</tr>
<tr>
<td>HLT0006</td>
<td>Prepare and maintain beds</td>
</tr>
<tr>
<td>HLT0007</td>
<td>Recognise healthy body systems in health care context</td>
</tr>
</tbody>
</table>

Work Placement
Students must undertake two weeks work experience in the health or allied health field (with a minimum of 40 hours per year.)
It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost
All costs will be invoiced to the school.

<table>
<thead>
<tr>
<th>Units 3&amp;4 Year 1</th>
<th>Hours</th>
<th>$9.80</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>$9.80</td>
<td>1,254.40</td>
<td></td>
</tr>
</tbody>
</table>

Material Costs

| Units 3&4 Year 1 | $211.50 |
| Units 3&4 Year 2 | $260.00 |

Training and Employment Outcomes
On successful completion of the certificate, participants will be issued with the Certificate III in Health Services Assistance.

Contribution to the VCE/VCAL:
Students are eligible for a minimum of two Units 3&4 sequences.

What are the pathways for career development in Allied Health Services?
• Certificate IV in Aged Care Work
• Certificate IV in Community Services (Lifestyle and Leisure)
• Certificate IV in Disability Work
• Certificate IV in Health (Enrolled/Division 2 Nursing)
• Diploma of Nursing

Box Hill Institute Contact
VETIS Coordinator – Brooke Winnett
Phone: (03) 9286 9133

Apply online at www.boxhill.edu.au/vetis2015
Allied Health Assistance (for year 11 & 12 students only)
VCE VET Program • HLT32412 Certificate III in Allied Health Assistance

What does this course involve?
The Certificate III in Allied Health Assistance is a general prevocational qualification aimed for inclusion as a school program (VCE) as an entry point into the industry. This course is designed to provide you with an understanding of the basic skills and knowledge to become an allied health assistant while studying at a secondary school level. It will also assist you with making an informed decision as to whether or not you would like to pursue a career within the allied health industry.

Where are the classes held?
BHI Students: Elgar Campus, 465 Elgar Road Box Hill
CAE Students: CAE Building B, 253 Flinders Lane CBD

Timetable
BHI - Wednesdays 1.30pm to 4.30pm
CAE - Wednesdays 1.30pm to 4.30pm

Program Outline

<table>
<thead>
<tr>
<th>Units 3&amp;4</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM303C</td>
<td>Contribute to effective workplace relationships</td>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures in health work</td>
<td></td>
</tr>
<tr>
<td>HLTIN301C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td></td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Communicate and work effectively in health</td>
<td>HLTHIR301C</td>
<td>Work effectively with people with a disability</td>
<td></td>
</tr>
<tr>
<td>HLTWHS200A</td>
<td>Participate in WHS processes</td>
<td>HLTFA311A</td>
<td>Provide first aid</td>
<td></td>
</tr>
<tr>
<td>HLTAH301C</td>
<td>Assist with an Allied Health program</td>
<td>HLTCSD201D</td>
<td>Maintain a high standard of client service</td>
<td></td>
</tr>
<tr>
<td>HLTCS305C</td>
<td>Assist with client movement</td>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td></td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
<td></td>
</tr>
<tr>
<td>BSBMED305B</td>
<td>Apply the principles of confidentiality, privacy and security within a medical environment</td>
<td>CHCMH301B</td>
<td>Work effectively in mental health work</td>
<td></td>
</tr>
</tbody>
</table>

Work Placement
Students must undertake two weeks work experience in an allied health field (with a minimum of 40 hours per year.) It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost
All costs will be invoiced to the school.
Units 3&4 Year 1 128 hours x $9.80 = $1,254.40
Units 3&4 Year 2 128 hours x $9.80 = $1,254.40

Material Costs
Units 3&4 Year 1 $181.00
Units 3&4 Year 2 $165.00

Training and Employment Outcomes
On successful completion of the certificate, participants will be issued with the Certificate III in Allied Health Assistance.

Contribution to the VCE/VCAL:
Students are eligible for a minimum of two Units 3&4 sequences.

What are the pathways for career development in Allied Health Services?
- Diploma of Remedial Massage
- Certificate IV in Massage Therapy Practice
- Certificate IV in Aged Care Work
- Certificate IV in Community Services (Lifestyle and Leisure)
- Certificate IV in Disability Work
- Certificate IV in Health (Enrolled/Division 2 Nursing)
- Certificate IV in Youth Work
- Certificate III in Aged Care/Home and Community Care
- Certificate III in Children’s Services
- Certificate III in Health Service Assistance (Client/ Patient Services)
- Certificate III in Hospital/Health Services Pharmacy Support

Box Hill Institute Contact
Allied Health VETIS Coordinator – Brooke Winnett
Phone: (03) 9286 9133

Apply online at www.boxhill.edu.au/vetis2015
Animal Care (for year 11 & 12 students only)

VCE VET Program • ACM20110 Certificate II in Animal Studies

What does this course involve?
The Certificate II in Animal Studies is a general prevocational qualification aimed for inclusion as a school program (VCE or VCAL) or as an entry point into the industry.

This course is designed to provide you with an understanding of the basic skills and knowledge to become an animal carer while studying at a secondary school level. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the animal industry.

Students who complete this course may receive credit towards satisfactory completion of their VCE or VCAL.

This qualification has two overseeing authorities:
- The Certificate II is based in Vocational Education and Training (VET) and is run within the TAFE system.
- The VCE/VCAL component is run under Victorian Curriculum and Assessment Authority (VCCA).

This means that students fulfil the requirements of two separate courses within the one study. To gain this qualification students are expected to attend all classes and activities.

Where are the classes held?
BHI Students: Elgar Campus, 465 Elgar Road, Box Hill
CAE Students: CAE Building B, 253 Flinders Lane, CBD

Note: Animal classes and practical placements will be timetabled at BHI.

Timetable
Students choose one of the following sessions:
BHI: Monday 4:00pm - 7:30pm First year students.
BHI: Wednesday 1:30pm - 5:00pm First year students
BHI: Wednesday 2:00pm - 5:30pm Second year students
CAE: Mondays 4:00pm - 7:30pm First year students only.

Animal classes and practical placements will be timetabled at BHI. Approximately five (5) full day workshops to be held at BHI.

Sessions are subject to availability and both minimum and maximum student numbers apply.

Program Outline

Units 1&2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMVET201A</td>
<td>Carry out veterinary nursing reception duties</td>
</tr>
<tr>
<td>ACMGAS209A</td>
<td>Provide information on companion animals, products and services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units 3&amp;4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>ACMGAS205A</td>
</tr>
<tr>
<td>ACMGAS206A</td>
</tr>
<tr>
<td>ACSPE304A</td>
</tr>
<tr>
<td>ACSPE312A</td>
</tr>
<tr>
<td>ACMCAS307A</td>
</tr>
</tbody>
</table>

Special Requirements

BHI and CAE:
Students must have completed two (2) weeks of work experience within the animal care industry prior to commencing the course.

Students must provide evidence of work experience undertaken from an employer and a copy of a current tetanus vaccination by emailing at the time of applying.
Email: basreception@boxhill.edu.au

Please note: This information is to be emailed to the Centre after completing an online application.

All prospective students must attend an information session on Wednesday 26 November 2014 at BHI. Details about the information session will be sent to prospective students once an application form has been approved. For an application to be approved students need to have submitted proof of tetanus and work experience.

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 $1,127.00
Units 3&4 $1,127.00

Material Costs
Units 1&2 $24.00
Units 3&4 $293.00

Uniform Requirements
Closed-in shoes are essential at all times. Lab coats will be provided when needed.
Training and employment outcomes
The Certificate II in Animal Studies could lead to jobs in:
- Welfare organisations
- Animal rescue centres
- Pet retail shops
- Pet boarding facilities
- Pet grooming services

After completing this course, students may be eligible to continue on to study:
- Diploma of Animal Technology
- Certificate III in Animal Studies
- Certificate III in Companion Animal Services
- Certificate III in Captive Animals
- Certificate III in Pet Grooming
- Certificate IV in Veterinary Nursing
- Certificate IV in Companion Animal Services
- Diploma of Animal Technology

Contribution to the VCE /VCAL
VCAL – Accredited Vocational Training, approximately 2 credits.
VCE – Students who successfully complete a Units 3&4 sequence will receive a 10% increment (10% of the average of the primary four study scores.)

For more information please see the VCAA website.

