

the Gordon

VETDSS Guide

2022

Real skills.

Real experience.

Real outcomes.

Quality Training Guarantee

The Gordon's Vision

The Gordon's vision is to be the first choice for skills 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 Requirements

A complete version of the VET Quality Framework is available at asqa.gov.au

The Gordon 2022 VET Delivered to Secondary Students Guide

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ABN: 27 241 053 246

TAFE 3044

CRICOS No: 00011G

View it online at thegordon.edu.au

Published June 2021. All information is correct at the time of printing, however courses may subsequently be affected by changes to the relevant training package, or accredited course. Course code, title, units and content may change. Refer to website for latest information.

Printed with the support of K.W.Doggett Fine Paper on Impact – 100% recycled, carbon neutral.

The Gordon's training is delivered with Victorian and Commonwealth Government Funding for which eligibility criteria apply.

Cover image:

Barwon Heads Bridge by Daniel Diugolenski.

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- This course is in transition. The course code, title, units and content may change in future. Further information will be provided on The Gordon website, upon enrolment and/or during the course of your training.

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 more than 130 years.

Real skills.



“ 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

Certificate II in Animal Studies

Real experience.



“ 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

Certificate III in Laboratory Skills

Real outcomes.



“ 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)

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
- 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
- Building Construction and Licensed Trades (Electrotechnology, Plumbing)
- Engineering and Metal Trades
- Information Technology.

Wyndham

The Gordon has three campuses in Wyndham. 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
- Allied Health
- Plumbing
- Animal Studies
- Automotive
- Make-up
- Bricklaying
- Carpentry
- Electrotechnology
- Transition Education.

Hobsons Bay

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

- Design Fundamentals (Design Basics)
- Early Childhood
- Electrotechnology
- Carpentry
- Plumbing
- Automotive
- Civil Construction.

Colac

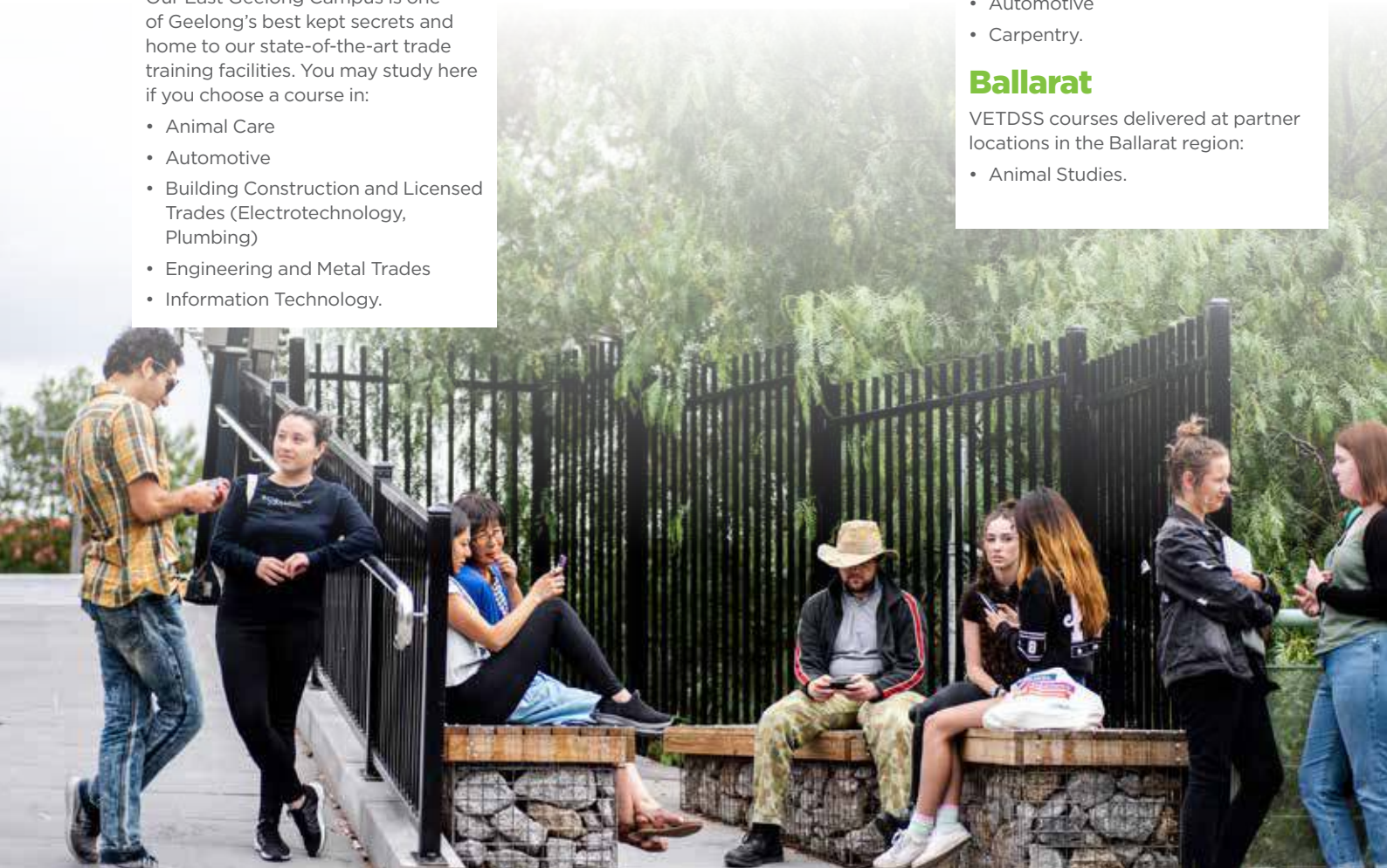
The Colac Trade Training Centre is located at Colac Secondary College, and is equipped with specialist facilities and equipment for training in:

