VET STUDENT HANDBOOK 2025

wec
western
edge
cluster

**PROVIDING QUALITY
VOCATIONAL PROGRAMS
FOR THE STUDENTS
OF MELTON**

St Francis
CATHOLIC COLLEGE

Staughton
College

MELTON
SECONDARY
COLLEGE
ACADEMIC EXCELLENCE

MELTON
CHRISTIAN
COLLEGE
STEADFAST AND STRONG

KURUNJANG
SECONDARY COLLEGE

Personal Achievement
LSC
EST. 2012
Respect Responsibility

Springside
West
Secondary College

AD ALTIORES
BACCHUS MARSH
COLLEGE

Melton
Specialist School
Learning Beyond Boundaries

WESTERN EDGE CLUSTER

The Western Edge VET Cluster arrangement is founded on a spirit of co-operation and with the purpose of providing a wider breadth of learning opportunities for students.

The Western Edge Cluster comprises of the following schools:

- **BACCHUS MARSH COLLEGE**
- **KURUNJANG SECONDARY COLLEGE**
- **LAKEVIEW SENIOR COLLEGE**
- **MELTON CHRISTIAN COLLEGE**
- **MELTON SECONDARY COLLEGE**
- **MELTON SPECIALIST SCHOOL**
- **SPRINGSIDE WEST SECONDARY COLLEGE**
- **STAUGHTON COLLEGE**
- **ST FRANCIS CATHOLIC COLLEGE**

Students participation in a VET program at a school, other than the student's home school, is a privilege and reliant on students being good ambassadors for their home school.

Should circumstances bring into question the commitment, co-operation and level of achievement of a student, the student's ongoing enrolment in the VET subject shall be reviewed.

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WHAT IS VET?

Vocational Education and Training (VET) refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCE-VM studies with vocational training.

FEATURES OF VET

■ VET is usually a two-year program combining VCE / VCE-VM studies with accredited vocational education and training.

■ It enables students to complete a nationally recognised vocational qualification (eg. Certificate II in Screen Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major (VCE-VM) at the same time.

■ VET allows students to go directly into employment or receive credit towards further study.

■ Important Industry Specific Skills and workplace skills are learnt through the VET program.

HOW DOES VET WORK?

A VET in Schools program is usually made up of VCE VET units which are delivered by registered training organisations, the students' school or another school within the Western Edge Cluster.

STRUCTURED WORKPLACE LEARNING (SWL)

Students undertake work with an employer that enables the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO THE VCE

■ All VCE VET programs contribute to VCE Units that provide credit towards the VCE in the same way as a VCE study.

■ Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only.

■ Some VCE VET programs are scored and some VCE VET programs are unscored.

■ VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your ATAR.

■ Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school-assessed coursework and an externally set examination.

■ Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment.

■ Unscored VCE VET programs do not give you a study score but they can still contribute to your VCE.

■ When you receive a Units 3 and 4 sequence towards your VCE from an unscored VET program, they may contribute towards the calculation of your ATAR by VTAC.

CONTRIBUTION TO THE VCE VOCATIONAL MAJOR

A program will contribute to the 180 hours requirement of the VCE-VM.

Articulate
Simple way of connecting one level of training with another higher level.

Auspiced by
Course delivered by a school but overseen by a Registered Training Organisation.

Competency
A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.

Module
A unit of study in a VET course.

Nationally accredited
A qualification which is valid and recognised throughout Australia.

Pathways
Ways to develop a person's career opportunities.

RTO
Registered Training Organisation (RTO). RTOs meet the legislative requirements and registration processes, which allow them to deliver nationally recognised vocational education and training. They include TAFE institutes, private training providers, enterprises and schools. Only an RTO can issue a VET qualification.

Stream
A theme of study made up of several modules of a VET course.

Structured Workplace Learning
Workplace learning that is undertaken as part of an accredited vocational training program such as VCE-VM or VET.

Vocation
Is a chosen field of work or career.