Box Hill Institute Contact
Biotechnology and Animal Sciences (BAS) Administration
Phone: (03) 8892 2081
Automotive Course under review, new details available late 2014

VCE VET Program • 22015VIC Certificate II in Automotive Studies (Prevocational)

What does this course involve?
This is a fully recognised program within the Unit 1-4 structure that may contribute towards satisfactory completion of the VCE and VCAL. The program is designed to accommodate pre-apprenticeship pathways and therefore may reduce the time served as an apprentice to three years. The program has been blended with a ‘hands on’ approach to learning. It consists of 50 per cent practical work and 50 per cent study of theory.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1.30pm – 5.30pm

Program Outline

Units 1&2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN644</td>
<td>Carry out industry research</td>
</tr>
<tr>
<td>AURC270103A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>AURC2S1356A</td>
<td>Read in the Workplace</td>
</tr>
<tr>
<td>AUR270278A</td>
<td>Use and maintain workplace tools and equipment</td>
</tr>
<tr>
<td>VBN653</td>
<td>Remove and replace engine cylinder head</td>
</tr>
<tr>
<td>VBN651</td>
<td>Dismantle and assemble, four stroke-multi cylinder petrol</td>
</tr>
<tr>
<td>VPAU209</td>
<td>Participate in Basic Vehicle Servicing</td>
</tr>
<tr>
<td>VBN666</td>
<td>Remove and replace wheel tyre assemblies</td>
</tr>
</tbody>
</table>

Units 3&4

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN659</td>
<td>Dismantle and assemble transmission, manual (conventional)</td>
</tr>
<tr>
<td>VBN662</td>
<td>Remove and replace clutch assembly</td>
</tr>
<tr>
<td>VBN692</td>
<td>Remove and replace steering assembly</td>
</tr>
<tr>
<td>VBN663</td>
<td>Remove and replace suspension, front springs</td>
</tr>
<tr>
<td>VBN675</td>
<td>Recharge batteries</td>
</tr>
<tr>
<td>VBN668</td>
<td>Operate electrical test equipment</td>
</tr>
<tr>
<td>VBN676</td>
<td>Construct basic electronic circuits</td>
</tr>
</tbody>
</table>

Special Requirements
This program is not designed for school-based new apprenticeship students.

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 200 hours x $9.80 = $1,960.00
Units 3&4 200 hours x $9.80 = $1,960.00

Material Costs
Units 1&2 $110.00
Units 3&4 $110.00

Uniform Requirements
Steel cap boots and full length overalls.

Training and Employment Outcomes
This program offers students the opportunity to incorporate a VET Certificate II qualification with their VCE studies. The program is aimed at those students who wish to progress to an automotive apprenticeship.

Full completion of the program will enable the student to progress to an automotive apprenticeship with a reduction in the time required for completion to three years. This will also benefit the student by entitling them to commence an apprenticeship on a second year apprentice salary. Career paths/further training within the automotive industry include automotive pre-apprenticeship and apprenticeship. An additional benefit will also be a reduction in apprenticeship vocational training.

Contribution to the VCE/VCAL
One increment to the ATAR.
Students who successfully complete a Units 3&4 sequence will receive a 10% increment (10% of the average of the primary four study scores.)

Box Hill Institute Contact
Youth Programs Manager
Phone: (03) 9286 9528

Apply online at www.boxhill.edu.au/vetis2015
Building and Construction (Bricklaying)
VCE VET Program • 2216VIC – Certificate II in Building & Construction (Bricklaying)
(Partial Completion)

What does this course involve?
In this course students will cover a range of basic skills and theoretical aspects of the construction industry as required by the Certificate II in Building Construction pre-apprenticeship. The course is predominantly classroom based with some self-directed study required.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Units 1&2  Wednesdays 5.05pm – 8.35pm
or  Wednesdays 1.15pm – 4.45pm
(subject to sufficient numbers)
Students are required to attend a three-day block in the second and third term breaks.
Units 3&4  Wednesdays 5.05pm – 8.35pm
Students are required to attend a three-day block in the first and second term breaks.

Program Outline
Units 1&2
EPCCOHS1001H Work safely in the construction industry
VU20955 Workplace safety & site induction
VU20965 Bricklaying handtools
VU20966 Bricklaying basic skills

Units 3&4
VU20959 Communication skills for the construction industry
VU20964 Workplace documents and plans
VU20956 Building structures
VU20962 Quality principles for the construction industry
VU20961 Levelling
VU20967 Brickveneer construction processes
VU20970 Basic environmental sustainability in bricklaying
LTFA211A Provide basic emergency life support
VU20963 Safe handling/use plant & select portable power tools

Tuition Cost
All costs will be invoiced to the school.
Units 1&2  230 hours x $9.80 = $2,254.00
Units 3&4  204 hours x $9.80 = $1999.20

Material Costs
Units 1&2  $241.50
Units 3&4  $214.20

If they do not already hold the Construction Induction (CI) card then there will be an additional charge to undertake this unit of work.
Students will also need to provide drawing equipment and a basic tool kit.

Uniform Requirements
Students will be required to have the following items:
• Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
• Overalls or khaki work pants
• One pair of safety glasses
• One pair of ear muffs or plugs
• Firm fitting top with no loose cords

Training and Employment Outcomes
Upon completion of the VET in the VCE program, students wishing to complete the remaining units to obtain the full Certificate II in Carpentry (Pre-Apprenticeship) will need to enrol in the remaining units of work. These units will be offered as a bridging program after completion of Units 3&4.
Career paths/further training within the Construction Industry include:
• Working on domestic or commercial sites
• Carpenter
• Stair building
• Shopfitter
• Cabinet maker
• Design drafting

Contribution to the VCE/VCAL
Students who successfully complete a Units 3&4 sequence will receive a 10% increment (10% of the average of the primary four study scores.)

Box Hill Institute Contact
Coordinator – Phone: (03) 9286 9218
Administration – Phone: (03) 9286 9288 or (03) 9286 9205

Apply online at www.boxhill.edu.au/vetis2015
Building and Construction (Carpentry)
VCE VET Program • 22216VIC – Certificate II in Building & Construction (Carpentry)
(Partial Completion)

What does this course involve?
In this course students will cover a range of basic skills and theoretical aspects of the construction industry as required by the Certificate II in Building Construction pre-apprenticeship. The course is predominantly classroom based with some self directed study required.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Units 1&2 Wednesdays 5.05pm – 8.35pm
or Wednesdays 1.15pm – 4.45pm (subject to sufficient numbers)
Students are required to attend a three-day block in the second and third term breaks.
Units 3&4 Wednesdays 5.05pm – 8.35pm
Students are required to attend a three-day block in the first and second term breaks.

Program Outline
Units 1&2
EPCOHS1001H Work safely in the construction industry
VU20955 Workplace safety & site induction
VU20971 Carpentry hand tools
VU20961 Levelling
VU20964 Workplace documents and plans
VU20973 Basic setting out
VU20974 Sub-floor framing

Units 3&4
VU20959 Communication skills for the construction industry
VU20975 Wall framing
VU20956 Building Structures
VU20962 Quality principles for the construction industry
VU20978 Installation of window and door frames
VU20982 Basic environmental sustainability in carpentry
VU20980 Introduction to demolition
VU20976 Roof framing
LTFA211A Provide basic emergency life support
VU20963 Safe handling/use plant & select portable power tools

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 208 hours x $9.80 = $2,038.40
Units 3&4 204 hours x $9.80 = $1,999.20

Material Costs
Units 1&2 $218.40
Units 3&4 $214.20
If they do not already hold the Construction Induction (CI) card then there will be an additional charge to undertake this unit of work.
Students will be required to purchase a copy of the Basic Building and Construction Skills Edition 4, Construction Edition 4 and Building a House Framing Practices.
Students will also need to provide drawing equipment and a basic tool kit.

Uniform Requirements
Students will be required to have the following items:
• Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
• Overalls or khaki work pants
• One pair of safety glasses
• One pair of ear muffs or plugs
• Firm fitting top with no loose cords

Training and Employment Outcomes
Upon completion of the VET in the VCE program, students wishing to complete the remaining units to obtain the full Certificate II in Carpentry (Pre Apprenticeship) will need to enrol in the remaining units of work. These units will be offered as a bridging program after completion of Units 3&4.
Career paths/further training within the Construction Industry include:
• Working on domestic or commercial sites
• Carpenter
• Stair building
• Shopfitter
• Cabinet maker
• Design drafting

Contribution to the VCE/VCAL
Students who successfully complete a Units 3&4 sequence will receive a 10% increment (10% of the average of the primary four study scores.)

Box Hill Institute Contact
Coordinator – Phone: (03) 9286 9218
Administration – Phone: (03) 9286 9288 or (03) 9286 9205

Apply online at www.boxhill.edu.au/vetis2015
Children’s Services

VET Program • CHC30113 Certificate III in selected units from Early Childhood Education & Care

What does this course involve?
This course provides you with the ability to work as a Level III childcare worker in variety of early childhood settings and out-of-school hours programs. Learn how to care and interact effectively with children, provide food and respond to illnesses and accidents.
You will learn how to foster and support the emotional well being of infants and oversee their physical, social and psychological development. You will also learn how to provide administration support in a child care facility, and provide a safe and healthy working environment.

