

the  
**Gordon**

VET  
Delivered  
to Secondary  
Students  
Guide

**2021**

**Real skills.**

**Real experience.**

**Real outcomes.**



The Gordon 2021 VET Delivered to Secondary Students Guide

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View it online at [thegordon.edu.au](https://thegordon.edu.au)

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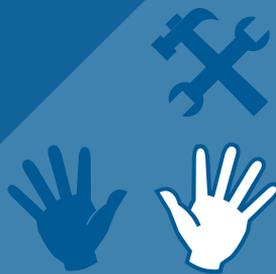
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# Why choose The Gordon?

As one of Victoria's largest regional TAFEs, The Gordon has been helping people gain real skills for real jobs for 130 years.

## Real skills.

We focus on **practical training**; less theory, more experience.



We have a widely known **reputation for quality**, trusted in Australia and overseas.



## Real experience.

We offer **international study tours** to broaden your experience and give you the chance to make contacts overseas.



**Small class sizes** and more contact hours mean lots of face-to-face time with your teachers, and less time required for independent study at home.



## Real outcomes.

**Our diplomas and advanced diplomas** can give you **credits and guaranteed pathways** into degrees at other universities and TAFEs.



**A high graduate employment rate and strong industry connections** means you have a good chance of gaining employment when you finish your studies.



Our teachers are industry-trained professionals who love their work, and pass their passion onto their students.



“ Through my work placement, I have obtained an after school position at the Eureka Veterinary Practice, which has enabled me to apply the skills that I have learnt through the course and to build upon them. The course has given me the opportunity to be sure that this is that right pathway that I want to take for my future. ”

**Tahlia Grigg**

*Winner - VCE/VET in Schools Excellence Award 2019 Course: Certificate II in Animal Studies*

Work placements and projects form a large part of our course content, giving you the practical experience you need to be confident when you enter the workforce.



“ I have successfully completed a Certificate III in Laboratory Skills, alongside my Year 12 VCE studies. Studying this course has emphasised and highlighted all that goes on behind the scenes of a working laboratory. I would have never imagined the amount of content that is involved in maintaining and running a laboratory. Studying this course has only increased my interest and desire to pursue a career in this field. ”

**Dylan Sebbens**

*Finalist - VCE/VET in Schools Excellence Award 2019 Course: Certificate III in Laboratory Skills*

Our student satisfaction and employment outcomes remain above state and national benchmarks. So our students enjoy their study experience and get jobs!

Source: 2016 NCVET student outcomes survey.



“ The VET Delivered to Secondary Students engineering course taught me so much in such little time. I have gained confidence in myself in trying new things. My training has also taught me life skills of connecting with people who I would not normally converse with. My training at The Gordon will give me a head start over others who haven't yet had experience in the engineering industry. ”

**William Rowe**

*Certificate II in Engineering Studies (Mechanical)*

# What is VET Delivered to Secondary Students?

VET Delivered to Secondary Students (VETDSS) allows you to combine your senior secondary studies with a Vocational Education and Training (VET) program. The Gordon has delivered VETDSS programs for more than 20 years, with more than 1,500 students from 80 secondary colleges participating each year.

## How does it work?

You can undertake a VETDSS program alongside your:

- VCE, or
- VCAL

VETDSS programs are run over one or two years, which you complete during Years 10, 11 and/or 12 depending on when you start.

Programs are delivered from February to November. Some programs may require attendance during school holiday periods, particularly for the Structured Workplace Learning (SWL) component.

## What are the benefits?

VETDSS is a unique opportunity for you to experience a career you may be considering.

As a result, you can:

- Contribute to the eligibility requirements for VCE or VCAL.
- Contribute to your ATAR score.
- Develop 'job ready' skills and experience in your chosen industry.
- Receive a nationally accredited qualification or units towards a qualification.
- Achieve a pathway and credits towards higher level courses.
- Gain credit into apprenticeships and possibly reduce the duration of an apprenticeship.

## Guaranteed pathways

The Gordon offers guaranteed places from 20 VETDSS programs into higher level pathway courses at The Gordon. So if you successfully complete an eligible VETDSS course through The Gordon, you can be sure to gain a place in a pathway course - giving you more certainty and less stress when it comes to your study choices after secondary school.



## Contribution to VCE and VCAL

Every VETDSS program provides a certain amount of credit towards your VCE and VCAL.

### VCE

It may contribute up to 13 of the 16 units required for satisfactory completion of VCE, and many of the programs have scored assessment which can be counted within your 'primary four' studies for calculation of your ATAR. Others may provide for one ATAR increment; calculated as ten per cent of the lowest study score of the primary four – a 10 per cent bonus to your ATAR score!

### VCAL

Contribution to VCAL is determined by the number of units successfully completed. When you have been assessed as competent in units totalling 90 nominal hours, this will contribute one VCAL unit towards satisfactory completion of VCAL. This program will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands of VCAL at the Foundation, Intermediate or Senior levels.

We recommend you speak with your VET Coordinator and your year level coordinator about the combination of subject selections including a VETDSS program, and the credits it provides toward VCE or VCAL.

## Structured Workplace Learning (SWL)

Real life training and experience is a beneficial part of VETDSS. Each program has either mandatory or recommended SWL, which varies between 10 – 20 days over the duration of the program.

This is most commonly arranged during term holidays, and your secondary college will work in conjunction with workplace agencies to coordinate the SWL on your behalf.

You are only eligible to undertake SWL after you have successfully completed all mandatory occupational health and safety requirements of your VETDSS program.

## Did you know?

Many students who do work placement are offered ongoing employment by their host employer.

## How do I get the most out of VET Delivered to Secondary Students?

Here are some tips from previous VETDSS students:

- Be enthusiastic and motivated.
- You need to be organised and manage your time.
- Be willing to make sacrifices i.e. undertaking work placement during holiday times.
- Be flexible and open to new approaches – the training is different to what you will be used to, and the teachers are the same as those who teach apprentices.
- You will need good communication skills.
- Be willing to make new friends – students in the program will come from many schools.
- Ensure you work out the balance of VCE/VCAL study, your VETDSS program, work placement, part-time work and sport and social commitment.



# Our training locations

Depending on your school and the program you choose, you may attend one of the following training venues or an alternative school location.

## Geelong

### Geelong City

Located on the edge of Geelong CBD and opposite the Geelong Railway Station, our Geelong City Campus is home to The Gordon's first building built in 1887 (now the Davidson Restaurant). You may study here if you choose a course in:

- Art and Design
- Business
- Community Services and Early Childhood
- Health and Science
- Events, Hospitality and Tourism
- Hair, Beauty and Make-up.

### East Geelong

Our East Geelong Campus is one of Geelong's best kept secrets and home to our state-of-the-art trade training facilities. You may study here if you choose a course in:

- Animal Care
- Automotive
- Construction and Licensed Trades (Electrotechnology, Plumbing)
- Engineering and Metal Trades
- Information Technology.

## Wyndham

With three campuses in Wyndham, you now have even more choice on where to complete your course. Each location features state-of-the-art training facilities and equipment for specific industries. We also deliver at a number of partner secondary school locations in the Wyndham area.

- Kitchen operations
- Laboratory skills
- Small business
- Allied Health
- Plumbing
- Animal Studies
- Automotive
- Make-up
- Bricklaying
- Carpentry
- Furniture Making
- Electrotechnology.

## Hobsons Bay

VETDSS courses are delivered across multiple partner locations in the Hobsons Bay region:

- Design fundamentals
- Early Childhood
- Electrotechnology
- Carpentry
- Laboratory skills
- Plumbing.