THE VET ADVANTAGE

VET INCREASES STUDENTS' LEARNING POTENTIAL

- Broadens VCE/VCE-VM options.

- Develops the student's capacity to make decisions and solve problems.

- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.

- Matches student interest and career directions through the provision of strong pathways.

- VET can be taken as a Unit 3&4 VCE subject (provided it does not clash with your timetable).

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.

- VET qualification articulates directly into further education and training at TAFE, e.g., Cert II in Engineering Studies provides students with a pre-apprenticeship in this industry area.

- VET provides access to a range of different technologies related to the workplace.

VET PREPARES STUDENTS FOR THE WORKFORCE

- Expands post school opportunities.

- Provides the opportunity to trial a career. Helps students explore possible areas of interest, which promote further study and work choices.

- Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.

- Improves employment prospects.

- Helps students gain knowledge of employer's expectations and real working conditions.

- Develops student's capacity for cooperation, teamwork and leadership skill development.

- Assists the transition from school to work.

VET COURSE REQUIREMENTS

Students enrolling in a VET program will be required to enrol via the VET portal. It is important that parents and students take time to read the course requirements and student responsibilities before enrolling.

TRAVEL

Students are expected to make their own travel arrangements to and from VET venues.

ATTENDANCE

■ Attendance is critical as practical content may not be delivered again. Non-attendance equates to a week missed. All absences are reported back to the home school. VET requires 90% attendance; failure to meet this requirement will mean no result as well as no certificate.

■ All students are expected to arrive on time to class. Students who arrive late will be marked as 'late' on the portal.

WORK PLACEMENTS

■ The time and arrangements for structured workplace learning will vary for each program, see your VET Coordinator for more information.

■ Travel to and from work placements is the responsibility of each student.

■ Students are encouraged to find their own work placements.

■ SWL helps students develop the vocational skills and knowledge learnt in their VET class with an employer in a real working environment.

The SWL portal is a state-wide FREE website that assists VET students find quality SWL employers. These SWL opportunities are available for VET students who are prepared to work and develop their understanding of the workplace. Opportunities can be for one-day-a-week or a week(s) block during school term or school holidays. The SWL portal will have a range of SWL opportunities which meet your study needs.

Go to www.workplacements.education.vic.gov.au to search for an appropriate employer for your SWL hours. Check that you can actually travel to the employer's place of business and that the available dates match your SWL needs. If the opportunity is suitable, remember to SHARE the SWL Opportunity with your teacher who will assist you with your SWL Arrangement Form.

DELIVERY OF VET PROGRAMS

Every effort is made to deliver the 2nd year of a course; however if numbers do not reach the minimum class size there is no guarantee the program will run.

UNIFORM

Students in the cluster are required to attend VET classes in their WEC VET Uniform. If a course does not have a uniform the student MUST attend in their School Uniform.

STUDENT BEHAVIOUR

Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard and comply with the VET Student Contract.

USI NUMBER

Students must have a USI Number. Certificates and Statements cannot be issued without one. To create a USI Number logon to http://www.usi.gov.au/create-your-USI/Pages/default.aspx

ENROLLING IN UNITS 3 & 4

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4. A Certificate cannot be completed without completing units 1-4. Some certificates are partial completions. Refer to individual courses for more information.

FAILURE TO ABIDE BY THE ABOVE COMMITMENTS MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.

EMPLOYMENT OPPORTUNITIES

Vocational Education and Training can lead to a diverse and exciting range of further training options and career pathways

ANIMAL CARE
Veterinary Services, Animal Breeding Services, Pet and Companion Animal Services, Captive Wildlife Operations.

APPLIED FASHION & DESIGN
Textile Design, Pattern Making, Couture, Wardrobe Supervisor, Fashion Designer, Theatre and Film Costume, Clothing Production Manager, Retail Buyer, Sales Manager, Accessories Designer, Sales Assistant, Soft Furnishing Designer.

AUTOMOTIVE
Mechanic, Electrician, Body Repairer, Air-conditioning Fitter, Parts, Retail, Business Operator, Driver, Mechanical Engineering, Aircraft Engineering, Diesel Mechanic.