Where are the classes held?
BHI Students: Elgar Campus, 465 Elgar Road Box Hill
CAE Students: CAE Building B, 253 Flinders Lane CBD

Timetable
BHI - Mondays 4.00pm to 7.00pm
BHI - Wednesdays 1.30pm to 4.30pm
CAE - Mondays 4.00pm to 7.00pm
CAE - Wednesdays 1.30pm to 4.30pm

Program Outline

Year 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG303C</td>
<td>Participate effectively in the work environment</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in work health and safety</td>
</tr>
<tr>
<td>HLTAID004A</td>
<td>Provide emergency first aid response in and education and care settings</td>
</tr>
</tbody>
</table>

Year 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
</tr>
<tr>
<td>CHCEC001</td>
<td>Develop cultural confidence</td>
</tr>
<tr>
<td>CHCCN301C</td>
<td>Ensure health and safety of children</td>
</tr>
<tr>
<td>CHCIC301E</td>
<td>Interact effectively with children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drink</td>
</tr>
</tbody>
</table>

Work Placement
Students must undertake two weeks work experience in the children’s services field, one week each year.
It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost
All costs will be invoiced to the school.
Year 1  120 hours x $9.80 = $1,176.00
Year 2  120 hours x $9.80 = $1,176.00

Material Costs
Units 1&2  $251.00
Units 3&4  $115.00

Training and employment outcomes
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school.
VTAC may award students who receive a Units 3 and 4 sequence through Block Credit Recognition a fifth or sixth study increment (10% of the average of the Primary Four scaled studies) towards their ATAR.

Contribution to the VCE
Block Credit

What are the pathways for career development in Community Services?
• Certificate IV in Community Services (Lifestyle and Leisure)
• Certificate IV in Youth Work
• Certificate III in Aged Care/Home and Community Care
• Certificate III in Children’s Services

Box Hill Institute Contact Person
VETiS coordinator - Brooke Winnett
Phone: (03) 9286 9133

Apply online at www.boxhill.edu.au/vetis2015
CISCO Networking Academy Program

VCE VET Program • CSCO22263VIC VES CISCO - CCNAv5 Routing and Switching

What does this course involve?
Box Hill Institute’s Cisco CCNA (Cisco Certified Networking Associate) program gives students hands on experience to gain networking skills and knowledge whilst using industry current routers, hubs and switches.

Students will work with highly qualified Cisco Networking Professionals to design, configure, troubleshoot and implement computer internetworks.

Box Hill Institute’s CCNA program offers the following subjects:
• CCNA Introduction to Networks
• CCNA Routing and Switching Essentials
• CCNA Scaling Networks
• CCNA Connecting Networks

The course is scheduled to offer a great deal of flexibility to students to study the first two CCNA subjects in one year, or all four CCNA subjects over two years. Each CCNA subject is scheduled to run for one session a week, for 18 weeks (This is equivalent to one semester of study or two school terms).

Students successfully completing CCNA Introduction to Networks and CCNA Routing and Switching Essentials will be eligible for two units of credit towards their VCE: one Units 3 and 4 sequence.

Students who complete CCNA Introduction to Networks, CCNA Routing and Switching Essentials, CCNA Scaling Networks, and CCNA Connecting Networks will be eligible for four units of credit towards their VCE: two Units 3 and 4 sequences.

Students who receive a Units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies).

Students who receive two Units 3 and 4 sequences will be eligible for two 10% increments towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Cisco program does not offer scored assessment.

Many TAFEs and Universities incorporate the Cisco CCNA Program into their IT courses. Students who have successfully completed this program may be eligible for advance credit towards future IT tertiary studies where Cisco is a key component of delivering Network training.

Where are the classes held?
Nelson Campus, 853 Whitehorse Road Box Hill
CAE Building B, 253 Flinders Lane CBD

Timetable
Cisco course are frequently scheduled during the week, and VETiS students are welcome to join in any of these session. However there will be specific sessions schedule to specially cater for VET in Schools students, where students can opt to attend one of the following timeslots: Tuesday afternoon 3:30pm - 7:30pm or Wednesday afternoon 2.00pm - 6.00pm.

Box Hill Institute also offers students free access to additional tutorial sessions on Monday and Thursday afternoons from 5-6 pm.

Program Outline

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Covers CAv5 1 and CCNAv5 2)</td>
<td></td>
</tr>
<tr>
<td>VU21561</td>
<td>Build a simple network and establish end to end connectivity</td>
</tr>
<tr>
<td>VU21562</td>
<td>Configure and troubleshoot network switches and routers</td>
</tr>
<tr>
<td>VU21557</td>
<td>Install and configure a home or small office networks</td>
</tr>
<tr>
<td>B (Covers CAv5 3 and CCNAv5 4)</td>
<td></td>
</tr>
<tr>
<td>VU21563</td>
<td>Scale an existing network</td>
</tr>
<tr>
<td>VU21564</td>
<td>Establish connectivity to a wide area network (WAN)</td>
</tr>
<tr>
<td>VU21581</td>
<td>Build a small wireless LAN</td>
</tr>
</tbody>
</table>

Tuition Cost
Cost for CCNA Introduction to Networks and CCNA Routing and Switching Essentials:
144 hours x $9.80 = $1,411.20
Materials Fee: $100 (GST exempt)

Cost for CCNA Scaling Networks and CCNA Connecting Networks:
144 hours x $9.80 = $1,411.20
Materials Fee: $100.00 (GST exempt)

Training and employment outcomes
Successful completion of the CCNA Programs can offer career path opportunities and recognition of skills gained against academic qualifications at tertiary institutions. Qualifications that currently include the CCNA Program in training delivery at Box Hill Institute include the:
• Bachelor of Computer Systems
• Associate Degree in Computer Systems
• Graduate Certificate in Information and Communication Technology
• Advanced Diploma of Network Security
• Advanced Diploma of Computer Systems Technology
• Diploma of Computer Systems
• Diploma of Information Technology Systems Administration
• Diploma of Information Technology Networking
• Certificate IV in Information Technology
• Certificate IV in Computer Systems Technology
• Certificate IV in Telecommunications Network Engineering

Apply online at www.boxhill.edu.au/vetis2015
Contribution to the VCE

Students successfully completing CCNA Introduction to Networks and CCNA Routing and Switching Essentials will be eligible for two units of credit towards their VCE: one Units 3 and 4 sequence.

Students who complete CCNA Introduction to Networks, CCNA Routing and Switching Essentials, CCNA Scaling Networks, and CCNA Connecting Networks will be eligible for four units of credit towards their VCE: two Units 3 and 4 sequences.

Students who receive a Units 3 and 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies).

Students who receive two Units 3 and 4 sequences will be eligible for two 10% increments towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Cisco program does not offer scored assessment.

Box Hill Institute Contact Person
Centre for Information and Communication Technology
Phone: (03) 9286 9830
Email: ict@boxhill.edu.au
Community Services
Community Work Stream
VCE VET Program • CHC20112 Certificate II in Community Services

What does this course involve?
This course is an introduction to the community services industry. Students complete a set of core modules which form a framework for community services work. They also choose a set of electives from either the Community Services stream or the Children’s Services stream.

Please note that although this course includes some introductory units specific to child care, students will need to undertake further training to be able to seek employment as a level two child care worker.

Where are the classes held?
BHI Students: Elgar Campus, 465 Elgar Road Box Hill
CAE Students: CAE Building B, 253 Flinders Lane CBD

Timetable
BHI - Mondays 4.00pm to 7.00pm
BHI - Wednesdays 1.30pm to 4.30pm
CAE - Mondays 4.00pm to 7.00pm
CAE - Wednesdays 1.30pm to 4.30pm

Program Outline
Units 1&2
CHCCS211B Prepare for work in the community sector
CHCCOM201C Communicate with people accessing the services of the organisation
CHCORG201C Follow policies, procedures and programs of the organisation
CHCORG202C Work with others
HLTWHS200A Participate in WHS processes
CHCWH5312A
HLTFA311A Apply first aid
CHCIC201B Communicate with children
CHCAC318B Work effectively with older people
CHCDIS220B Prepare for disability work

Units 3&4
CHCRH401C Work effectively in the leisure and health industry
CHCCS421B Undertake community sector work within own community
CHCAD401D Advocate for clients
CHCCW301C Operate under a casework framework
CHCYTH301E Work effectively with young people
CHCMH301C Work effectively in mental health

Special Requirements
Students must undertake two weeks work experience in a community services field.
It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 128 hours x $9.80 = $1,254.40
Units 3&4 144 hours x $9.80 = $1,411.20

Material Costs
Units 1&2 $90.00
Units 3&4 $90.00

Training and Employment Outcomes
On successful completion of the certificate, participants will be issued with either the Certificate II in Community Services Work (Community Services stream) or Certificate II in Community Services Work (Children’s Services stream).

Further training within the community services industries includes:
• Diploma of Applied Learning – Specialisation in Early Childhood Education
• Diploma of Children’s Services
• Diploma of Remedial Massage
• Certificate IV in Aged Care Work
• Certificate IV in Community Services (Lifestyle and Leisure)
• Certificate IV in Disability Work
• Certificate IV in Health (Enrolled/Division 2 Nursing)
• Certificate IV in Massage Therapy Practice
• Certificate IV in Youth Work
• Certificate III in Aged Care/Home and Community Care
• Certificate III in Children’s Services
• Certificate III in Health Service Assistance (Client/Patient Services)
• Certificate III in Hospital/Health Services Pharmacy Support

Contribution to the VCE/VCAL
Students wishing to receive an ATAR contribution for the Units 3&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.