### Colac

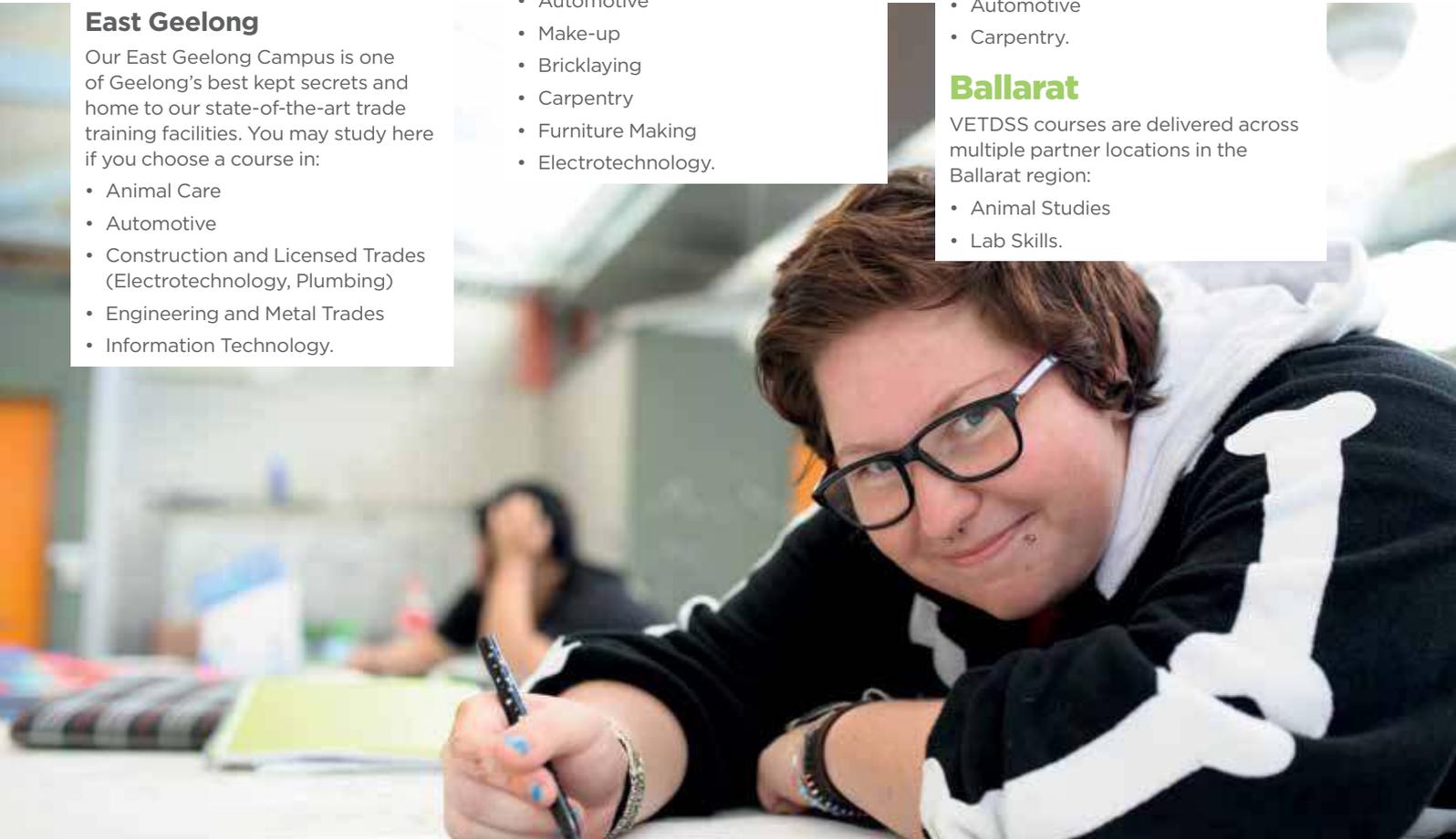
The Colac Trade Training Centre is located at Colac Secondary College, and is equipped with specialist facilities and equipment for training in:

- Automotive
- Carpentry.

### Ballarat

VETDSS courses are delivered across multiple partner locations in the Ballarat region:

- Animal Studies
- Lab Skills.



# Frequently asked questions

## 1. Is VET Delivered to Secondary Students an extra program on top of my VCE/VCAL studies?

No. Your VETDSS program is part of your VCE or VCAL and will be one of your elective choices.

## 2. How will I be assessed for my VET Delivered to Secondary Students studies?

Your teachers will use a range of assessment tasks to ensure you have achieved competency, e.g. written tests, skills demonstration, and workplace assessment. In some programs such as hospitality, Scored Assessment is available i.e. you are assessed like any other VCE subject at 3 – 4 level.

## 3. What if I change my mind about this career path and drop out?

- You will receive a Statement of Attainment for completed modules/units, many of which are relevant to a range of courses.

## 4. How will I fit Structured Workplace Learning into my schedule?

Most work placements occur in term holidays. Special arrangements may be possible during term e.g. one day a week, particularly for VCAL students.

## 5. Will my part-time job count for Structured Workplace Learning?

It can, but it needs to relate specifically to the required competencies of your program. Talk to your VET Coordinator for advice.

## 6. When do I have to make a decision about doing a VET Delivered to Secondary Students program?

There are a series of taster programs and information briefings conducted in Geelong and Colac in July and you will then apply as part of your VCE/VCAL selection.

## 7. Does a VET Delivered to Secondary Students program help me if I want to go on to further study?

Yes, more than half of students go on to TAFE and/or university. The subjects you do in your VETDSS program may also give you credits and guaranteed pathways to other courses.

## 8. Do I have to select compatible VCE/VCAL subjects that relate to my VET program?

It depends. Consult the VET Coordinator from your secondary college for recommendations.

## 9. How do I decide if I should do a VET Delivered to Secondary Students program?

- Speak with your VET Coordinator and careers teacher at school.
- Talk to family or friends who work in the field you are considering.
- Participate in a taster program.

If after all that, you decide you want to do a VETDSS program, then see your VET Coordinator and complete the application process.

PARTIAL QUALIFICATION

HLT33015

## Certificate III in Allied Health Assistance

**Duration**  
2 years

**Training location**  
Geelong City, Wyndham

**Structure Workplace Learning**  
Mandatory

**VCE**  
Scored Assessed Program

### Program description

This course provides you with foundation skills and knowledge to work in Allied Health Industries under the supervision of a qualified Allied Health professional.

### Program content

This program consists of 10 units that cover the following topics:

- Communicate and work in health or community services
- Comply with infection and prevention control policies and procedures
- Participate in Workplace Health and Safety
- Recognise healthy body systems
- Interpret and apply medical terminology appropriately
- Assist with movement
- Organise personal work priorities and development
- Maintain high service standards
- Respond effectively to behaviours of concern
- Take clinical measurements.

### Contribution to VCE

Upon successful completion of the program, you may be eligible for up to one unit at 1-2 level and a minimum of three units at 3-4 level, together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon successful completion, you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit, into further study in allied health, remedial massage and nursing.

- Patient Services Assistant
- Therapy Assistant. Eg: Physiotherapy, Occupational Therapy, Speech Pathology, Community Rehabilitation.

### The need-to-know stuff:

#### Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$130
- Second year \$175

*Fees may be subject to change.*

#### Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION

ACM20117

## Certificate II in Animal Studies

**Duration**  
2 years

**Training location**  
East Geelong, Wyndham, Ballarat

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with skills and knowledge to care for animals in a range of environments. Major areas of study include working in the animal care industry, assisting with general care of animals, first aid for animals, veterinary reception duties, daily clinic routine and assisting with surgery preparations. The course will also develop your skills to provide information on animal welfare products and services to the public.

### Program content

This program consists of a minimum of 12 units that cover the following topics:

- Work in the animal care industry
- Participate in workplace communications
- Complete animal care hygiene routines
- Feed and water animals
- Participate in environmentally sustainable work practices
- Provide reception services for an animal care facility
- Provide information on companion animals, products and services
- Assist in the health care of animals
- Provide basic first aid for animals
- Provide basic care of mammals
- Provide basic care of domestic cats
- Participate in workplace health and safety processes.

### Contribution to VCE

Upon successful completion of the program, you will be eligible for two units at 1 – 2 level, a unit 3 – 4 sequence and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program, you can receive a **guaranteed place** into ACM30117 Certificate III in Animal Studies or ACM30417 Certificate III in Companion Animal Services at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities. This may be in veterinary clinics, animal shelters, pet shops, companion animal services or animal training whilst under the direction and supervision of a qualified instructor.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$205
- Second year \$215

*Fees may be subject to change.*

#### Additional purchases

Students are required to bring a laptop to class each week.

Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION | PRE-APPRENTICESHIP

AUR20716

## Certificate II in Automotive Vocational Preparation "Motor Mechanics"

**Duration**  
2 years

**Training location**  
East Geelong, Colac, Wyndham

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with broad automotive knowledge as well as entry-level skills in motor mechanics, so that you are 'work ready' and prepared for employment as an apprentice in the automotive or associated industries.

### Program content

This program consists of 16 units that cover the following topics:

- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components
- Use and maintain tools and equipment
- Remove and refit vehicle batteries
- Dismantle and assemble single cylinder four-stroke petrol engines
- Remove and replace wheel and tyre assemblies
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- Carry out basic vehicle servicing operations
- Remove and replace brake assemblies
- Remove and replace radiators
- Remove and replace vehicle front suspension springs

- Remove and replace steering assemblies
- Clean vehicles.