BUILDING & CONSTRUCTION
Labourer, Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver, Crane Operator, Administration.

BUSINESS
Administrative Assistant, Receptionist, Secretary, Information Officer, Customer Service Officer.

COMMUNITY SERVICES
Nursing, Child care, Disability and Aged Care, Teaching, Police force, Certificate III in Community Services, Certificate III in Allied Health Service Assistant.

EARLY CHILDHOOD
Early Childhood Education, Welfare & Support Assistant, Assistant Aged Care Worker, Personal Care Assistant, Home Care Assistant. Pathway to Diploma in Community Services, Social Worker.

ELECTRICAL
Electrical Installation, Electrical Engineering, Linesman, Refrigeration & Cooling.

ENGINEERING
Toolmaking, Fitting and Machining, Welding, Sheet metal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Motor Mechanic.

HORTICULTURE
Landscaping, Nursery, Parks and Gardens, Turf Management.

HEALTH SERVICES ASSISTANCE
Health, Nursing, Community service, Certificate IV in Allied Health Assistant.

MUSIC
Vocalist, Musician, Music Retailer, Venue Manager, Music Director, Promoter, Production Crew Member, Stage Manager.

PLUMBING
Apprenticeships selecting from a broad range of specialist areas e.g., roofing & gas fitting.

SALON ASSISTANT
Hairdresser, Hair Stylist, Barbering, Beauty Therapist, Beautician, Make-up Artist.

SPORT & RECREATION
Recreation Officer, Assistant in a Gymnasium/Fitness Centre, Personal Trainer, Sporting Events Assistant, Leisure and Cultural Services Officer, Youth Leader, Outdoor Activity Leader.

ACM20121 Certificate II in

ANIMAL CARE YEAR 2 ONLY

The VCE VET Animal Care program aims to provide participants with the knowledge, skills, and competencies that will enhance their employment prospects in the animal care and management and related industries. This program enables participants to gain a recognised credential and to make an informed choice of vocation or career path.

Code	VCE VET UNITS 3 & 4	Hours
ACMSUS201	Participate in environmentally sustainable work practices	20
BSBCMM211	Apply communication skills	40
ACMGEN310	Provide reception services for an animal care facility	30
ACMVET202	Carry out daily practice routines	40
ACMSPE316	Provide general care of domestic dogs	40
ACMSPE317	Provide general care of domestic cats	40
ACMSPE322	Provide general care of rodents and rabbits	40

VCE: Up to two VCE units at Units 1 and 2 level a VCE Units 3 and 4 sequence

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: A minimum of 80 hours is recommended of SWL over the duration of the VCE VET Animal Care program.

FUTURE PATHWAYS: The Animal Care and Management Industry can be divided into five sectors: veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations, and hunting and trapping. Animal care and management, especially animal welfare has relevance to a number of sectors, including agriculture, racing, sport and recreation, medical research, local government and conservation.

OTHER INFORMATION: Enrol for this course via the BVC portal at www.bvc.vic.edu.au.

MST20722 Certificate II in
APPAREL, FASHION AND TEXTILES

CLUSTER PROVIDER
Staughton College

RTO
Box Hill Institute (4687)

DAY & TIME
Year 1 Wednesday
1.30pm – 5.30pm
Year 2 Thursday
1.30pm – 5.30pm

VCE: VCE students will receive four VCE VET units.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC Polo and WEC Jumper to class and on work placement.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

This certificate provides students with basic design and development skills and knowledge to prepare them for the fashion industry. Students will be provided with the opportunity to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches. This is a hands on course that allows some creative expression to develop and be displayed in the practical projects.