Box Hill Institute Contact
Community Services VETiS Coordinator
Phone: (03) 9286 9133
**Cookery**

VCE VET Program • SIT30113 Certificate III in Catering Operations

**What does this course involve?**

Let this VET in Schools course give you the skills and knowledge to work as a cook in any commercial kitchen environment.

You will gain an understanding of food preparation and cookery principles, and develop practical skills in the training kitchen at Fountains Restaurant. You will have the opportunity to plan and execute menus and organise the kitchen team.

You will learn how to cater for special occasion dinners, provide restaurant quality and function food, along with using commercially prepared products. You will also gain your Hygiene for Food Handlers certificate.

**Where are the classes held?**

Elgar Campus, 465 Elgar Road, Box Hill

**Timetable**

Units 1&2 & Units 3&4

Wednesdays 1.30pm – 7.30pm (Hours subject to change.)

**Program Outline**

**Units 1&2**

- BSBWOR203B Work effectively with others
- SITHCCC102 Prepare simple dishes
- SITHIND201 Source and use information on the hospitality industry
- SITXFSA101 Use hygienic practices for food safety
- SITXINV202 Maintain the quality of perishable items
- SITHWHS101 Participate in safe work practices
- SITHCCC201 Produce dishes using basic methods of cookery
- SITHKOP101 Clean kitchen premises and equipment

**Units 3&4**

- SITHCCC202 Produce appetisers and salads
- SITHCCC203 Produce stocks, sauces and soups
- SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
- SITHCCC207 Use cookery skills effectively
- SITXINV301 Purchase goods

**Tuition Cost**

All costs will be invoiced to the school.

- Units 1&2 185 hours x $9.80 = $1,813.00
- Units 3&4 185 hours x $9.80 = $1,813.00

**Material Costs**

- Units 1&2 $235.00
- Units 3&4 $235.00

**Uniform/Equipment**

A uniform is required for the Kitchen / Cooking 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 regarding the uniform will be provided prior to enrolment.

**Training and Employment Outcomes**

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

- Work as a commercial cook in commercial kitchen environments for hotels, restaurants, cafes, clubs, airlines, hospitals, student accommodation areas, cafeterias, corporate organisations or event catering organisations.
- Gain employment as an apprentice chef or pastry cook with credit for their Year 11 and Year 12 VET studies.
- Undertake further study in hospitality and tourism studies with credit for Year 11 and Year 12 VET studies.
- Embark on an interesting and exciting career in the hospitality industry both here and overseas.

**Contribution to the VCE/VCAL**

Up to four Units: two Units at Units 1&2 and a Units 3&4 sequence.

**Box Hill Institute Contact**

Hospitality Coordinator

Phone: (03) 9286 9277
Dance  (Auspice only) Course under review, new details available late 2014
VCE VET Program • CUA20113 Certificate II in Dance and selected units from CUA30113 Certificate III in Dance

What does this course involve?
This is a two year program that equates to VCE units 1, 2, 3 and 4. Students will finish with a qualification at certificate II level and a statement of attainment for the relevant units at certificate III.
There are four core units at VCE 1&2 level that focus on basic dance skills, safe dance, OHS and working with others. There are 3 core and one other compulsory unit at VCE 3&4 which focus on dance industry knowledge and developing performance skills.
The remaining units at both levels are the dance skill electives. Students (or schools) must select two different dance styles to be studied each year. Refer to the VCAA VCE VET Dance Program Guide for more information.

Where are the classes held?
Classes will be held in your school in most cases. If your student numbers are low, contact the CAE to discuss a cross campus option.

Timetable
Usually 4 hours per week of class time is devoted to this program, with students attending a minimum of 2 hours dancing each week.

Program Outline
First Year or Units 1&2
Core Units
BSBWOR203B Work effectively with others
CUADAN201A Develop basic dance techniques
CUAOHS101A Follow basic safe dance practices
CUAOHS201A Develop a basic level of physical condition for dance performance

Elective Units
CUADAN203A Perform basic jazz dance technique
CUADAN204A Perform basic Aboriginal and Torres Strait Islander dance technique
CUADAN205A Perform basic contemporary dance technique
CUADAN306A Perform basic ballet technique
CUADAN207A Perform basic tap technique
CUADAN208A Perform basic street dance technique
CUADAN209A Perform basic cultural dance technique

A range of other elective units may be available at Units 1 & 2 level
Second Year or Units 3&4
Core Units
CUAPRF201A Prepare self for performances
CUADAN202A Incorporate artistic expression into basic dance performances

CUFIND201A Develop and apply creative arts industry knowledge
CUAPRF304A Develop audition techniques

Dance Elective Units
CUADAN305A Increase depth of jazz dance technique
CUADAN306 Increase depth of ballet dance technique
CUADAN307A Increase depth of cultural dance technique
CUADAN308A Increase depth of contemporary dance technique
CUADAN309A Increase depth of street dance technique
CUADAN310A Increase depth of social dance technique
CUADAN311A Increase depth of tap dance technique

Special Requirements
This program caters for a diverse group of participants.

Tuition Cost
Cost under a full auspice model
Set-up Fee $470.00
Auspicing Fee $625.00 (per year)
Certification $52.00 (per student per year)

Uniform/Equipment
To be determined by the partner school.

Training and Employment Outcomes
This program provides a pathway into further study in the field of dance as either a professional dancer or a teacher of dance.

Contribution to the VCE/VCAL
Students wishing to receive an ATAR contribution for the Units 3&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.

Centre for Adult Education Contact
For more information or to set up an auspicing arrangement the school representative should contact:
CAE VET Centre:
Email: vet@cae.edu.au or Phone: (03) 9652 0611

Apply online at www.boxhill.edu.au/vetis2015
Electrotechnology (for year 11 & 12 students only)
• UEE22011 – Certificate II in Electrotechnology (Career Start)

What does this course involve?
Learn the basics of electrical theory and maths and gain practical skills to help you find work in the electrical, security systems or refrigeration and air conditioning trades. You will learn how to interpret electrical drawings and operate safely in an electrical workshop. Gain skills identifying, selecting and using equipment in an electro-technology environment and carry out general work activities. You will also learn how to interact with clients and deliver a quality service.

Where are the classes held?
Nelson Campus, 853 Whitehorse Road, Box Hill

Timetable
Wednesdays 1.00pm – 6.00pm

Duration of course
2 Years – 1 day of attendance per week.

Program outline

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEE101A: Apply Occupational Health and Safety regulations, codes and practices in the workplace</td>
<td>NEEE102A: Fabricate, assemble and dismantle utilities industry components</td>
</tr>
<tr>
<td>NEEE104A: Solve problems in d.c. circuits</td>
<td>NEEE105A: Fix and secure electrotechnology equipment</td>
</tr>
<tr>
<td>NEEE141A: Use of routine equipment/plant/ technologies in an energy sector environment</td>
<td>NEEE141A: Use of routine equipment/plant/ technologies in an energy sector environment</td>
</tr>
<tr>
<td>NEEE148A: Carry out routine work activities in an energy sector environment</td>
<td>NEEJ103A: Establish the basic operating conditions of vapour compression systems</td>
</tr>
<tr>
<td>NEEE179A: Identify and select components, accessories and materials for energy sector work activities</td>
<td></td>
</tr>
<tr>
<td>NEEK142A: Apply environmentally and sustainable energy procedures in the energy sector</td>
<td></td>
</tr>
<tr>
<td>NEED101A: Use computer applications relevant to a workplace</td>
<td></td>
</tr>
</tbody>
</table>

Tuition Cost
All costs will be invoiced to the school.
Year 1  200 hours x $9.80 = $1,960.00
Year 2  180 hours x $9.80 = $1,764.00

Materials fee
Units 1&2 $145.00
Units 3&4 $145.00

Uniforms
No singlets or open toe shoes. No offensive logos.

Training and Employment Outcomes
Upon completion of this course you may want to apply to employers for employment in the electrotechnology industry or associated industries such as security refrigeration or appliance servicing. The units completed are transferable into apprenticeship training.

Contribution to the VCE/VCAL
To be confirmed.

Box Hill Institute Contact
Centre for Electrical and Refrigeration Trades, Box Hill Institute.
Phone: (03) 9286 9890
a.papapoulia@boxhill.edu.au

Apply online at www.boxhill.edu.au/vetis2015
Engineering
VCE VET Program • 22209VIC Certificate II in Engineering Studies (Prevocational)

What does this course involve?
This is a practically based, hands-on program specifically designed to allow transition for students who choose engineering as a career path, or wish to develop skills to allow a progression into other streams of engineering, such as manufacturing, fabrication or automotive engineering. A skills shortage currently exists in the engineering and manufacturing sector, and the course includes a wide range of the necessary skills to provide a good foundation of engineering practices with industry recognised competencies.