### Contribution to VCE

Upon successful completion of the program, you will receive two units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry in repair, service and retail sectors. It can also provide credit towards an apprenticeship qualification. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$135
- Second year \$135

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, including protective clothing, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options

AUR20716 **Certificate II in Automotive Vocational Preparation "Motor Mechanic"**

Certificate III apprenticeship course in:  
- Light or Heavy Vehicle Mechanics  
- Motorcycle Mechanics  
- Outdoor Power Equipment  
- Automotive Sales

AUR40216 Certificate IV in Automotive Mechanical Diagnosis

FULL QUALIFICATION | PRE-APPRENTICESHIP

AUR20716

## Certificate II in Automotive Vocational Preparation "Paint and Panel"

**Duration**  
2 years

**Training location**  
East Geelong

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with broad automotive knowledge as well as entry-level skills in paint and panel work (vehicle body), so that you are 'work ready' and prepared for employment as an apprentice in the automotive or associated industries. The program covers essential skills in spray painting, panel beating, welding steel and plastic coating, metal finishing and car detailing.

### Program content

This program consists of 12 units that cover the following topics:

- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- Use and maintain tools and equipment in an automotive workplace
- Remove and realign vehicle body panels
- Carry out basic repairs to vehicle body panels
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components

- Apply refinishing primers to vehicle surfaces
- Apply paint to vehicle body panels
- Set up and use welding equipment.

### Contribution to VCE

Upon successful completion of the program, you will receive two units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry - paint and panel sector. It can also provide credit towards an apprenticeship qualification. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$135
- Second year \$135

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, including protective clothing, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options

AUR20716 **Certificate II in Automotive Vocational Preparation "Paint and Panel"**

Certificate III apprenticeship course in:

- Automotive Body Repair
- Automotive Refinishing
- Automotive Glazing
- Automotive Sales

AUR40712 Certificate IV in Automotive Body Repair Technology

PARTIAL QUALIFICATION

SHB30115

## Certificate III in Beauty Services

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with the hands-on skills and knowledge required to work in a salon and provide core beauty services including manicures, pedicures, make-up services, lash and brow treatments, and tanning services. Participants will also gain skills in merchandising, sales, customer service, and housekeeping duties.

### Program content

This program consists of 13 units that cover the following topics:

- Apply cosmetic tanning products
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Apply safe hygiene, health and work practices
- Design and apply make-up for photography
- Provide lash and brow services
- Comply with organisational requirements within a personal services environment
- Advise on beauty products and services
- Provide salon services to clients
- Apply eyelash extensions
- Use social media tools for collaboration and engagement.
- Maintain personal health and wellbeing

Please note: The student is expected to experience all treatments and to provide their own models for assessment.

### Contribution to VCE

Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).  
NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into SHB40115 Certificate IV in Beauty Therapy or SHB50115 Diploma of Beauty Therapy.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the beauty therapy or related cosmetic industries, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$415
- Second year \$385

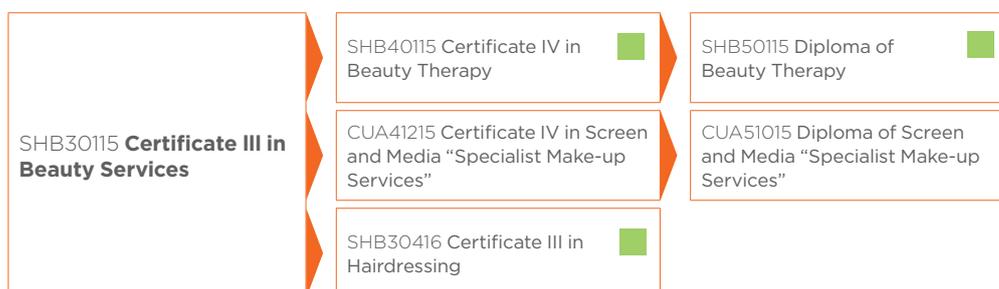
*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



= guaranteed place

22338VIC

# Certificate II in Building and Construction (Bricklaying) Pre-Apprenticeship

**Duration**  
2 years

**Training location**  
East Geelong, Wyndham

**Structured Workplace Learning**  
Recommended

## Program description

This course will equip you with the basic skills and knowledge to enter the bricklaying industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

## Program content

This program consists of 15 units that cover the following topics:

- Apply OHS requirements policies and procedures in the construction industry
- Prepare to work safely in the construction industry
- Identify and handle bricklaying tools and equipment
- Conduct workplace communications
- Work effectively and sustainably in the construction industry
- Provide basic emergency life support
- Apply basic levelling procedures
- Apply basic bricklaying techniques
- Erect and safely use working platforms
- Prepare for work in the building and construction industry
- Interpret and apply basic plans and drawings
- Carry out measurements and calculations

- Apply brick veneer construction techniques
- Apply cavity brick construction techniques
- Apply masonry blockwork techniques.

## Contribution to VCE

Upon successful completion of the program, you will receive up to five units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

## Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

## Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in bricklaying or an associated building trade.

Other career pathways within the construction industry could include: site supervisor, building administration, estimation and building inspection.

## The need-to-know stuff:

### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

### Tuition fees

Refer to secondary college for confirmation of tuition fees.

### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$383
- Second year \$140

*Fees may be subject to change.*

### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

## Further study options



22338VIC **Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship**

CPC30111 Certificate III in Bricklaying/Blocklaying

Certificate III in an associated building trade

CPC40110 Certificate IV in Building and Construction (Building)

FULL QUALIFICATION | PRE-APPRENTICESHIP

22338VIC

## Certificate II in Building and Construction (Carpentry) Pre-Apprenticeship

**Duration**  
2 years

**Training location**  
East Geelong, Colac, Wyndham

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with the basic skills and knowledge to enter the carpentry industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

### Program content

This program consists of a minimum of 20 units that cover the following topics:

- Apply OHS requirements policies and procedures in the construction industry
- Prepare to work safely in the construction industry
- Identify and handle carpentry tools and equipment
- Carry out measurements and calculations
- Conduct workplace communications
- Work effectively and sustainably in the construction industry
- Provide basic emergency life support
- Apply basic levelling procedures
- Perform basic setting out
- Construct basic formwork for concrete
- Interpret and apply basic plans and drawings
- Construct basic sub-floor
- Construct basic wall frames

- Install basic window and door frames
- Install basic external cladding
- Install interior fixings
- Erect and safely use working platforms
- Construct a basic roof frame
- Carry out basic demolition of timber structures
- Prepare for work in the building industry.

### Contribution to VCE

Upon successful completion of the program, you will receive up to five units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in carpentry or an associated building trade.

Other career pathways within the construction industry could include: site supervisor, building administration, estimation, building inspection, and drafting (architectural).

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$403
- Second year \$170

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



FULL QUALIFICATION

BSB30115

## Certificate III in Business

**Duration**  
2 years

**Training location**  
Geelong City only

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course will assist you to develop a broad range of business skills and knowledge, and prepare you for work in a variety of business environments. It covers core skills in customer service, administration and business processes, as well as team work and time management that could be used in a variety of small or large businesses.

### Program content

This program consists of 12 units that cover the following topics:

- Apply knowledge of WHS legislation in the workplace
- Produce spreadsheets
- Process customer complaints
- Write simple documents
- Work effectively with diversity
- Promote innovation in a team environment
- Maintain business records
- Deliver and monitor a service to customers
- Organise workplace information
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development.

### Contribution to VCE

Upon successful completion of the program, you will receive four units at 1-2 level and a unit 3-4 sequence. You will have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

This qualifications provides you with a broad range of knowledge and skills to pursue a career or further training in business. The course also provides a pathway for students who wish to continue with their business studies at a higher level.

### The need-to-know stuff: Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

### Tuition fees

Refer to secondary college for confirmation of tuition fees.

### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$110
- Second year \$110

*Fees may be subject to change.*

### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



■ = guaranteed place ■ = offered as traineeship

FULL QUALIFICATION

RII20715

## Certificate II in Civil Construction

**Duration**  
2 years

**Training location**  
East Geelong

**Structured Workplace Learning**  
Recommended

### Program description

This course will prepare you with the core skills and knowledge to work in an operational role within the civil construction industry. You will learn a range of hands-on construction techniques, as well as theoretical and safety knowledge to prepare you for working in the industry.

### Program content

This program consists of 16 units that cover the following topics:

- Plan and organise work
- Carry out measurements and calculations
- Read and interpret plans and specifications
- Carry out manual excavation
- Communicate in the workplace
- Work safely and follow WHS policies and procedures
- Use hand and power tools
- Implement traffic management
- Identify, locate and protect underground services
- Spread and compact materials manually
- Operate small plant and equipment
- Conduct basic scaffolding
- Control traffic with stop-slow bat
- Erect and dismantle temporary fencing and gates
- Drain and dewater civil construction site
- Support plant operations.