- Automotive
- Carpentry.

Ballarat

VETDSS courses delivered at partner locations in the Ballarat region:

- Animal Studies.



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 12 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 can 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 or one day a week. 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.

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 commitments.

Did you know?

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



Occupational Health and Safety requirements in the workshops



The Gordon is required to abide by the regulations contained within 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 taken.

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





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 unit 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 in July and you will then apply as part of your VCE/VCAL selection. Applications generally open at the beginning of August.

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.

Future Health Skills Microcredentials

Together with Geelong's major hospitals (Barwon Health, Epworth, St John of God Health Care) The Gordon has developed a series of short training modules available to students of this course. The training is free, completely online and offers students bonus 'digital badges' on completion.

Contribution to VCAL

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

Contribution to VCE

Upon successful completion of the program, you may be eligible for one unit at 1-2 level and a minimum of three units at 3-4 level.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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
- Allied Health Assistant.

The need-to-know stuff:

Structured Workplace Learning

Work placement of at least 10 days spread over two years 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 2022 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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will be eligible for two units at 1-2 level and a unit 3-4 sequence and an ATAR increment.

Contribution to ATAR

This program offers 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.

Pathways/career opportunities

Upon successful completion of this program, you may receive a place into ACM30121 Certificate III in Animal Care 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 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 2022 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



AUR20720

Certificate II in Automotive Vocational Preparation “Motor Mechanics”

Duration
2 years

Training location
East Geelong, Colac, Wyndham, Hobsons Bay

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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will receive up to two units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers 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.

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 four weeks work placement spread over two years 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 2022 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

AUR20720 **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

AUR20720

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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will receive up to two units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers 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.

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 four weeks work placement spread over two years is strongly recommended. 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 2022 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

AUR20720 **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 VCAL

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

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.

Contribution to ATAR

This program offers 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.

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, SHB30416 Certificate III in Hairdressing 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 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 2022 are:

- First year \$420
- Second year \$460

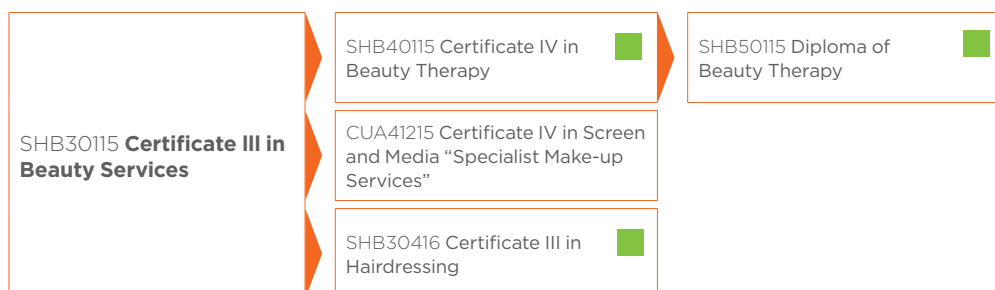
Fees may be subject to change.