Note: Students on completion of units 1&2 may select for units 3&4 a progression to either Certificate II pre apprenticeship or Certificate III apprenticeship program.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1.45pm to 5.45pm

Program Outline
Units 1&2
MEM13014A Apply principles of OHS in the work environment
MEM16006A Organise and communicate information
MEM16008A Interact with computing technology
MEM18001C Use hand tools
MEM18002B Use power tools/ hand held operations
VU20909 Develop an individual career plan for the engineering industry
VU20912 Perform basic machining processes
VU20913 Apply basic fabrication techniques

Units 3&4
MEM12024A Perform computations
MSAENV272B Participate in environmentally sustainable work practices
VU20910 Produce basic engineering sketches and drawings
VU20911 Handle engineering materials
MSS402040A Apply 5s procedures
VU20903 Produce basic engineering components and products using fabrication and machining

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 190 hours x $9.80 = $1,862.00
Units 3&4 200 hours x $9.80 = $1,960.00

Material Costs
Units 1&2 $110.00
Units 3&4 $110.00

Uniform Requirements
Steel cap boots and full length overalls.

Training and Employment Outcomes
This program offers the student the opportunity to incorporate a VET Certificate II or III qualification with their VCE studies. On completion of the two-year program, Box Hill Institute will issue students with the appropriate Certificate applicable, in engineering studies (22019VIC).

Career paths/further training within the Engineering Industry are:
• Engineering Pre-Apprenticeships
• Engineering Traineeships
• Certificate III/Engineering Apprenticeship

Contribution to the VCE/VCAL
Students wishing to receive an ATAR contribution for the Units 3&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.

Box Hill Institute Contact
Youth Programs Manager
Phone: (03) 9286 9528

Apply online at www.boxhill.edu.au/vetis2015
Equine Studies
VCE VET Program • 22246VIC Certificate II in Equine Industry

What does this course involve?
Certificate II in Equine Industry is designed to prepare secondary students for entry into the equine or equine related industries. Subjects involve a combination of theory and practical training, practical placement and workshops with key industry presenters supplementing the exposure of students to the industry and creating important industry contacts.

Students who complete this course may receive credit towards satisfactory completion of their VCE or VCAL.

Assessment for both VCE and VET are based on Practical Competence and Theoretical Knowledge.

This qualification has two overseeing authorities:
• The Certificate II is based in Vocational Education and Training (VET) and is run within the TAFE system.
• The VCE/VCAL component is run under Victorian Curriculum and Assessment Authority (VCAA).

This means that students fulfill the requirements of two separate courses within the one study. To gain this qualification students are expected to attend all classes and activities.

Three hours per week, plus two full days per term is the minimum requirement to cover the extensive curriculum.

Where are the classes held?
Theory classes are held at:
• Box Hill Institute, Elgar Campus, 465 Elgar Road, Box Hill
• CAE, CAE Building B, 253 Flinders Lane, CBD

Practical classes will be held at an accredited Practical Venue.

Timetable
Units 1&2
Students choose one of the following sessions:
Monday
BHI class from 4.00pm to 7.30 pm
Wednesday
BHI class from 2.00pm to 5.30 pm
CAE class from 2.00pm to 5.30 pm

Units 3&4
Students choose one of the following sessions:
Monday
BHI class from 4.00pm to 7.30 pm
Wednesday
BHI class from 2.00pm to 5.30 pm
CAE class from 2.00pm to 5.30 pm

Program Outline
Units 1&2
AHCHBR203A Provide daily care for horses
AHCWRK204A Work effectively in the industry
HLTFA211A 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

Units 3&4
VU21402 Implement horse health and welfare practices
VU21403 Implement feeding programs for horses
VU21404 Relate equine form and function
VU21406 Equine physiology

Practical Placement
Students are required to undertake 40 hours of practical placement during the first year of study in an approved equestrian establishment. This placement forms the assessment for the Unit VPAU321 Work safely in an Equine Organisation.
Special Requirements
All prospective Unit 1&2 students and parents must attend an enrolment session on Wednesday 26 November 2014 at 6.00 pm in the Elgar Campus, Building 8, Level 2.
Once students have applied online, they will receive notification of an invitation to this event by post in early November.

Tuition Cost
All costs will be invoiced to the school.
The cost of running the Equine Industry course is high due to industry regulations, insurance and safety requirements.

Units 1&2 120 hours x $9.80 = $1,176.00
Units 3&4 111 hours x $9.80 = $1,087.80

Material Cost
Units 1&2 $1,525.00
Units 3&4 $1,298.00

Materials fee covers course notes, unit workbooks, handouts, Box Hill polo shirt and other course related material. It also includes the Practical Training Levy. The levy covers the use of the practical training venue hire, equine insurance, specialist demonstrations, workshop guest speakers, horse hire for training and also riding costs.

Horse Sense (Huntington, Myers and Owens): students are required to purchase this recommended text. This book offers a comprehensive guide to horse care in Australia and New Zealand and will be used for both years of study. The book can be ordered from the Equine Studies Department at enrolment for a cost of $65.00.

Uniform Requirements
• Approved riding boots
• Approved riding helmet
• Box Hill polo shirt (supplied as part of fees)

Enrolment Requirements
Please email a copy of the below documents to basreception@boxhill.edu.au prior to enrolment.
• Current Tetanus Vaccination
• Ambulance Subscription

Training and Employment Outcomes
Upon completion of the VET in the VCE program, students will receive the Certificate II in Equine Studies issued by Box Hill Institute.
Career paths/further training within the equine industry include qualifications in Science, Veterinary Science, Agriculture, and Equine Nutrition.
Job opportunities exist in a wide range of equine related industries, including animal attendant, stable or stud hand, horse breeding, horse racing, mounted police, veterinary nursing, retail or coaching.

Contribution to the VCE/VCAL
Students wishing to receive an ATAR contribution for the Units 3&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.

Box Hill Institute Contact
Biotechnology and Animal Sciences (BAS) Administrative Officer Phone: (03) 8892 2079
Email: basreception@boxhill.edu.au

Enrolments
Students must enrol in person.
Equine Studies - Coaching
VCE • SIS30713 Certificate III in Sports Coaching

Students must have successfully completed 21908VIC Certificate II in Equine Studies to be eligible to apply for this course.

What does this course involve?
Certificate III in Sports Coaching is designed to prepare secondary students to undertake the role as a coach. The role for someone with this qualification include observing the performance of sports participants to establish planning, instruction, conducting and evaluating individualised and team based training programs.

Subjects involve a combination of theory, practical training and practical placement which supplements the exposure of students to the industry and creating important industry contacts.

Students who successfully complete this course will graduate with the Certificate III in Sports Coaching qualification and an Active After Schools Community General coaching accreditation. Students are also eligible for an RPL application to Equestrian Australia NCAS Introductory to coaching accreditation.

Special Requirements
All students who apply for this course must have successfully completed 21908VIC Certificate II in Equine Industry.

Once students have applied online, they will receive by post an invitation for an information and enrolment session.

Where are the classes held?
Theory classes are held at:
Box Hill Institute, Elgar Campus, 465 Elgar Road, Box Hill

Practical classes will be held at an Accredited Equestrian Centre.

Timetable
Wednesday 3.00pm to 6.30 pm

Program Outline

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>SISSSCO101</td>
<td>Develop and update knowledge of coaching practices</td>
</tr>
<tr>
<td>SISSSCO202</td>
<td>Coach beginner or novice participants to develop fundamental motor skills</td>
</tr>
<tr>
<td>SISSSCO303</td>
<td>Plan and deliver coaching programs</td>
</tr>
<tr>
<td>SISSSCO304</td>
<td>Customise coaching for athletes with specific needs</td>
</tr>
<tr>
<td>SISSSDE201</td>
<td>Communicate effectively with others in a sport environment</td>
</tr>
<tr>
<td>SISXFAC207</td>
<td>Maintain sport, fitness and recreation equipment for activities</td>
</tr>
<tr>
<td>SISXRSK301A</td>
<td>Undertake risk analysis of activities</td>
</tr>
<tr>
<td>SITXCOM401</td>
<td>Manage conflict</td>
</tr>
</tbody>
</table>

Electives included in the program

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCHBR201A</td>
<td>Monitor horse health and welfare</td>
</tr>
<tr>
<td>AHCHBR203A</td>
<td>Provide daily care for horses</td>
</tr>
<tr>
<td>RGRPSH401A</td>
<td>Relate anatomical and physiological features to the care and treatment of horses</td>
</tr>
<tr>
<td>SISOEQS301A</td>
<td>Demonstrate basic dressage, show jumping and cross country riding</td>
</tr>
<tr>
<td>SISOEQQ302A</td>
<td>Demonstrate basic dressage and show horse skills</td>
</tr>
<tr>
<td>SISSEQS303A</td>
<td>Teach the fundamental skills of riding</td>
</tr>
<tr>
<td>SISOEQQ304A</td>
<td>Apply first aid for horses</td>
</tr>
</tbody>
</table>

Practical Placement
Students will be required to undertake Practical Placement.