### Contribution to VCE

Upon successful completion of the program, you will receive recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$200
- Second year \$200

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options

RII20715 **Certificate II in Civil Construction**

RII30815 Certificate III in Civil Construction Plant Operations

RII407015 Certificate IV in Civil Construction Supervision

FULL QUALIFICATION

CHC32015

## Certificate III in Community Services

Incorporating CHC22015 Certificate II in Community Services

**Duration**

2 years

**Training location**

Geelong City

**Structured Workplace Learning**

Recommended

**VCE**

Scored Assessed Program

### Program description

This course will equip you with entry-level skills and knowledge for employment or further study in the community services sector. The program covers areas such as communication, occupational health and safety, first aid, casework, and needs identification.

### Program content

This program consists of 13 units that cover the following topics:

- Organise and complete daily work activities
- Provide first point of contact
- Communicate and work in health or community services
- Work with diverse people
- Participate in workplace health and safety
- Provide first aid
- Promote Aboriginal & Torres Strait Islander cultural safety
- Manage personal stressors in the work environment
- Use communication to build relationships
- Follow safe work practices for direct client care
- Respond to client needs
- Work within a community development framework
- Implement participation and engagement strategies.

### Contribution to VCE

Upon successful completion of the program, you will receive up to three units at 1-2 level (depending on the electives chosen) and two units at 3-4 level. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon successful completion of the first year, you will receive a full Certificate II qualification and the full Certificate III qualification after the second year. You may choose to go on to further study in youth work/community services, disability or aged care.

You may also gain access to a range of entry-level employment opportunities within the following fields: youth work, aged care work, disability services and community development. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

#### Selection requirements

Applicants must have successfully completed Year 10 to be eligible to undertake this program.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$330
- Second year \$120

*Fees may be subject to change.*

#### Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

### Further study options



PARTIAL QUALIFICATION

CHC30113

## Certificate III in Early Childhood Education and Care

**Duration**  
2 years

**Training location**  
Geelong City, Hobsons Bay

**Structured Workplace Learning**  
Mandatory

### Program description

This course will equip you with the skills and knowledge to enter the early childhood sector. The program encompasses health, education and sociological aspects to prepare you for work in a range of environments. During the program you'll learn how to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes as required under the national framework.

### Program content

This program consists of 12 units that cover the following topics:

- Ensure the health and safety of children
- Provide care for children
- Develop positive and respectful relationships with children
- Work legally and ethically
- Provide an emergency first aid response in an education and care setting
- Use an approved learning framework to guide practice
- Identify and respond to children and young people at risk
- Promote Aboriginal and/or Torres Strait Islander cultural safety
- Develop cultural competence
- Promote and provide healthy food and drinks.

- Participate in workplace health and safety
- Support children to connect with their world.

### Contribution to VCE

Upon successful completion of the program, you are eligible for two unit 1-2 sequences and two unit 3-4 sequences. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you will receive a **guaranteed place** into CHC30113 Certificate III in Early Childhood Education and Care or CHC50113 Diploma of Early Childhood Education and Care at The Gordon, along with credit for common units.

Successful completion of this program can also lead you to a range of entry-level employment opportunities which may include working as a childcare assistant, family day carer, nanny, and out of school care assistant.

### The need-to-know stuff:

#### Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

#### Selection requirements

Applicants must have successfully completed Year 10 to be eligible to undertake this program, and must also attend an interview before being selected.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$210
- Second year \$430

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options

CHC30113 **Certificate III in Early Childhood Education and Care (SBAT or Traineeship)**

CHC50113 Diploma of Early Childhood Education and Care

Bachelor of Education (Early Years)

 = guaranteed place

FULLQUALIFICATION

CUA30715

## Certificate III in Design Fundamentals

**Duration**  
2 years

**Training location**  
Geelong City, Hobsons Bay

**Structured Workplace Learning**  
Strongly Recommended

### Program description

If you are looking to develop your creative design skills the Certificate III Design Fundamentals qualification covers technical and conceptual design skills across a range of Design industries. Practice at this level is underpinned by an introduction to design theory, colour and history. Students will learn and apply skills to develop planning, layout, creative design and 3D modelling, while responding to a range of design briefs.

### Program content

This program consists of 12 units that cover the following topics:

- Explore the use of colour
- Contribute to health and safety of self and others
- Explore and apply the creative design process to 2D forms
- Explore and apply the creative design process to 3D forms
- Evaluate the nature of design in a specific industry context
- Source and apply information on the history and theory of design
- Create electronic presentations
- Follow a design process
- Produce drawings to communicate ideas
- Source and apply design industry knowledge
- Participate in collaborative creative projects
- Plan a career in the creative arts industry
- Make scale models.

### Further study options



### Contribution to VCE

Upon successful completion of the program, you are eligible for two unit 1-2 sequences and two unit 3-4 sequences. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully apply for further training in a variety of courses:

- Interior Design
- Graphic Design
- Industrial Design
- Fashion Design
- Architecture/Building Design
- Digital Media/Advertising
- Creative Arts & Media
- Furniture making.

This course will prepare all graduates with a folio of work that can be used to apply for further study in their chosen design field. The folio's focus can be self-driven, allowing students to choose from a multitude of design areas/fields to develop work and to enhance their knowledge of that field.

### The need-to-know stuff:

#### Structured Workplace Learning

Work placement is strongly recommended within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$200
- Second year \$200

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

22499VIC

## Certificate II in Electrotechnology (Pre-Vocational)

### Duration

2 years

### Training location

East Geelong, Wyndham, Hobsons Bay

### Structured Workplace Learning

Recommended

### Program description

This course will equip you with the basic skills and knowledge to enhance your employment prospects in the electrical industry, and is designed to increase your opportunity to gain an electrical apprenticeship. The program also provides experiences in, and knowledge of, a range of occupations at electrotechnology trade level, helping you to make more informed choices about your career path.

### Program content

This program consists of 15 units that cover the following topics:

- Prepare to work safely in the construction industry
- Provide first aid
- Apply OHS regulations, codes and practices in the workplace
- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment
- Establish the basic operating conditions of air conditioning systems
- Perform intermediate engineering computations
- Install a sustainable ELV energy power system
- Carry out basic electrotechnology project

- Provide an overview of the electrotechnology industry
- Use test equipment in the electrotechnology industry
- Carry out basic cabling for ELV equipment devices
- Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
- Conduct in service safety testing of electrical cord connected equipment and cord assemblies.

### Contribution to VCE

Upon successful completion of the program, you are eligible for up to three units at 1 - 2 level and a unit 3-4 sequence together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB. These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in electrotechnology.

Other career pathways in the industry include: refrigeration, renewable energy and general electrician.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$333
- Second year \$130

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options

22499VIC **Certificate II in Electrotechnology (Pre-vocational)**

UEE30811 Certificate III in Electrotechnology Electrician

Certificate IV level qualification in a specialised area of electrical.

FULL QUALIFICATION | PRE-APPRENTICESHIP

22470VIC

## Certificate II in Engineering Studies

**Duration**  
2 years

**Training location**  
East Geelong

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course will equip you with the entry level skills and knowledge to work in the engineering industry and increase your opportunities to enter into an apprenticeship in the field.

### Program content

This program consists of 11 units that cover the following topics:

- Apply principles of OHS in the work environment
- Use hand tools
- Use power tools/hand held operations
- Perform basic machining processes
- Apply basic fabrication techniques
- Report on a range of sectors in the manufacturing, engineering and related industries
- Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
- Undertake a basic engineering project
- Investigate carbon fibre composite processes and terminology
- Perform intermediate engineering computations
- Set up basic pneumatic circuits.

### Contribution to VCE

Upon successful completion of the program, you will receive up to three units at 1 - 2 level, and a level 3-4 sequence. You have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores.  
NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in fabrication which can lead to careers in composites related industries, a boilermaker, welder, or fabricator. Alternatively, this may lead into a full-time apprenticeship in mechanical engineering which can lead to careers as a fitter and turner, maintenance fitter, or tool maker. There are also post-trade study options as outlined in the diagram, which can lead to a Bachelor of Engineering.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$110
- Second year \$110

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



FULL QUALIFICATION

MSF20516

## Certificate II in Furniture Making Pathways

**Duration**  
2 years

**Training location**  
East Geelong, Wyndham

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course will equip you with the basic skills and knowledge to enter the furnishing, cabinet making and joinery industries, and is designed to enhance your apprenticeship prospects. The program covers the skills and knowledge required to work in a production environment in both the manufacturing of free-standing furniture or built-in cabinets, and to provide on-site assistance in the installation of these items.