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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will receive up to two units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers 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.

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 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 2022 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 (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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will receive up to two units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers 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.

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 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 2022 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

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

CPC30211 Certificate III in Carpentry

Certificate III in an associated building trade

CPC40110 Certificate IV in Building and Construction (Building)

CPC50210 Diploma of Building and Construction (Building)

FULL QUALIFICATION

Currently in transition

BSB30115

Certificate III in Business

Duration
2 years

Training location
Geelong City

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 VCAL

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

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.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 2022 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

BSB30115 **Certificate III in Business**
(currently in transition)

BSB40215 Certificate IV in Business
(currently in transition)

BSB40515 Certificate IV in Business
Administration (currently in transition)

 = guaranteed place  = offered as traineeship

FULL QUALIFICATION

Currently in
transition

RII20715

Certificate II in Civil Construction

Duration
2 years

Training location
East Geelong, Hobsons Bay

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 plan
- Identify, locate and protect underground services
- Spread and compact materials manually
- Operate small plant and equipment
- Conduct basic scaffolding operations
- Control traffic with stop-slow bat
- Erect and dismantle temporary fencing and gates
- Carry out basic levelling
- Support plant operations.

Contribution to VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers 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.

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 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 2022 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**
(currently in transition)

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 and Torres Strait Islander cultural safety
- Manage personal stressors in the work environment
- Manage personal stress in the workplace
- 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 VCAL

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

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 a unit 3-4 sequence.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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

A minimum 120 hours work placement is strongly recommended 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 2022 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



FULLQUALIFICATION

DBCUA30715

Certificate III in Design Fundamentals (Design Basics)

Currently in transition

Duration
2 years

Training location
East Geelong, 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 13 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.

Contribution to VCAL

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

Contribution to VCE

Certificate III qualifications provide credit at VCE units 1-4 level. Upon successful completion of each 90 nominal hours of training you are eligible for one VCE unit of credit. Credit accrues in the following sequence: units 1, 2, 3, 4, 3+4 up to a maximum of six VCE units.

Contribution to ATAR

This program offers 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.

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 2022 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

CUA30715 **Certificate III in Design Fundamentals (Design Basics)**(currently in transition)

MSF40118 Certificate IV in Interior Decoration

MSF50218 Bachelor of Interior Design

Bachelor of Design

FULL QUALIFICATION

GDCUA30715

Certificate III in Design Fundamentals (Graphic Design)

Currently in transition

Duration
2 years

Training location
Geelong City

Structured Workplace Learning
Recommended

Program description

This course will provide you with core knowledge and skills to enhance your entry-level employment opportunities or further study prospects in the graphics world.

Taught by industry experienced teachers, you will be introduced to a wide variety of drawing materials and techniques, when producing finished design pieces, using the Adobe suite of products, including Photoshop, Illustrator, InDesign, and Premiere Pro.

Throughout the course, you will learn about design, create illustrations, both manually and digitally, explore page layout and typography, learn digital photography, video editing, and how to apply colour to visual work.

Program content

This program consists of 12 units:

- Contribute to health and safety of self and others
- Produce drawings to communicate ideas
- Explore and apply the creative design process to 2D forms
- Prepare video assets
- Produce and prepare photo images
- Capture photographic images
- Explore and apply the creative design process to 3D forms
- Follow a design process
- Explore the use of colour
- Source and apply design industry knowledge
- Use typography techniques
- Prepare files for publication.

Contribution to VCAL

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

Contribution to VCE

Certificate III qualifications provide credit at VCE units 1-4 level. Upon successful completion of each 90 nominal hours of training you are eligible for one VCE unit of credit. Credit accrues in the following sequence: units 1, 2, 3, 4, 3+4 up to a maximum of six VCE units.

Contribution to ATAR

This program offers 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.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into GDCUA30715 Diploma of Graphic Design (currently in transition) at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in graphic arts industry, into small or large printing and design businesses.