Code	VCE VET UNITS 1 & 2	Hours
MSMWHS200	Work Safely	30
MSTAT2002	Draw Basic Sketches for Textile Products	30
MSTAT2003	Modify Patterns	50
MSTAT2005	Sew Materials by Machine	60
MSTAT2008	Finish Textiles Products	20
MSTGN2018	Work in the TCF Industry	40

Code	VCE VET UNITS 3 & 4	Hours
BSBCMM211	Apply Communication Skills	40
MSMENV272	Participate in Environmentally Sustainable Work Practices	30
MSTGN2023	Identify and Handle Fabrics and Textiles	80
MSTAT2006	Assemble Simple Textiles Products	40
MSTAT2001	Prepare and Communicate Design Concepts for Simple Textile Products	60
MSTAT3008	Embellish Textiles Products	40

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies in clothing, fashion, textiles and soft furnishing and interior design.

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC uniform that consists of a cotton top, jumper, work pants and boots.

OTHER INFORMATION: Students will need to purchase work boots and work pants to wear for every session. Without these, students will be unable to enter the practical classroom.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

AUR20720 Certificate II in
AUTOMOTIVE VOCATIONAL PREPARATION

This course provides students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the automotive and allied industries. It provides students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive industry.

Code	VCE VET UNITS 1 & 2	Hours
AURASA102	Follow safe working practices in an automotive workplace	20
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20
AURAFA103	Communicate effectively in an automotive workplace	20
AURLTA101	Identify automotive mechanical systems and components	25
AURTTJ003	Remove and replace wheel and tyre assemblies	10
AURETR103	Identify automotive electrical systems and components	25
AURAFA104	Resolve routine problems in an automotive workplace	20
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25
AUMAFA001	Apply for jobs and undertake job interviews	20
Code	VCE VET UNITS 3 & 4	Hours
AURAFA009	Carry out research into the automotive industry	40
AURETK001	Identify, select and use low voltage electrical test equipment	10
AURETR115	Inspect, test and service batteries	10
AURETR146	Remove and refit vehicle batteries	15
AURETR147	Recharge vehicle batteries	15
AURTTA003	Use and maintain basic mechanical measuring devices	15
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40
AURTTA127	Carry out basic vehicle servicing operations	40

Prior to commencement of this course students must undertake a Pre-training review and a language, literacy and numeracy evaluation.

FUTURE PATHWAYS: The Certificate can lead to advanced certificate levels, apprenticeships and diploma Studies.

CLUSTER PROVIDER
Staughton College
AGA

RTO
AGA (3829)
SC Box Hill Institute (4687)

DAY & TIME
SC Year 1 Wednesday
7.30am – 11.30am
SC Year 1 Thursday
7.30am – 11.30am
SC Year 2 Wednesday
12.00pm – 5.00pm
SC Year 2 Thursday
12.00pm – 5.00pm
AGA Year 1 Wednesday
8.00am – 12.00pm
AGA Year 1 Wednesday
12.30pm – 4.30pm
AGA Year 2 Wednesday
12.30pm – 4.30pm

VCE: VCE students will receive four VCE VET units.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC polo and WEC jumper to class and on work placement.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

22614VIC Certificate II in
BUILDING & CONSTRUCTION
CARPENTRY PARTIAL COMPLETION

The aim of this program is to provide young people with the opportunity to gain comprehensive entry-level training in the construction industry. The program may include: levelling, carpentry hand tools, calculations, floor and wall framing, roof framing and introduction to scaffolding. On successful completion of this program students will have completed two-thirds of the 22614VIC Certificate II in Building and Construction (Carpentry Pre-apprenticeship.)

Code	VCE VET UNITS 1 & 2	Hours
CPCCOM1014	Conduct workplace communication	20
CPCCOM1015	Carry out measurements and calculations	20
CPCCCM2006	Apply basic levelling procedures	8
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID010	Provide basic emergency life support	12
VU23312	Prepare for work in the building and construction industry	18
VU23320	Identify and handle carpentry tools and equipment	100

Code	VCE VET UNITS 3 & 4	Hours
CPCCCM2006	Apply basic levelling procedures	8
VU23321	Erect and safely use working platforms	24
VU23322	Perform basic setting out	48
VU23323	Construct basic sub-floor	48
VU23324	Construct basic wall frames	40
VU23328	Construct a basic roof frame	20

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

FUTURE PATHWAYS: Upon completion of the VCE VET program, students may need to complete the remaining third of 22614VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating Pre-apprenticeship) before proceeding to the appropriate apprenticeship qualification. The Certificate can lead to apprenticeships, advanced certificates and degree qualifications.