### Program content

This program consists of 12 units that cover the following topics:

- Develop a career plan for the furnishing industry
- Participate in environmentally sustainable work practices
- Demonstrate care and apply safe practices at work
- Organise and communicate information
- Join materials used in furnishing
- Make simple timber joints
- Work in a team
- Prepare surfaces
- Use furniture making sector hand and power tools
- Assemble furnishing components
- Undertake a basic furniture making project
- Make measurements and calculations.

### Contribution to VCE

Upon successful completion of the program, you will receive up to four units at 1-2 level and a unit 3-4 sequence. You will have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in cabinet making, joinery or an associated building trade.

Other career pathways within the construction industry could include: site supervisor, building administration, estimation, building inspection, and drafting (architectural).

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$190
- Second year \$190

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



FULL QUALIFICATION

SIT20316

## Certificate II in Hospitality (Release 2)

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course will equip you with the basic operational knowledge and practical skills to pursue a career in various roles within the hospitality industry. This hands-on course focuses on basic skills such as food and beverage service, working behind a bar and making espresso coffee, and you will put your skills into practice at The Gordon's training venue - the Davidson Restaurant.

### Program content

This program consists of 17 units that cover the following topics:

- Work effectively with others
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Interact with customers
- Show social and cultural sensitivity
- Use hygienic practices for food safety
- Participate in safe work practices
- Participate in environmentally sustainable work practices
- Clean and tidy bar areas
- Provide responsible service of alcohol
- Prepare and serve non-alcoholic beverages
- Receive and store stock
- Prepare and serve espresso coffee
- Provide service to customers
- Serve food and beverage

- Provide advice on food
- Process financial transactions.

### Contribution to VCE

Upon successful completion of both years of this program, you will be eligible for three units at 1 - 2 level and a unit 3 - 4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into a variety of cookery, tourism or events courses studied on-campus at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in food and beverage service within cafes, bistros, hotels, clubs and function houses. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$335
- Second year \$150

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



= guaranteed place

PARTIAL QUALIFICATION

ICT30118

## Certificate III in Information, Digital Media and Technology

**Duration**  
2 years

**Training location**  
East Geelong

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course is designed to provide participants with the knowledge and skills to enhance their employment prospects within the Information and Communications Technology industry.

### Program content

This program consists of 13 units that cover the following topics:

- Participate effectively in WHS communication and consultation processes
- Work and communicate effectively in an IT environment
- Run standard diagnostic tests
- Provide basic system administration
- Care for computer hardware
- Use social media tools for collaboration and engagement
- Produce digital images for the web
- Create user documentation
- Install and optimise operating system software
- Install, configure and secure a small office or home office network
- Provide IT advice to clients
- Maintain equipment and software
- Provide network systems administration.

### Contribution to VCE

Upon completion of this course, you will be eligible for two units at 1-2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, and the completion of Year 12, you can receive a **guaranteed place** into UEE60411 Advanced Diploma of Computer Systems Engineering at The Gordon.

This program, subject to the specialist stream studies, prepares you for entry-level work in computer sales, data entry operations, computer systems support, software applications and network administration.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$125
- Second year \$125

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants..

### Further study options



= guaranteed place

FULL QUALIFICATION

SIT20416

## Certificate II in Kitchen Operations

**Duration**  
2 years

**Training location**  
Geelong City, Colac, Wyndham

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands-on program you will develop food handling, preparation skills and further hospitality industry knowledge, and will put your skills into practice at The Gordon's training venue - the Davidson Restaurant.

### Program content

This program consists of 15 units that cover the following topics:

- Work effectively with others
- Prepare and present simple dishes
- Use hygienic practices for food safety
- Maintain the quality of perishable items
- Participate in safe work practices
- Use food preparation equipment
- Clean kitchen premises and equipment
- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare vegetable, fruit, egg and farinaceous dishes
- Use cookery skills effectively
- Prepare and present sandwiches
- Prepare dishes using basic methods of cookery
- Provide first aid
- Prepare poultry dishes.

### Contribution to VCE

Upon successful completion of this program, you will be eligible for up to three units at 1-2 level, and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into the SIT30816 Certificate III in Commercial Cookery or SIT30116 Certificate III in Patisserie (studied on-campus) at The Gordon.

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification.

Successful completion of this program can also lead you to a range of entry-level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$465
- Second year \$195

*Fees may be subject to change.*

#### Additional purchases

This program may require the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION

MSL30118

## Certificate III in Laboratory Skills

**Duration**

2 years

**Training location**

Geelong City, Wyndham, Ballarat

**Structured Workplace Learning**

Recommended

**VCE**

Scored Assessed Program

### Program description

This course equips you with the skills and knowledge to work in scientific laboratories or in scientific monitoring of processes.

### Program content

This program consists of 13 units that cover the following topics:

- Participate in environmentally sustainable work practices
- Communicate with other people
- Plan and conduct laboratory/field work
- Record and present data
- Participate in laboratory/ field work place safety
- Maintain a laboratory fit for purpose
- Contribute to the achievement of quality objectives
- Perform aseptic techniques
- Prepare working solutions
- Perform microscopic examination
- Perform basic tests
- Prepare culture media
- Collect routine sample sites.

### Contribution to VCE

Upon successful completion of the program, you are eligible for four units at 1-2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon you can receive a **guaranteed place** into MSL40116 Certificate IV in Laboratory Techniques at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities as an assistant or attendant in laboratories or enterprises including pathology, food, biological, environmental, process and manufacturing sectors.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/ guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$160
- Second year \$160

*Fees may be subject to change.*

#### Additional purchases

There are currently no additional items to purchase for this program.

Any changes will be communicated to your secondary college and provided to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION

SHB30215

## Certificate III in Make-up

**Duration**  
2 years

**Training location**  
Geelong City, Wyndham

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with the hands-on skills and knowledge required to provide make-up services in a salon or as a freelance artist. The program covers topics such as demonstrating and selling make-up and retail skincare products, and also develops your communication and customer service skills to prepare you to perform routine salon and store functions. Delivery between Geelong and Wyndham campuses differ due to facilities.

### Program content

This program consists of 15 units that cover the following topics:

- Design and apply make-up
- Design and apply remedial camouflage make-up
- Research and apply beauty industry information
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices
- Apply cosmetic tanning products
- Advise on beauty products and services (clustered with both make-up units individually)
- Provide lash and brow services
- Conduct salon financial transactions
- Design and apply make-up for photography
- Apply airbrushed make-up
- Design and apply creative make-up

- Provide salon services to clients
- Market the small business
- Undertake small business planning

Please note: The student is expected to experience all treatments and to provide their own models for assessment.

### Contribution to VCE

Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this qualification through The Gordon, you can receive a **guaranteed place** into a range of beauty and make-up courses at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the make-up industry, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$360
- Second year \$330

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION | PRE-APPRENTICESHIP

SIT31016

## Certificate III in Patisserie

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

### Program description

This course equips you with practical skills to operate as a pastry chef who uses a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products.

### Program content

This program consists of 22 units that cover the following topics:

- Work effectively with others
- Use hygienic practices for food safety
- Maintain the quality of perishable items
- Participate in safe work practices
- Use food preparation equipment
- Clean kitchen premises and equipment
- Prepare dishes using basic methods of cookery
- Produce pastries
- Produce yeast-based bakery products
- Produce cakes
- Produce desserts
- Use cookery skills effectively
- Produce petits fours
- Produce gateaux, torten and cakes
- Participate in environmentally sustainable work practices
- Coach others in job skills
- Participate in safe food handling practices
- Prepare and serve non-alcoholic beverages
- Prepare and present sandwiches
- Prepare and serve espresso coffee
- Use food preparation equipment to prepare fillings
- Provide service to customers.