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 2022 are:

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

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

GDCUA30715 **Certificate III in Design Fundamentals (Graphic Design)** (currently in transition)

CUA50715 Diploma of Graphic Design

CUA60315 Advanced Diploma of Graphic Design

Bachelor of Creative Arts (Visual Communication Design)

■ = guaranteed place

PARTIAL QUALIFICATION

Currently in transition

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 VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers 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.

Pathways/career opportunities

Upon successful completion of this program, you may be eligible to obtain a 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 of four weeks' duration spread over two years 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 2022 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)** (currently in transition)

CHC50113 Diploma of Early Childhood Education and Care

Bachelor of Education (Early Years)

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 and 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 VCAL

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

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.

Contribution to ATAR

This program offers 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.

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 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 2022 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.

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
- Produce basic engineering components and products using fabrication and machining operations
- Perform intermediate engineering computations
- Set up basic pneumatic circuits.

Contribution to VCAL

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

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.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 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 2022 are:

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

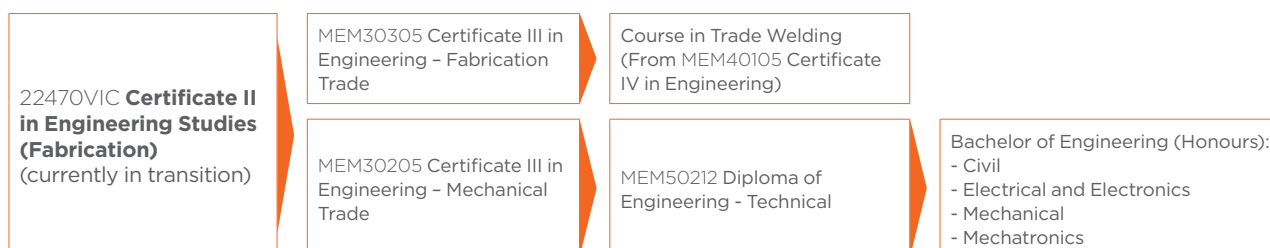
Fees may be subject to change.

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

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 furnishing materials
- 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 VCAL

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

Contribution to VCE

Upon successful completion of the program, you will receive up to two units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 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 2022 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 VCAL

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

Contribution to VCE

Upon successful completion of both years of this program, you will be eligible for two or more units at 1-2 level and a unit 3-4 sequence.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** into a Certificate III course in cookery or tourism 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 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 2022 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



= offered as traineeship

= guaranteed place

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 ICT 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 VCAL

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

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.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 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 2022 are:

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

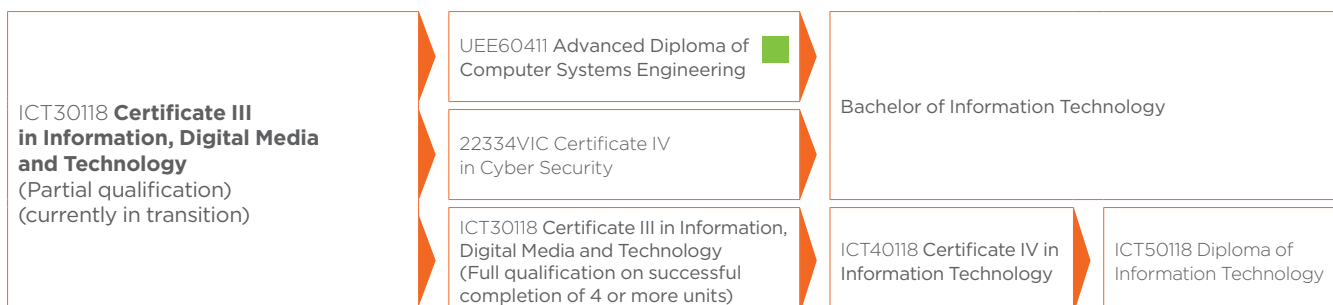
Fees may be subject to change.

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 VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 SIT31016 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 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 2022 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 the laboratory/field workplace 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 VCAL

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

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.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon you can receive a **guaranteed place** into MSL40118 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 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 2022 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

MSL30118 **Certificate III in Laboratory Skills**

MSL40118 Certificate IV in Laboratory Techniques

MSL50118 Diploma of Laboratory Technology

Bachelor of Science

 = 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 (Geelong Year 2 only)
- 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
- Apply eyelash extensions (Wyndham Year 2 only).