Tuition Cost
All costs will be invoiced to the school.

Tuition $1,147.00
Materials $1,200.00

Uniform Requirements
• Approved riding boots
• Approved riding helmet

Enrolment Requirements
Please email a copy of the below documents to basreception@boxhill.edu.au prior to enrolment.
• Current Tetanus Vaccination
• Ambulance Subscription

Training and Employment Outcomes
Upon completion of the VET in the VCE program, students will receive the Certificate III in Sports Coaching issued by Box Hill Institute.

Career paths/further training within the equine coaching industry include qualifications in Sports and Recreation, Outdoor recreation and continuation to further their EA Instructor’s qualification.

Job opportunities exist in a wide range of Riding Centres, local clubs including Pony Club and Adult Riding or private coaching.

Contribution to the VCE
On successful completion of the program students may be eligible for Units 3 and 4 sequences. Contribution will be confirmed on VASS enrolment.

Box Hill Institute Contact
Biotechnology and Animal Sciences (BAS) Administration
Phone: (03) 8892 2079
Email: basreception@boxhill.edu.au

Apply online at www.boxhill.edu.au/vetis2015
Fashion
VCE VET Program • LMT21707 Certificate II in Applied Fashion Design and Technology

What does this course involve?
The program is comprised of units of competency from the LMT21707 Certificate II in Applied Fashion Design and Technology qualification. Sessions are delivered on campus at Box Hill Institute’s Whitehorse campus or at secondary schools under quality assurance guidelines as set by the Australian Quality Training Framework (AQTF) and monitored by Box Hill Institute.

Where are the classes held?
Whitehorse Campus, 1000 Whitehorse Road, Box Hill

Timetable
Year 1 Wednesdays 1.00pm – 6.00pm

Program Outline

Units 1&2

LMTGN2001B Follow defined OH&S policies and procedures
LMTCL2001B Use a sewing machine
LMTFD2001B Design and produce a simple garment
LMTFD2005B Identify design process for fashion designs
LMTCL2004B Sew components
LMTCL2010B Modify patterns to create basic styles

Units 3&4

LMTCL2003B Identify fibres and fabrics
MSAENV272B Participate in environmentally sustainable work practices
LMTGN2003B Work in the Textiles, Clothing and Footwear industry
LMTGN2002B Apply quality standards
LMTCL3007B Embellish garment by hand or machine
LMTFD3003B Prepare design concept for a simple garment

Special Requirements
The secondary school will manage special requirements.

Tuition Cost
All costs will be invoiced to the school.
Units 1&2  260 hours x $9.80 = $2,548.00
Units 3&4  240 hours x $9.80 = $2,352.20

Material Costs
Units 1&2  $350.00
Units 3&4  $250.00

Students will be required to purchase additional materials if they wish to retain their projects.

Training and Employment Outcomes
Following successful completion of the two year program, students will be eligible for the LMT21707 Certificate II in Applied Fashion Design and Technology qualification.

Career paths and further study options in the textiles, clothing, and footwear sectors include:

• Employment in the clothing manufacturing industry as garment sample hands, machinists, garment cutters and makers, finishing operators, and quality assurance officers; and

• Further study options including the LMT50307 Diploma of Applied Fashion Design and Technology or Bachelor of Fashion.

Contribution to the VCE
Students who complete the VCE VET Applied Fashion Design and Technology program will be eligible for six units of credit towards their VCE. Credit includes four units during their first year (Units 1&2) and two units during their second year (Units 3&4).

ATAR Contribution
Students who successfully complete their second year (Units 3&4) of the VCE VET Applied Fashion Design and Technology program will be eligible for an increment towards their ATAR (ten per cent of the average of the primary four scaled studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

Box Hill Institute Contact
Centre for Creative Industries
Phone: (03) 9286 9632

Apply online at www.boxhill.edu.au/vetis2015
Furnishing (Cabinet-Making)
Course under review, new details available late 2014

VCE VET Program • LMF20309 – Certificate II in Furniture Making/Pre-Apprenticeship

What does this course involve?
Upon completion of the VCE VET program, students will have achieved approximately 508 hours of the pre-apprenticeship Certificate II, comprising the certificate core and some stream specific units.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 8.00am – 4.45pm

Program Outline

Units 1&2
- MSAPMSUP102A Communicate in the Workplace
- MSAPMSUP106A Work in a Team
- MSAPMOHS200A Work Safely
- LMFFF2004B Prepare Surfaces for Finishing
- HLTFA211A Provide Basic Emergency Life Support
- MSAPMOPS101A Make Measurements
- MSACMT251A Apply Quality Standards
- LMFFM2005B Join Solid Timber
- LMFFM1001B Construct a Basic Timber Furnishing Product
- LMFFM2006B Hand Make Timber Joints

Units 3&4
- LMFFM3002B Construct Furniture Using Leg and Rail Method
- LMFFM3012B Prepare Cutting List from Plans and Job Specifications
- LMFGN3001B Read and Interpret Work Documents
- LMFFM2002B Assemble Furnishing Components
- LMFFM2001B Use Furniture Making Hand and Power Tools
- MSAENV272B Participate in Environmentally Sustainable Work Practices

Tuition Cost
All costs will be invoiced to the school.
Units 1&2 320 hours x $9.80 = $3,136.00
Units 3&4 194 hours x $9.80 = $1,901.20

Material Costs
Units 1&2 $336.00
Units 3&4 $203.70

Students will be required to purchase additional materials for project work which may include training notes and associated class materials e.g. timber and fixings for projects related to the VET program.

Uniform Requirements
Students will be required to have the following items:
- Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
- Overalls or khaki work pants
- One pair of safety glasses
- One pair of ear muffs or plugs
- Firm fitting top with no loose cords.

Training and Employment Outcomes
On successful completion of this course, you may be able to:
- Enter the work force as an apprentice
- Enter the work force as a trainee
- Continue in further study

Career paths/further training within the Furnishing industry include the Certificate III in Cabinet Making.

Contribution to the VCE/VCAL
Students wishing to receive an ATAR contribution for the Units 3&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.

Box Hill Institute Contact
Furnishing Coordinator: (03) 9286 9218
Administration: (03) 9286 9205 or (03) 9286 9288
Hairdressing
VET Program • SIH30111 Certificate II in Hairdressing

What does this course involve?
If you want a career in hairdressing, this introductory course will give you the skills to begin work in the industry. You will learn how to maintain a clean and efficient work environment and how to communicate effectively with those around you.
You will also learn how to deal with clients, preparing clients for salon services, shampooing and removing chemicals from their hair, performing head, neck and shoulder massage, and applying single, double and triple strand braiding. Basic business skills are also covered in this certificate along with how to sell products and services.

Where are the classes held?
Building 5, Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1:30pm-6.00pm

Program Outline

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXCOM001A</td>
<td>Communicate in the Workplace</td>
</tr>
<tr>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
</tr>
<tr>
<td>SIHHIND201A</td>
<td>Maintain and organise tools, equipment &amp; work areas</td>
</tr>
<tr>
<td>SIHHCCS201A</td>
<td>Greet and prepare clients for Salon service</td>
</tr>
<tr>
<td>SIHHHDS202A</td>
<td>Apply hair braiding techniques</td>
</tr>
<tr>
<td>SIHHBAS201A</td>
<td>Perform shampoo and basin services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SIHHBAS202A</td>
<td>Perform head, neck and shoulder massage</td>
</tr>
<tr>
<td>SIRXSL001A</td>
<td>Sell Products and services</td>
</tr>
<tr>
<td>SIHHHDS201A</td>
<td>Dry hair to shape</td>
</tr>
<tr>
<td>SIHHOHS201A</td>
<td>Apply salon safety procedures</td>
</tr>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>SIHHIND202A</td>
<td>Develop hairdressing industry knowledge</td>
</tr>
<tr>
<td>SIHHCLS201A</td>
<td>Apply hair colour products</td>
</tr>
</tbody>
</table>

Special Requirements
You must have sufficient literacy, numeracy and visual interpretation skills to enable you to successfully complete the course.

Tuition Cost
First Year 175 hours x $9.80 = $1,715.00
Second Year 165 hours x $9.80 = $1,617.00

Material Cost
First Year $467.50
Second Year $225.00

Uniform Requirements
Students are to wear all Black clothing (no leggings, short skirts or shoe string straps), closed toed black shoes (no runners). Teachers will go through the code of conduct on orientation/induction day.

Training and Employment Outcomes
Completion of this course enables you to progress to the Certificate III in Hairdressing. On completion of this course you will be eligible for employment at an entry level in the field of hairdressing.