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CHC22015 Certificate II in
COMMUNITY SERVICES

CHC32015 CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION)

To provide access to a range of potential career paths within the community services industry. Provide training and skill development for the achievement of competence in areas such as casework, community development and advocacy.

VCE: On completion students are eligible for recognition of up to two units at Units 1 and 2 level, and two Units 3 and 4 sequences.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: To receive an ATAR contribution for the scored units 3 and 4 sequence students must undertake scored assessment to achieve a study score.

SWL: Throughout this 2 year program students are exposed to an array of learning environments in the community services sector that count towards their VCAA SWL hours without having to leave the classroom.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR202	Organise and complete daily work activities	20
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
HLTWHS001	Participate in workplace health and safety	20
CHCDIV001	Work with diverse people	40
FSKOCM07	Interact effectively with others at work	10
FSKLRG09	Use strategies to respond to routine workplace problems	15
HLTAID011	Provide First Aid	18
BSBWOR201	Manage personal stress in the workplace	40
Code	VCE VET UNITS 3 & 4	Hours
CHCCS016	Respond to client needs	60
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85

FUTURE PATHWAYS: The Certificate can lead to work within the community services industry or you can go on to further study.

UNIFORM: Students are required to wear the WEC Polo, WEC Jumper and black pants to class.

OTHER INFORMATION: Enrolments for Lakeview Senior College are to be submitted via the BVC portal at: www.bvc.vic.edu.au. A laptop or iPad is compulsory for the completion of this course.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

CHC30121 Certificate III in
EARLY CHILDHOOD EDUCATION AND CARE PARTIAL COMPLETION

This is an entry level course that covers the fundamentals of childhood development and caring for children. During the course you will gain essential skills and knowledge to work and communicate in a children's education and care setting. You will use a framework that supports children's learning, development, and wellbeing. You will also learn how to contribute to providing an inclusive environment that enables children to explore, play and learn.

This qualification also has a practical placement component linked to the respective units of competency. This will be undertaken in a regulated children's education and care service.

Code	VCE VET UNITS 1 & 2	Hrs
CHCDIV001	Work with diverse people	40
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE056	Work effectively in children's education and care	65
CHCPRT001	Identify and respond to children and young people at risk	40
HLTWHS001	Participate in workplace health and safety	20

Code	VCE VET UNITS 3 & 4	Hrs
CHCECE034	Use an approved learning framework to guide practice	80
CHCECE037	Support children to connect with the natural environment	50
CHCECE030	Support inclusion and diversity	63
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55

FUTURE PATHWAYS: Students wishing to complete the full qualification will be required to undertake further units of competency to gain CHC30121 Certificate III in Early Childhood Education and Care.

OTHER INFORMATION: The required Language, Literacy and Numeracy skills to undertake a Certificate III level course will be assessed during the enrolment process. Students will be required to obtain a Working with Children Check (WWCC) prior to commencing placement. Students are required to bring their laptop/device with internet connection (not a mobile phone) to every class.

22499VIC Certificate II in
ELECTROTECHNOLOGY
PRE-VOCATIONAL

Certificate II in Electrotechnology (Pre Vocational) offers you the opportunity to develop competencies for a work entry program providing grounding in safety and basic skills and knowledge for work in any electrotechnology discipline, with a direct pathway to becoming an electrical apprentice.