### Further study options

SIT31016 **Certificate III in Patisserie**

CSIT40716 Certificate IV in Patisserie

### Contribution to VCE

Upon successful completion of this program, you will be eligible for up to three units at 1-2 level, and a unit 3-4 sequence.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Successful completion of this program can lead you to a range of entry-level employment opportunities where patisserie products are prepared and served including patisseries, restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

This qualification also has pathways into other nationally accredited programs in patisserie.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$315
- Second year \$350

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

#### Delivery day

Friday

22304VIC

## Certificate II in Plumbing (Pre-Apprenticeship)

**Duration**  
2 years

**Training location**  
East Geelong, Wyndham

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with the basic skills and knowledge to enter the plumbing or associated building industries, and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

### Program content

This program consists of 19 units that cover the following topics:

- Carry out measures and calculations
- Read and interpret plans and specifications
- Work safely in the construction industry
- Apply OHS requirements, policies and procedures in the construction industry
- Produce technical drawings
- Provide basic emergency life support
- Carry out interactive workplace communication
- Prepare to work in the plumbing industry
- Use basic electric welding equipment and techniques
- Use plumbing pipes, fittings & fixtures to simulate plumbing installations
- Fabricate simple plumbing pipe systems
- Identify career pathways in the plumbing industry

- Write simple documents
- Perform basic oxy-acetylene welding and cutting
- Use and apply basic levelling equipment for plumbing
- Use basic plumbing hand tools
- Use basic power tools
- Cut and penetrate building materials and structures
- Apply basic sheet metal practices.

### Contribution to VCE

Upon successful completion of the program, you will receive recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time apprenticeship in plumbing. You will need to secure an employer before you continue your training as an apprentice.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$473
- Second year \$230

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



FULL QUALIFICATION

Currently in transition

ICP20115

## Certificate II in Printing and Graphic Arts (General)

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

### Program description

This course will provide you with the core knowledge and skills to enhance your entry-level employment or further study prospects in the printing, desktop publishing and graphic arts industries. The program provides an introduction to computer-based design using industry-standard Adobe software, covering core skills in design development for commercial printing.

### Program content

This program consists of 15 units that cover the following topics:

- Inspect quality against required standards
- Maintain a safe work environment
- Communicate in the workplace
- Access and use the internet
- Develop a basic design concept
- Select and apply type
- Produce pages using a page layout application
- Produce graphics using a graphics application
- Participate in environmentally sustainable work practices
- Capture a digital image
- Edit a digital image
- Produce PDF files for online or screen display
- Electronically combine and assemble data
- Digitise images for reproduction
- Produce a typographic image.

### Further study options

ICP20115 **Certificate II in Printing and Graphic Arts (General)**

CUA50715 Diploma of Graphic Design

CUA60315 Advanced Diploma of Graphic Design

Bachelor of Creative Arts (Visual Communication Design)

 = guaranteed place

### Contribution to VCE

Upon successful completion of the program, you may be eligible for a credit at VCE units 1-2 level only. Each completed 90 nominal hours of training, provides one VCE unit of credit. Credit accrues in the following sequence unit 1, 2, 1 and 2 up to a maximum of 6 VCE units.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into CUA50715 Diploma of Graphic Design at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the printing and graphic arts industry, into small or large printing and design businesses. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$140
- Second year \$140

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided with letters sent to successful applicants.

SHB20216

## Certificate II in Salon Assistant (Hairdressing)

**Duration**  
1 year

**Training location**  
Geelong City

**Structured Workplace Learning**  
Mandatory

### Program description

This course equips you with the foundation knowledge and skills required for a career in the hairdressing industry, and is designed to enhance your opportunities for a hairdressing apprenticeship. The program provides basic training in key areas in order to provide assistance to other team members and perform a range of duties under supervision including a limited range of hairdressing tasks, customer service, and developing hairdressing industry knowledge.

### Program content

This program consists of 12 units that cover the following topics:

- Contribute to health and safety of self and others
- Provide shampoo and basin services
- Dry hair to shape
- Maintain and organise tools, equipment and work areas
- Conduct salon financial transactions
- Greet and prepare clients for salon services
- Comply with organisational requirements within a personal services environment
- Communicate as part of a salon team
- Recommend products and services
- Braid hair
- Research and use hairdressing industry information
- Produce visual merchandise displays.

Please note: The student is expected to experience all treatments and to provide their own models for assessment.

### Contribution to VCE

Upon successful completion, you will be eligible for up to four units at 1-2 level.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon **successful completion** of this qualification through The Gordon, you can receive a **guaranteed place** into a range of hair, beauty therapy or make-up courses at The Gordon.

This program also has a direct pathway into a hairdressing apprenticeship and upon successful completion you may receive credit towards an apprenticeship qualification.

### The need-to-know stuff:

#### Structured Workplace Learning

Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$230

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



= guaranteed place

FULL QUALIFICATION

CUA31015

## Certificate III in Screen and Media

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

**VCE**  
Scored Assessed Program

### Program description

This course will equip you with entry-level training in the exciting medium of digital technology within the interactive digital media industries. During the program you will be exposed to the roles performed by editing assistants and interactive media author assistants, with a focus on 2D digital art, photography and animation.

### Program content

This program consists of 11 units that cover the following topics:

- Develop and extend critical and creative thinking skills
- Produce and prepare photo images
- Maintain interactive content
- Work effectively in the creative arts industry
- Create 2D digital animations
- Write content for a range of media
- Explore and apply the creative design process to 2D forms
- Author interactive sequences
- Create visual design components
- Contribute to health and safety of others
- Follow a design process.

### Contribution to VCE

Upon successful completion of the program, you are eligible for credit of up to four units at 1 – 2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon successful completion of this program, you will be prepared for entry-level employment in the interactive digital media industry. This qualification also has pathways into other nationally accredited programs in the screen, interactive digital media, and scenery and set construction areas. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$140
- Second year \$140

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



FULL QUALIFICATION

CUA31015

## Certificate III in Screen and Media (Game Design)

**Duration**  
1 year

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with entry-level training in the exciting medium of 2D and 3D animation within the interactive digital media industries with the main focus on game design.

During the program you will learn to plan your creations, sketch your designs, create 2D animations, create 3D designs where you create models, textures and render objects and create characters. You will also learn how to set up lighting and cameras as well as 3D animation principles.

### Program content

This program consists of 11 units that cover the following topics:

- Develop and extend critical and creative thinking skills
- Work effectively in the creative arts industry
- Contribute to health and safety of others
- Produce digital Images
- Create 2D digital animations
- Create 3D digital models
- Create 3D digital animation
- Explore and apply the creative design process to 2D forms
- Explore and apply the creative design process to 3D forms
- Create visual design components
- Follow a design process.

### Contribution to VCE

Upon successful completion of the program, you are eligible for credit of up to four units at 1 – 2 level and a unit 3-4 sequence.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

Upon successful completion of this program, you will be prepared for entry-level employment in the interactive digital media industry. This qualification also has pathways into other nationally accredited programs in the screen, interactive digital media, and scenery and set construction areas. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 5 days' work placement is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$140

*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

#### Delivery day

Friday

### Further study options



FULL QUALIFICATION

22480VIC

# Certificate II in Small Business (Operations/Innovations)

**Duration**  
2 years

**Training location**  
Wyndham

**Structured Workplace Learning**  
Recommended

## Program description

The VET Small Business program is designed to provide participants with the knowledge and skills to enhance their employment prospects in a small business or related industries. The course will give students exposure to key skills, knowledge and attributes required to work effectively in small or micro-businesses. It covers core skills in business innovation, critical and creative thinking, self awareness, MoneySmart, customer service, administration and business processes, as well as team work and time management.

## Program content

This program consists of 12 units that cover the following topics:

- Contribute to health and safety of self and others
- Contribute to small business operations and innovation
- Develop elementary skills for small business environments
- Identify small business policies and procedures
- Undertake basic market research and promotion for a small business product or service
- Participate in small business quality processes
- Assist with the presentation of public activities and events
- Follow procedures for routine financial activities of a small business
- Contribute to small business planning
- Use social media for collaborations and engagement
- Recommend products and services
- Provide service to customers.

## Further study options

22480VIC **Certificate II in Small Business**

BSB30115 Certificate III in Business

BSB40215 Certificate IV in Business

BSB40515 Certificate IV in Business Administration

■ = guaranteed place ■ = offered as traineeship

## Contribution to VCE

Upon successful completion of the program, you will receive three units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the fourth study score of the primary four scaled studies).

NB: These credits must be confirmed with the VET Coordinator at your school.

## Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

## Pathways/career opportunities

Upon successful completion of this program through The Gordon, you can receive a guaranteed place in BSB40215 Certificate IV in Business.

Successful completion can also lead to a range of entry level employment opportunities in a small business, operations role, administration role, sales and marketing role in a small business.

## The need-to-know stuff:

### Structured Workplace Learning

A minimum of 5 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

### Tuition fees

Refer to secondary college for confirmation of tuition fees.

### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$110
- Second year \$110

*Fees may be subject to change.*

### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

FULL QUALIFICATION

SIT30116

## Certificate III in Tourism

**Duration**  
2 years

**Training location**  
Geelong City

**Structured Workplace Learning**  
Recommended

### Program description

Tourism is one of the most diverse, exciting, challenging and important industries in Australia, offering a wide range of career options.

This course is designed to give you the relevant skills and knowledge to enter various tourism operational roles, including airlines.

Throughout the program you will gain a good working knowledge and understanding of many sectors of the tourism industry including an emphasis on sustainable tourism.

### Program content

This program consists of 15 units that cover the following topics:

- Source and use information on the tourism and travel industry
- Provide service to customers
- Show social and cultural sensitivity
- Participate in safe work practices
- Provide visitor information
- Provide advice on Australian destinations
- Sell tourism products and services
- Process travel-related documentation
- Access and interpret product information
- Process financial transactions
- Participate in environmentally sustainable work practices
- Process reservations
- Lead tour groups
- Prepare quotations
- Prepare & present tour commentaries or activities

### Contribution to VCE

Upon successful completion of the program, you may be eligible for two units at 1-2 level and two units at 3-4 level. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/Career Opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into SIT40116 Certificate IV in Travel and Tourism which can lead to SIT50116 Diploma of Travel and Tourism Management at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities including flight attendant, airport operations, information officer, sales and reservations, and customer service.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$310
- Second year \$385

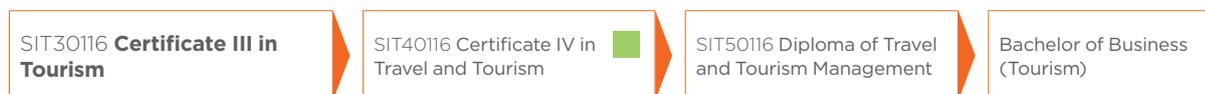
*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



 = guaranteed place

TLI21616

## Certificate II in Warehousing Operations

**Duration**  
2 years

**Training location**  
East Geelong, Wyndham

**Structured Workplace Learning**  
Recommended

### Program description

This course will equip you with the entry level skills and knowledge to work in the warehousing industry in a range of environments and job roles.

### Program content

This program consists of 16 units that cover the following topics:

- Apply Chain of Responsibility legislation, regulations and workplace procedures
- Follow Work Health and Safety procedures
- Complete workplace orientation/ induction procedures
- Identify products and store to specifications
- Follow security procedures when working with goods and cargo
- Participate in environmentally sustainable work practices
- Package goods
- Pick and process orders
- Replenish stock
- Despatch stock
- Participate in stocktakes
- Process workplace documentation
- Work in a socially diverse environment
- Apply quality procedures
- Work effectively with others
- Move materials mechanically using automated equipment.

### Contribution to VCE

Upon successful completion of the program, you will receive credit at VCE units 1 and 2 level only. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrued for this qualification is as follows: units 1, 2, 1 and 2.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. See page 7 for more information.

### Pathways/career opportunities

The direct career pathway from this program is into a full-time traineeship in the warehousing industry which can lead to careers as a picker/packer, stocktaking and team leader roles. There are further traineeship study options as outlined in the diagram, which can lead to a Certificate IV in Warehousing.

### The need-to-know stuff:

#### Structured Workplace Learning

A minimum of 10 days work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

#### Compulsory information session

You will be required to attend an information session with a parent/ guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

#### Tuition fees

Refer to secondary college for confirmation of tuition fees.

#### Ancillary fees

Ancillary fees payable to your secondary college for 2021 are:

- First year \$100
- Second year \$100

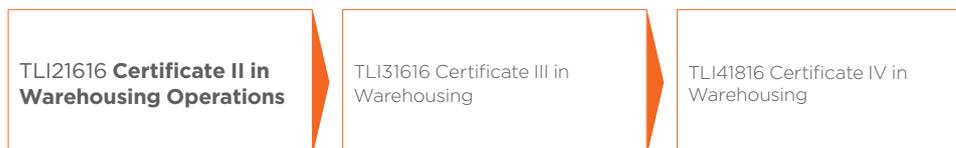
*Fees may be subject to change.*

#### Additional purchases

This program requires the purchase of additional items, which remain the property of the student.

Details of these items will be provided to successful applicants.

### Further study options



# Occupational Health and Safety requirements in the workshops



**The Gordon is required to abide by the regulations contained with the Occupational Health and Safety Act 2004. These regulations, together with the requirements of The Gordon, demand that minimum standards are to be observed by students when attending workshop classes at The Gordon.**

## **Personal Protective Equipment (PPE)**

Specific standards to be observed by students attending classes include:

- Safety glasses and hearing protection must be worn in designated areas. These areas are clearly identified by signage and instruction by teaching staff.
- Approved safety footwear must be worn at all times. Footwear such as thongs, sandals, sneakers and the like are not permitted.
- Approved safety clothing (khaki overalls / work pants) must be kept in a good state of repair. Shorts and singlets are not permitted.
- All personal protective equipment (PPE) must meet the requirements of the relevant Australian Standards.

Please note: Any student who presents for class without the required clothing, PPE or drawing equipment will be sent back to the relevant secondary college.

Gordon staff will inform the secondary college VET Coordinator where such action has been taken.

## **A Safe Work Method Statement (SWMS)**

SWMSs are compulsory, and are conducted prior to any task being undertaken or as directed by the teacher.

All students will be required to complete SWMS to identify any hazards or risks associated with the task. The SWMS is undertaken to highlight these hazards to students in order to remove or reduce the risk factor.

## **Incident/accident notification**

All incidents, accidents and near misses must be reported immediately to the relevant Gordon teacher or staff member. In the event of a serious injury, The Gordon OH&S Manager will be notified immediately to determine if the work area needs to be preserved and any specific actions that may be required.

Injury reports and incident investigations will be undertaken by the Institute.



# The nuts and bolts

## Application and enrolment procedures

Applications are submitted directly to The Gordon, via an online form.

- Online applications are to be completed in full and include your Unique Student Identifier (USI) – refer USI section below.
- Ancillary fees must be paid to the secondary college or arrangements made for payment to occur, before the application can proceed to enrolment (speak with your VET Coordinator about these arrangements).
- You and your parents may need to attend an information evening for your chosen program.
- Some programs apply eligibility and selection criteria such as interview, aptitude tests etc.
- The Gordon will inform your secondary college of successful application.
- The Gordon will send a letter informing you of enrolment session details.
- Late applications will be accepted, however will only be considered if vacancies exist or become available at a later date.
- Unique Student Identifier (USI). As a VETDSS student, you must provide The Gordon with your USI which is a compulsory requirement of the Federal Government.
- If you do not already have a USI then you must access the following website and follow the instructions: [usi.gov.au/Pages/default.aspx](http://usi.gov.au/Pages/default.aspx)
- You are required to enter your USI in The Gordon application process, where indicated.
- Tuition fees vary between programs. Details of these may be sought from your secondary college VET Coordinator.
- The Gordon will invoice your secondary college for tuition fees.

## Ancillary fees

Ancillary fees are applicable to many programs and may include, but are not limited to, class materials and other fees specific to a given program such as First Aid Certificate fee, Construction Industry Card fee, Responsible Service of Alcohol fee and Excursion fee.

- The Gordon will inform your secondary college of your ancillary fees. Indicative ancillary fees are also included in this guide for your information, and are subject to change prior to enrolment.
- Ancillary fees are to be paid directly to your secondary college. For details of payment arrangements please speak with your secondary college VET Coordinator.
- Your secondary college will inform The Gordon when you have paid or made arrangements to pay your ancillary fees, and you will then be invited to enrol.

## Additional items to be purchased by the student/parent

Certain items are specific to particular programs and individual student needs. These include but are not limited to protective clothing, textbooks, student workbooks, kits for hairdressing and beauty programs and some minor equipment items.

- The Gordon will inform your secondary college of the details, which are also included in this guide and are provided with letters sent to successful applicants.
- These items must be purchased by the student/parent and remain the property of you/your parent and any refund sought due to withdrawal from a program must be negotiated with the respective supplier.

## Student withdrawal process and fees refunds

- You have a four-week 'grace period' from program commencement date from which you may withdraw from your VETDSS program.
- Withdrawal within this four-week period will ensure The Gordon does not charge your secondary college for your tuition fees. The Gordon may also adjust the amount of ancillary fees to be charged to the secondary college – this depends on the program, and your individual circumstances.
- Withdrawal after the four-week period means The Gordon will charge your secondary college for the full amount of the tuition and ancillary fees.
- During any calendar year, if you transfer from your VET Delivered to Secondary Students program to an apprenticeship or traineeship in the same program area, and The Gordon is the registered training provider for that apprenticeship or traineeship program, then any adjustments to fees and charges for the VETDSS program will be determined on an individual basis, taking into account the date of transfer, results processed and any other related matters.