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

Contribution to VCAL

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

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.

Contribution to ATAR

This program offers 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.

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 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 2022 are:

- First year \$420
- Second year \$340-\$540

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

22569VIC

Certificate II in Plumbing (Pre-Apprenticeship)

Duration
2 years

Training location
East Geelong, Wyndham, Hobson's Bay

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 measurements and calculations
- Read and interpret plans and specifications
- Prepare to work safely in the construction industry
- Apply WHS 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 and 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 VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers 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.

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 commence 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 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 2022 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

22569VIC **Certificate II in Plumbing (Pre-apprenticeship)**

CPC32413 Certificate III in Plumbing

Certificate III in an associated building trade

CPC40912 Certificate IV in Plumbing and Services

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 VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers 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.

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 of 40 hours (one week) 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 2022 are:

- First year \$370

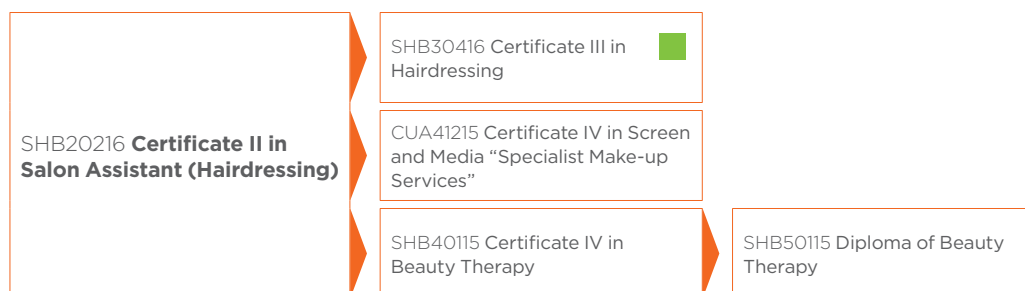
Fees may be subject to change.

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

Currently in transition

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, photo imaging 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 VCAL

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

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.

Contribution to ATAR

This program offers Scored Assessment. The study score you receive can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study score.

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

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 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 2022 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

CUA31015 **Certificate III in Screen and Media**
(currently in transition)

CUA50715 Diploma of Graphic Design

CUA41315 Certificate IV in Visual Arts

FULL QUALIFICATION

Currently in transition

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 VCAL

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

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.

Contribution to ATAR

This program offers 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.

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 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 2022 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

CUA31015 **Certificate III in Screen and Media** (currently in transition)

CUA50715 Diploma of Graphic Design

CUA41315 Certificate IV in Visual Arts

FULL QUALIFICATION

22480VIC

Certificate II in Small Business (Operations/Innovations)

Duration
2 years

Training location
Geelong City

Structured Workplace Learning
Recommended

Program description

The VCE 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.

Contribution to VCAL

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

Contribution to VCE

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

Contribution to ATAR

This program offers 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.

Pathways/career opportunities

Upon **successful completion** of this program through The Gordon, you can receive a **guaranteed place** in BSB30115 Certificate III in Business (currently in transition). 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 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 2022 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

22480VIC **Certificate II in Small Business**

BSB30115 Certificate III in Business (currently in transition)

BSB40215 Certificate IV in Business (currently in transition)

BSB40515 Certificate IV in Business Administration (currently in transition)

 = guaranteed place  = offered as traineeship

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
- Operate an online information system
- Work as a guide
- Process reservations
- Lead tour groups
- Prepare quotations
- Prepare and present tour commentaries or activities.

Contribution to VCAL

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

Contribution to VCE

Certificate III qualifications provide credit at VCE units 1-4 level. Upon successful completion of each 90 nominal hours of training you are eligible for one VCE unit of credit. Credit accrues in the following sequence: units 1, 2, 3, 4, 3+4 up to a maximum of six VCE units.

Contribution to ATAR

This program offers 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.