Code	VCE VET UNITS 1 & 2	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID011	Provide first aid	18
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE103A	Solve problems in ELV single path circuits	40
UEENEEE105A	Fix and secure electro technology equipment	20
VU21544	Install a sustainable extra low voltage energy power system	30

Code	VCE VET UNITS 3 & 4	Hours
UEENEEJ104A	Establish the basic operating conditions of air conditioning	20
VU22670	Provide an overview of the electro technology industry	30
VU22671	Use test instruments in the technology industry	30
VU22672	Carry out basic electro technology project	40
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30
UEENEEJ102A	Prepare and connect refrigeration tubing and fittings	40
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40

FUTURE PATHWAYS: Apprenticeship in electrical installation, electrical engineering, linesman, refrigeration & cooling.

CLUSTER PROVIDER
Kurunjang Secondary College

RTO
Victoria University Polytechnic (01377)

DAY & TIME
Year 1 Tuesday
9.00am – 3.08pm
Year 1 Wednesday
9.00am – 3.08pm
Year 2 Thursday
9.00am – 3.08pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC Jumper, Hi-Vis top, work pants, and protective eyewear.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

22632VIC Certificate II in
ENGINEERING STUDIES

To provide participants with knowledge and skill development to enhance their employment prospects within the engineering industry. Enable participants to gain credit towards a nationally recognised credential and to make a more informed choice of a career path.

VCE: VCE students who complete Units 1 to 4 of the VCE VET Engineering program are eligible for four units credit towards their VCE: two units at Units 1 and 2 and a Units 3 and 4 sequence.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: To receive an ATAR contribution for the scored units 3 and 4 sequence students must undertake scored assessment to achieve a study score.

SWL: A minimum of 10 days work placement.

UNIFORM: Students are required to wear the WEC uniform that consists of a WEC cotton top, jumper, work pants and safety boots. PPE is compulsory in the workplace

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
VU23481	Apply occupational health and safety principles in an engineering environment	20
VU23475	Safely use hand tools and hand held power tools for general engineering applications	40
VU23477	Perform metal machining operations	60
	Interpret and prepare basic two and three dimensional engineering drawings	30
VU23478	Perform basic machining processes	40
VU23479	Apply basic fabrication techniques	40
VU23476	Report on the sectors and employment in the manufacturing, engineering and related industries	20
Code	VCE VET UNITS 3 & 4	Hours
MEMPE006A	Undertake a basic engineering project	80
VU23480	Perform intermediate engineering computations	40
VU23483 OR VU23482^	Perform metal machining operations OR Produce basic engineering components and products using fabrication and machining operations^	60 60

^Unit will be confirmed prior to the commencement of this certificate.

FUTURE PATHWAYS: Students who complete this qualification may articulate into higher nationally recognised qualification levels associated with metal and engineering careers. Students may enter engineering apprenticeships in the areas of mechanical, fabrication, automotive or electrical. Alternative vocational pathways at Diploma and Advanced Diploma or the Bachelor of Engineering and the Associate Degree are available in the higher education sector.

OTHER INFORMATION: A laptop or iPad is compulsory for the completion of this course.

VCE: Recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: To receive an ATAR contribution for the scored units 3 and 4 sequence students must undertake scored assessment to achieve a study score.

SWL: Students are exposed to an array of learning environments in the health care sector that count towards their VCAA SWL hours without having to leave the classroom.

UNIFORM: Students are required to wear the WEC polo, WEC jumper and black pants to class.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

OTHER INFORMATION: Students wanting to enrol must undertake an interview.

HLT33115 Certificate III in
HEALTH SERVICES ASSISTANCE

Certificate III in Health Services Assistance is a program suitable for students who have an interest in assisting Allied Health Practitioners such as physiotherapists, speech pathologists, occupational therapists, podiatrists or who may be interested in patient care either within a hospital, nursing home, rehabilitation or medical care facility. The core units of the certificate are broad and aim to prepare students for the many different workplace activities they will be asked to perform. In any health care setting, positive, professional carer patient relationships are essential, and this is emphasised throughout the course.