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Michelle Tester
Senior Educator Hairdressing
Email: m.tester@boxhill.edu.au
Phone: (03) 9286 9479

How do students apply?
Apply online by visiting www.bhtafe.edu.au/vetis2015. Students must have the permission of their school when lodging an application.
Laboratory Skills
VCE VET Program • MSL30109 Certificate III in Laboratory Skills

What does this course involve?
The Certificate III in Laboratory Skills is a general prevocational qualification aimed for inclusion as a school program (VCE or VCAL) or 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.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1.30pm-5.00pm

Program Outline

Units 1&2
MSAENV272B Participate in environmentally sustainable work practices
MSL913001A Communicate with other people
MSL913002A Plan and conduct laboratory/field work
MSL922001A Record and present data
MSL943002A Participate in laboratory/field workplace safety
MSL933001A Maintain the laboratory fit for purpose
MSL973001A Perform basic tests
MSL953001A Receive and prepare samples for testing

Units 3&4
MSL933002A Contribute to the achievement of quality objectives
MSL973004A Perform aseptic techniques
MSL973002A Prepare working solutions
MSL973007A Perform microscopic examination
MSL973003A Prepare culture media

Students must be assessed as competent for all units to achieve the Certificate III in Laboratory Skills

Special Requirements
All prospective students must attend an information session in December.
Details about the information session will be sent to prospective students once an application form has been submitted.

Tuition Cost
First Year 120 hours x $9.80 = $1,176.00
Second Year 112 hours x $9.80 = $1,097.60

Material Cost
First Year $440.50
Second Year $300.00

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

Training and Employment Outcomes
The Certificate III in Laboratory Skills could lead to employment as a:
• Laboratory assistant
• Technical assistant
• Sampler/tester in a variety of industry processes
After completing this course, students may be eligible to continue on to study:
• Certificate IV in Laboratory Techniques
• Diploma of Laboratory Technology
• Associate Degree
• Bachelor Degree

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Biotechnology Administrative Officer
Phone: (03) 8892 2097.

How do students apply?
Students must have the permission of their school when lodging an application.
Music
VCE VET Program • CUS30109 Certificate III in Music

What does this course involve?
This is a two year program that equates to VCE units 1, 2, 3 and 4. Students will finish with a qualification at Certificate III level. Certificate III in Music units 1 and 2 provides students with music industry knowledge, theory and practical skills in performance, songwriting, music technology and notation.

Units 3 and 4 includes the development of technical vocal or instrumental skills, improvisation, and genre and stagecraft in performance. Completion of Certificate III in Music prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment outcomes may include band member, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

Where are the classes held?
Classes will be held at Box Hill Institute's Whitehorse campus, Whitehorse Rd, Box Hill.

Timetable
Classes are held on Wednesdays 1.30pm – 4.30pm during school terms.

Program Outline
Units 1&2

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFCMP301A</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUSIND301B</td>
<td>Work effectively in the music industry</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>CUSMPF304A</td>
<td>Make a music demo</td>
</tr>
<tr>
<td>CUSMCP301A</td>
<td>Compose simple songs or musical pieces</td>
</tr>
<tr>
<td>CUSMLT303A</td>
<td>Notate music</td>
</tr>
<tr>
<td>CUSMPF204A</td>
<td>Play music from simple written notation</td>
</tr>
<tr>
<td>CUSMPF303A</td>
<td>Contribute to backup accompaniment</td>
</tr>
</tbody>
</table>

Units 3&4

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSMPF301A</td>
<td>Develop technical skills in performance</td>
</tr>
<tr>
<td>CUSMPF305A</td>
<td>Develop improvisation skills</td>
</tr>
<tr>
<td>CUSMLT301A</td>
<td>Apply knowledge of genre to music making</td>
</tr>
<tr>
<td>CUSMPF402A</td>
<td>Develop and maintain stagecraft skills</td>
</tr>
<tr>
<td>CUSMPF406H</td>
<td>Perform music as a soloist</td>
</tr>
<tr>
<td>CUSMPF404A</td>
<td>Perform music as part of a group</td>
</tr>
</tbody>
</table>

Special Requirements
Student must have existing skills on their instrument and have had previous tuition. Students will need to make their own arrangements to undertake individual instrumental lessons.

Tuition Cost
Year 1 (Units 1&2) 245 hours x $9.80 = $2,401.00
Year 2 (Units 3&4) 235 hours x $9.80 = $2,303.00

Materials Fee
Year 1 (Units 1&2) $110.00
Year 2 (Units 3&4) $110.00

Uniform Requirements
Students must bring their own instruments and accessories.

Training and Employment Outcomes
Offers a pathway into the Certificate IV in Music, or Diploma of Music. With additional training and experience, potential employment outcomes may include band member, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Centre for Creative Industries
Phone: (03) 9286 9695

Apply online at www.boxhill.edu.au/vetis2015
Nail and Make-Up Artist
VCE VET Program • SIB20210 Certificate II in Nail Technology and • SIB20110 Certificate II in Retail Make-up and Skin Care

What does this course involve?
Beautiful nails and make-up require skill and artistry. Upon completion of this course you will be a qualified nail technician and a Hands-on course will teach you how to perform manicures, pedicures, acrylic and gel nail enhancements and a range of make-up services.

Along with these practical skills you will also learn the science of nails and color theory, and the vital communication and retail skills needed for a career in the beauty industry.

On-the-job placement is a required part of this course, so you will get to put your skills into practice in a real working environment.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesday 1.30pm – 7.30pm

Program Outline

Year 1
SIBBNLS201A Work in a Nail Services Framework
BSBSUS201A Participate in environmentally sustainable work practices
SIRXOHS001 Apply Safe Working Practices
SIRXSLS001A Sell Products & Services
SIBXCCS201A Conduct Financial Transactions
SIBXCCS202A Provide Service to Clients
SIBBNLS202A Provide Manicure & Pedicare Services
SIRXMER001A Merchandise Products
SIRXRPK002A Recommend Hair, Beauty and Cosmetic Products and services

Year 2
SIRXCOM001A Communicate in the Workplace
SIBXFAS202A Design & Apply Make-up for Photography
SIBBSKS201A Pierce Ears
SIBBFAS201A Demonstrate Retail Skin care Products
SIRXCLM001A Organise and Maintain Work areas
SIRXRSK001A Minimise Theft
SIBBNLS204A Apply Acrylic Nail Enhancement
SIBBNLS203A Apply Ultraviolet Gel Nail Enhancement

Tuition Cost
All costs will be invoiced to the school.
Year 1 240 hours x $9.80 = $2,352.00
Year 2 230 hours x $9.80 = $2,254.00

Material Costs
Year 1 $1,270.00
Year 2 $300.00

Uniform Requirements
Students are required to provide black flat closed toe shoes, long black pants (no leggings) and a black t-shirt/skivvy.

Training and Employment Outcomes
This course leads to work in beauty salons, hairdressing salons that offer nail services and specialist nail salons.

After successfully completing this course, you can move on to the Certificate III in Beauty Services, Certificate IV in Beauty Therapy, or the Diploma of Beauty Therapy.

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Michelle Tester
Senior Educator Hairdressing
Email: m.tester@boxhill.edu.au
Phone: (03) 9286 9479

Apply online at www.boxhill.edu.au/vetis2015
Plumbing
VCE VET Program • 22138VIC – Certificate II in Plumbing

What does this course involve?
This course is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course provides skills and knowledge to enhance employment prospects. It helps to develop social and personal skills relevant to the workplace as well as providing an understanding of the nature of the work and conditions.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Units 1&2 Tuesdays 4.30pm – 8.00pm
Wednesdays 4.30pm – 8.00pm
Students are required to attend one day during the second term break to undertake basic first aid training.
Units 3&4 Wednesdays 4.30pm – 8.00pm
Students are required to attend a four-day block in the first and second term breaks of 2014.

Program Outline

Year 1
- CPCCOH51001A Work safely in the construction industry
- CPCCOHS2001A Apply OH&S regulations, policies & procedures
- CPCCCM1005A Carry out measurements & calculations
- CPCCCM2001A Apply basic levelling
- CUVCR5048 Produce technical drawings
- HLTFA201A Provide basic emergency life support
- VU20523 Perform basic oxy & acetylene cut & weld
- VU20526 Use basic plumbing hand tools
- VU20527 Use basic power tools
- VU20531 Apply basic sheet metal practices

Year 2
- BSBWRT300A Write simple documents
- CPCCCM2001A Read and interpret plans & specifications
- CPCCCM1002A Work effectively & sustainably
- CPCCCM2002A Carry out interactive communication
- VU20529 Use basic electric welding techniques
- VU20530 Use plumbing pipes, fittings & fixtures
- VU20532 Fabricate simple plumbing pipe systems
- VU20533 Cut & penetrate building structures
- VU20534 Identify career pathways

Tuition Cost
All costs will be invoiced to the school.
Year 1 242 hours x $9.80 = $2,371.60
Year 2 236 hours x $9.80 = $2,312.80

Material Costs
Year 1 $254.10
Year 2 $247.80
If they do not already hold the Construction Induction (CI) card then there will be an additional charge to undertake this unit of work.
Students will be required to purchase a copy of the Basic Plumbing Skills.