Pathways/Career Opportunities

Upon **successful completion** of this program through The Gordon, you may receive a 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 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 2022 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

SIT30116 **Certificate III in Tourism**

SIT40116 Certificate IV in Travel and Tourism

SIT50116 Diploma of Travel and Tourism Management

Bachelor of Business (Tourism)

PARTIAL QUALIFICATION

22567VIC

Certificate I in Transition Education

Duration
2 years

Training location
Geelong City, Wyndham

Structured Workplace Learning
Strongly recommended

Program description

This course is intended to support learners with permanent intellectual disabilities to develop the skills to find the most appropriate option for them in the community after leaving school. This may include employment, volunteer work or further study. The certificate includes the development of employability skills including communication, problem solving, self-management and use of technology.

Students are supported to develop strategies to identify information and resources about everyday activities such as travel, health and participation in recreational activities, develop independent living skills and participate in activities in the community.

Program content

This program consists of 6 units that cover the following topics:

- Participate in the community
- Conduct a project with guidance
- Explore a micro-business opportunity
- Explore future options for further training, work or community activities
- Identify processes to obtain a learners permit
- Participate in job seeking activities.

Contribution to VCAL

This program contributes to VCAL at Foundation level.

Contribution to VCE

Certificate I level programs do not contribute to VCE.

Contribution to ATAR

Certificate I level programs do not contribute to ATAR.

Pathways/career opportunities

Students who complete this partial program at school may choose to attend The Gordon TAFE post school to complete the Certificate I in Transition Education. Students' goals may also include transitioning to volunteer work or 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 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 2022 are:

- First year \$25
- Second year \$25

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

VETDSS 22567VIC Certificate I in Transition Education

Dual Qualification of
22566VIC Certificate I in Work Education 
and
22567VIC Certificate I in Transition Education



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, (speak with your VET Coordinator about these arrangements).
- You and your parents may need to attend an information evening for your chosen program.
- The Gordon will inform your secondary college of successful application.
- The Gordon will send an email informing you of your enrolment.
- Late applications will be accepted, however will only be considered if vacancies exist or become available at a later date.
- As a VETDSS student, you must provide The Gordon with your Unique Student Identifier (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
- 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.

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 emails 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, 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.

Student Safety

The Gordon is fully committed to the safety and wellbeing of all students. We have zero tolerance for any harm or abuse to any person here at The Gordon. We acknowledge that many of our VET students are young people under the age of 18, and we are therefore committed to taking additional measures to meet their safety, wellbeing and education needs. Many of our students come from a diverse range of backgrounds, and we are therefore committed to applying a tailored and culturally sensitive approach to meet their safety and wellbeing needs. The Gordon is committed to having the policies, practice and culture in place to provide students with a safe, respectful, inclusive and welcoming learning environment.

The Gordon is committed to listening to the views and suggestions of students and we encourage students to express these views and suggestions, especially on matters that directly affect them. We will apply a tailored approach to seeking the views of students and participants under the age of 18, and those from diverse backgrounds to ensure an individual's diversity or vulnerability is not a barrier to having their voices heard. We will take them seriously and respond promptly and appropriately. The Gordon welcomes all feedback, comments and complaints relating to the way in which we meet the needs of our students to inform and educate us on how we can improve.

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: 0435 220 847

mail: rdolheguy@gordontafe.edu.au

VET Delivered to Secondary Students

P: 5225 0593

E: VETinSchools@gordontafe.edu.au

Or visit us online at thegordon.edu.au

Important notes:

Courses are subject to change without notice.

Courses are subject to minimum number of students enrolling.

Geelong

Geelong City Campus

2 Fenwick Street,
Geelong, Victoria, 3220

East Geelong Campus

Boundary Road,
East Geelong, Victoria, 3219

Wyndham

Werribee Campus

24 Watton Street,
Werribee, Victoria, 3030

Hoppers Crossing Trades Campus

195 Old Geelong Road,
Hoppers Crossing, Victoria, 3029

Werribee Princes Campus

180 Princes Highway,
Werribee, Victoria, 3030

Colac

Colac Trade Training Centre

173 Queen Street,
Colac, Victoria, 3250

     **#thegordon**

Contact Us

P: (03) 5225 0600

E: courinfo@gordontafe.edu.au

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



Accessibility enquiries

(03) 5225 0835 or email
disabilitysupport@gordontafe.edu.au



Hearing or speech impaired?

Call us via the National Relay Service
TTY/Voice 133677

Speak and Listen (SSR) 1300 555 727