## Partial Qualification

- Students will get a statement of attainment for the units completed, but if they wish to get an award they will need to complete the remaining units at a later date.

## Information sessions

If you are applying for a VETDSS program, you will be required to attend an information session with a parent/guardian. Details will be sent to you by email and through your secondary college VET Coordinator.

## Student results, and reporting student progress

- Student results are sent to secondary colleges at the end of the year.
- Where a student receives an NYC (unsuccessful) result for any unit throughout the year, this will be reported to the relevant secondary college along with advice as to what the student must do to allow the result to be converted to CM (successful). It is the student's responsibility to follow up on any NYC results.
- The 'secondary college progress report' format is used within the VET sector.
- The Gordon will provide a status report on an individual student's progress to the relevant secondary college.
- Where The Gordon's teachers have a concern over the progress of an individual student, this concern is reported to the secondary college for follow up with the student and where necessary, the parent/guardian.

## Student absences

- Gordon teachers mark attendance rolls at every class session of the program.
- Any recorded student absence is reported by The Gordon to the relevant secondary college on a weekly basis.

## Duty of care and student collection at end of class sessions

- The ultimate responsibility for student 'duty of care' rests with the relevant secondary college principal.
- The Gordon will at all times make every effort to ensure the safety of students.
- It is the responsibility of the parent/guardian to collect students from The Gordon at the end of class sessions. Once classes have concluded, The Gordon's duty of care ceases and it becomes the responsibility of the parent/guardian.

## Recognition of Prior Learning (RPL)

- The Gordon offers RPL to students who believe they already possess the skills and knowledge to fulfil a certain unit(s) within their program.
- See The Gordon website or speak with your Gordon teacher for more information on RPL.

## Guaranteed pathway places

- Where an appropriate pathway program exists at The Gordon, a guaranteed place will be offered to students who successfully complete their VETDSS program through The Gordon.
- The Gordon's standard enrolment conditions apply, and pathway programs will only proceed should viable numbers of applications be received

## Further information

If you'd like to know more about VET Delivered to Secondary Students, please speak with the VET Coordinator at your secondary college in the first instance. You can also contact:

### Robyn Dolheguy

*Manager*

The Gordon Vocational Pathways Unit

**Phone:** 5225 0697

**Mobile:** 0418 350 228

**Email:** [rdolheguy@gordontafe.edu.au](mailto:rdolheguy@gordontafe.edu.au)

*VET Delivered to Secondary Students*

**Phone:** 5225 0593

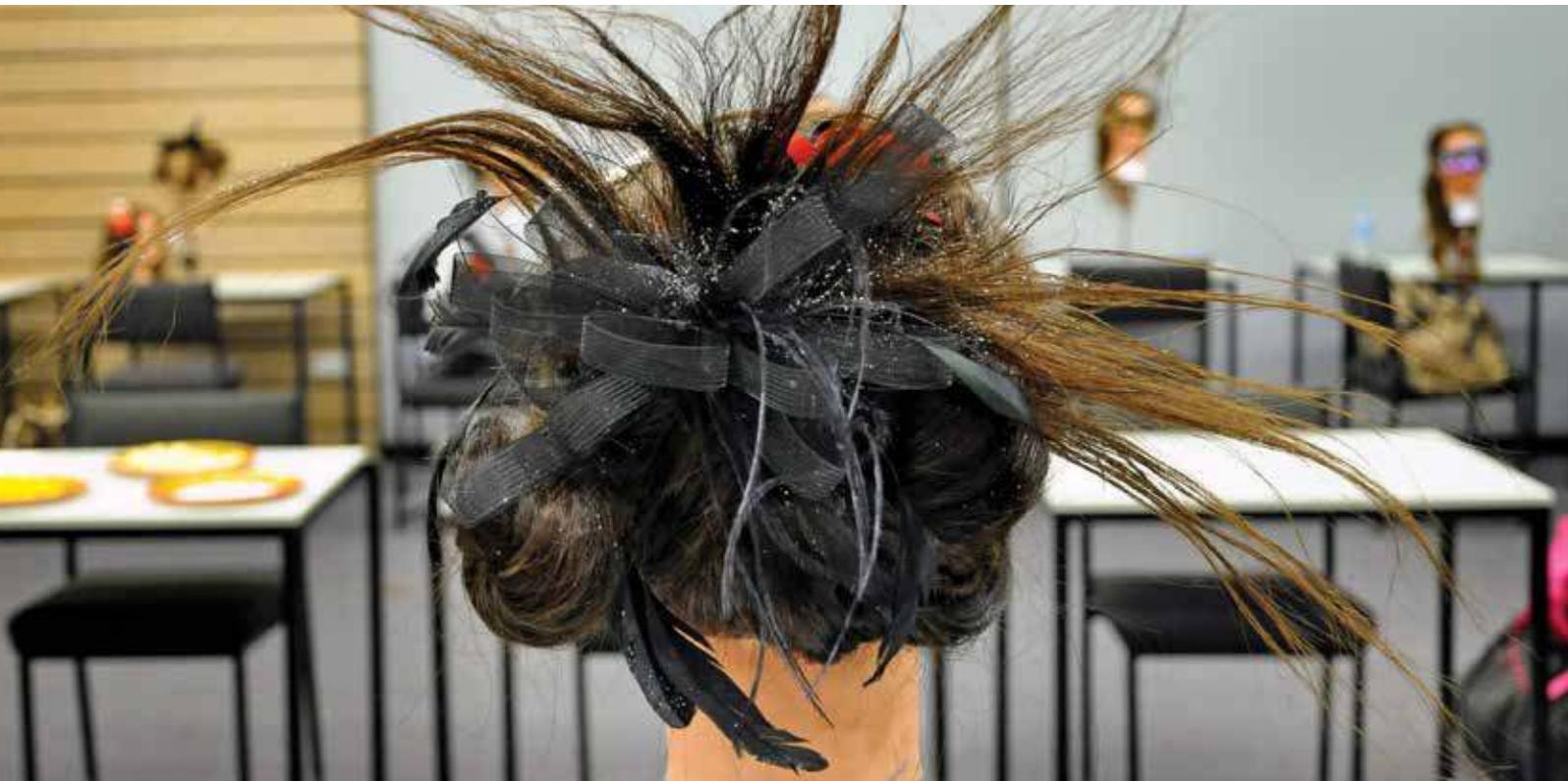
**Email:** [VETinSchools@gordontafe.edu.au](mailto:VETinSchools@gordontafe.edu.au)

Or visit us online at [thegordon.edu.au](http://thegordon.edu.au)

### Important notes:

Courses are subject to change without notice.

Courses are subject to minimum number of students enrolling.



## **Quality Training Guarantee**

### **The Gordon's Vision**

The Gordon's vision is to be the first choice in our markets and the leader in our field.

We are committed to complying with all our regulatory requirements as a Registered Training Organisation (RTO) in the vocational education and training (VET) sector.

### **The VET Quality Framework**

As a quality assured RTO, The Gordon has a regulatory obligation to comply with the requirements of the VET Quality Framework. The framework includes the:

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Requirements
- Data Provisions

A complete version of the VET Quality Framework is available at [asqa.gov.au](https://www.asqa.gov.au)



## Geelong

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### Geelong City Campus

2 Fenwick St,  
Geelong, Victoria, 3220

### East Geelong Campus

Boundary Road,  
East Geelong, Victoria, 3219

## Wyndham

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### Werribee Campus

24 Watton Street,  
Werribee, Victoria, 3030

### Hoppers Crossing Trades Campus

195 Old Geelong Rd,  
Hoppers Crossing, Victoria, 3029

### Werribee Princes Campus

1180 Princes Highway,  
Werribee, Victoria, 3030

## Colac

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### Colac Trade Training Centre

173 Queen St,  
Colac, Victoria, 3250

     #thegordon

### Contact Us

**Ph:** (03) 5225 0600

**Email:** [courinfo@gordontafe.edu.au](mailto:courinfo@gordontafe.edu.au)

**Mail:** Private Bag 1, Geelong Mail Centre  
Victoria, Australia, 3221



### Accessibility enquiries

(03) 5225 0835 or email  
[disabilitysupportservicesgordontafe.edu.au](mailto:disabilitysupportservicesgordontafe.edu.au)



### Hearing or speech impaired?

Call us via the National Relay Service  
TTY/Voice 133677, Speak & Listen (SSR) 1300 555 727