Uniform Requirements
Students will be required to have the following items:
- Leather upper work boots
- Safety glasses (can be purchased from Box Hill Institute Bookshop)
- Hearing protection plugs/muffs (can be purchased from Box Hill Institute Bookshop)
- Oxy welding glasses (AS/NZS 1338.1)
- Blue overalls or cotton drill work pants

Training and Employment Outcomes
Upon completion of the VET in the VCE program, students can apply for positions as apprentices in the plumbing industry.

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
For more information or to set up an auspicing arrangement the school representative should contact:
Coordinator – Phone: (03) 9286 9218
Administration – Phone: (03) 9286 9288 or (03) 9286 9205

Apply online at www.boxhill.edu.au/vetis2015
Retail Make-up and Skin Care

VET Program • SIB20110 Certificate II in Retail Make up and Skin care

What does this course involve?
In the beauty industry, make-up is an art form and the human face is your canvas. If beauty is your passion, this course will teach you the vast range of skills required to become a make-up consultant. You will learn how to apply day, evening, photographic and camouflage make-up, false eyelash application and ear piercing.
Along with these practical skills you will also learn the communication and retail skills vital for a career as a makeup consultant. On-the-job placement is a requirement of this course, so you will get to put your skills into practice in a real working environment.

Where are the classes held?
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesday 1.30pm – 6.00pm

Program Outline

Year 1
BSBSUS201A Participate in environmentally sustainable work practices
SIRXMER001A Merchandise Products
SIRXOH001A Apply Safe Working Practices
SIBXFAS201A Design & Apply Make-up
SIBBFAS201A Demonstrate retail skin care products
SIRXCLM001A Organise and Maintain Work areas
SIRXRSK001A Minimise Theft
SIRXRPK002A Recommend Hair, Beauty and Cosmetic Products and Services

Year 2
SIRXCOM001A Communicate in the workplace
SIRXIND001A Work effectively in a retail environment
SIRXSLS001A Sell Products & Services
SIBXCCS201A Conduct Financial Transactions
SIBXCCS202A Provide Service to Clients
SIBXFAS202A Design and Apply Make-up
SIBBSKS201A Pierce Ears

Tuition Costs
All costs will be invoiced to the school.
Year 1 210 hours x $9.80 = $2,058.00
Year 2 195 hours x $9.80 = $1,911.50

Material Costs
Year 1 $83.70
Year 2 $300.00

Uniform Requirements
Students are required to provide black flat closed toe shoes, long black pants (no leggings) and black a t-shirt/skivvy.

Training and Employment Outcomes
This course leads to work in the beauty, make-up, cosmetic and retail industries.
After successfully completing this course, you can move on to the Certificate III in Beauty Services, Certificate IV in Beauty Therapy, or the Diploma of Beauty Therapy (specialising in Spa).

Contribution to the VCE/VCAL
VCAL – Accredited Vocational Training, approximately 4 credits.
VCE – This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Michelle Tester
Senior Educator Hairdressing
Email: m.tester@boxhill.edu.au
Phone: (03) 9286 9479

Apply online at www.boxhill.edu.au/vetis2015
What does this course involve?
This course is designed for students wishing to pursue a career in sport, recreation, fitness or events.
Students will be introduced to these areas of study in consideration of continuing studies in one of these areas.
Areas of study will include fitness, sport, coaching, events, leadership and personal development in sport. Having completed this course, students should be capable of making a more informed decision regarding their future career and course options.

Where are the classes held?
Whitehorse Fitness, Bank Street, Box Hill
Elgar Campus, 465 Elgar Road, Box Hill

Timetable
Wednesdays 1.30pm – 5.00pm

Program Outline
Units 1&2
- BSBCRT301A Develop and extend critical and creative thinking skills
- BSBWOR301B Organise personal work priorities and development
- HLTFA301C Apply first aid
- ICAWEB201A Use social media tools for collaboration and engagement
- SISXCCS201A Provide customer service
- SISXEMR201A Respond to emergency situations
- SISXWHS101 Follow work health and safety policies
- SISSFSC0101 Develop and update knowledge of coaching practices
- SISXFAC208 Maintain sport, fitness and recreation facilities
- SITXEVT304 Provide event staging support

Units 3&4
- SISXCAI303A Plan and conduct sport and recreation sessions
- SISXCAI306A Facilitate groups
- SITXCOM401 Manage conflict
- SISSSPT303A Conduct basic warm-up and cool-down programs
- SISXRES301A Provide public education on the use of resources
- SISXRSK301A Undertake risk analysis of activities
- CUETGE15B Handle physical elements safely during bump-in/bump-out

Tuition Costs
All costs will be invoiced to the school.
Units 1&2  105 hours x $9.80 = $1,029.00
Units 3&4  105 hours x $9.80 = $1,029.00

Material Costs
Units 1&2  $150.00
Units 3&4  $70.00

Uniform Requirements
Uniform Requirements. Although not always required it would be suggested that students attend prepared for participation in Sport and fitness participation, wearing suitable shoes.

Training and Employment Outcomes
On successful completion students would be capable of entry level positions in the sport and recreation industry or voluntary roles at sports clubs and associations. It is recommended that students complete further studies to enhance their opportunities of employment. Students may consider Certificates in fitness or Diplomas in sport or events for more complete training in these areas to gain employment or opportunities for further study at university level.

Contribution to the VCE/VCAL
VCE Credit: on completion you will be eligible for up to four units towards your VCE: two units at Units 1 & 2 level, and a Units 3 & 4 sequence. A study score is available which can contribute directly towards your ATAR – either as one of your best four studies or as your fifth or sixth study.
VCAL Credit: on completion you will be eligible for up to four credits towards your VCAL – at the Foundation, Intermediate or Senior levels.

Box Hill Institute Contact
John Gillard
Email: j.gillard@boxhill.edu.au
Phone: (03) 8892 2140
Visual Arts  (Auspice only)

VET Program • CUV20111 Certificate II in Visual Arts

What does this course involve?
This qualification allows learners to develop the basic creative and technical skills that underpin visual arts and craft practice. It is suitable for delivery in schools and local communities.

People may enter this qualification with limited or no vocational experience and without a relevant lower level qualification.

After achieving this qualification, people could progress to a wide range of other qualifications in visual arts and craft, or the creative industries more broadly.

Where are the classes held?
Sessions are delivered in the secondary school under quality assurance guidelines as set by the Australian Quality Training Framework (AQTF) and monitored by CAE.

Timetable
The class timetable if determined by the secondary school.

Program Outline
4 core units plus 5 elective units

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core Units

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<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>CUVACD101A</td>
<td>Use basic drawing techniques</td>
</tr>
<tr>
<td>CUVPRP201A</td>
<td>Make simple creative work</td>
</tr>
<tr>
<td>CUVRES201A</td>
<td>Source and use information relevant to own arts practice</td>
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</tbody>
</table>

Elective units

<table>
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<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>CUVCEL201A</td>
<td>Develop ceramic skills</td>
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<tr>
<td>CUVDIG201A</td>
<td>Develop digital imaging skills</td>
</tr>
<tr>
<td>CUVDIG202A</td>
<td>Develop video art skills</td>
</tr>
<tr>
<td>CUVDRA201A</td>
<td>Develop drawing skills</td>
</tr>
<tr>
<td>CUVGLA201A</td>
<td>Develop glassworking skills</td>
</tr>
<tr>
<td>CUVJWL201A</td>
<td>Develop jewellery-making skills</td>
</tr>
<tr>
<td>CUVPAI201A</td>
<td>Develop painting skills</td>
</tr>
<tr>
<td>CUVPRI201A</td>
<td>Develop printmaking skills</td>
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<tr>
<td>CUVSCU201A</td>
<td>Develop sculptural skills</td>
</tr>
<tr>
<td>CUVTEX201A</td>
<td>Develop skills in textile work</td>
</tr>
<tr>
<td>CUVWOO201A</td>
<td>Develop woodworking skills</td>
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</tbody>
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Auspicing Cost
Set-up fee $470.00
Auspicing Fee $625.00 (per year, per certificate)
Certification $52.00 (per student)

Training and Employment Outcomes
After achieving this qualification, people could progress to a wide range of other qualifications in visual arts and craft, or the creative industries more broadly.

Contribution to the VCE
This program will contribute to the VCE through Block Credit Recognition. Available credit towards the VCE will be automatically calculated once a student’s VASS enrolment has been finalised by the school. Only credit at Units 1 and 2 level is available for this program.

Box Hill Institute Contact
Ailsa Brooks
Email: a.brooks@cae.edu.au
Phone: (03) 9652 0693
Box Hill Institute will be holding a single Change of Preference event in December at the Elgar Campus (465 Elgar Road, Box Hill, Victoria, Australia – corner of Elgar and Whitehorse Roads). Check website for date and details.

The event will give students and parents the opportunity to discuss courses with representatives from the Institute’s teaching centres, and will also cover the range of support services we offer to students. There will also be an information session repeated throughout the evening that will assist students with making informed decisions about the courses we offer and answers to frequently asked questions will also be provided.

For further information:
1300 BOXHILL (1300 269 445) or visit www.boxhill.edu.au