Code	VCE VET UNITS 1 & 2	Hours
BSBTEC201	Use Business Software Applications	30
BSBTEC301	Organise Personal Work Priorities and Development	30
CHCCOM005	Communicate and Work in Health and Community Services	30
HLTWHS001	Participate in workplace health and safety	20
CHCDIV001	Work with diverse people	40
CHCCCS020	Respond effectively to behaviours of concern	20
CHCCCS010	Maintain a high standard of service	30
HLTINF006	Apply basic principles and practices of infection prevention and control	
HLTHSS003	Perform general cleaning tasks in a clinical setting	20
CHCCCS002	Assist with movement	25
HLTAID011	Provide First Aid	18
Code	**VCE VET UNITS 3 & 4**	**Hours**
BSBMED301	Interpret and apply medical terminology appropriately	60
HLTAAP001	Recognise healthy body systems	70
CHCCCS009	Facilitate responsible behaviour	40
HLTHPS001	Take clinical measurements	50

Students must have developed literacy skills to cope with the demands of this literacy based course.

FUTURE PATHWAYS: The Certificate provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

AHC20422 Certificate II in
HORTICULTURE

Certificate II in Horticulture provides students with the knowledge and skills that will enhance their employment prospects in the horticulture industry providing pathways to landscaping, parks and gardens, conservation and land management, arboriculture and the nursery industry, to name a few. Knowledge and skills gained from this qualification include developing and maintaining plants and landscapes, propagation, tending nursery plants and planting, pruning, irrigation, treating weeds, pests and diseases.

CLUSTER PROVIDER
Melton Specialist School

RTO
Access Skills Training
(6653)

DAY & TIME
Year 1 Wednesday
9.00am – 3.00pm
Year 2 Wednesday
9.00am – 3.00pm

VCE: Recognition of up to four VCE VET units at Units 1 and 2 level, and a VCE VET Unit 3–4 sequence.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: 5 days work experience is strongly recommended.

UNIFORM: Students are required to wear the WEC Jumper, a Hi-Vis vest, long pants and safety boots.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 to 4	Hours
AHCMOM203	Operate basic machinery and equipment -	20
AHCPCM204	Recognise plants	40
AHCPGD207	Plant trees and shrubs	20
AHCPMG201	Treat weeds	30
AHCPMG202	Treat plant pests, diseases and disorders	30
AHCSOL203	Assist with soil or growing media sampling and testing	30
AHCWHS202	Participate in workplace health and safety processes	20
AHCWRK211	Participate in environmentally sustainable work practices	30
AHCNSY205	Pot up plants	20
AHCNSY206	Care for nursery plants	20
AHCNSY207	Undertake propagation activities	30
AHCWRK212	Work effectively in the industry	30
AHCPCM202	Collect and preserve plant specimens	30
AHCPGD209	Prune shrubs and small trees	35
AHCIRG219	Assist with low volume irrigation operations	40

FUTURE PATHWAYS: Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management.

NATIONALLY RECOGNISED TRAINING

CUA30920 Certificate III in
MUSIC - PERFORMANCE SPECIALISATION

To provide students with skills and knowledge to improve their employment prospects in the music industry.

CLUSTER PROVIDER
Melton Secondary College

RTO
COSAMP (41549)

DAY & TIME
Year 1 Wednesday
1.00pm – 4.30pm
Year 2 Wednesday
1.00pm – 4.30pm

VCE: On completion students are eligible for recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: Scored Assessment.

SWL: A minimum of 5 days work placement is recommended.

UNIFORM: Students are required to wear the WEC Polo, WEC Jumper and black pants to class.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
CUACMP311	Implement copyright arrangements	20
CUAIND313	Work effectively in the music industry	35
CUAIND314	Plan a career in the creative arts industry	35
CUAMCP311	Create simple musical compositions	30
CUAMCP312	Write song lyrics	30
CUAMPF213	Perform simple repertoire in ensembles	50

Code	VCE VET UNITS 3 & 4	Hours
CUAMPF312	Prepare for musical performances	35
CUAMPF311	Develop technical skills for musical performances	20
CUAMPF315	Develop and perform musical improvisation	35
CUAMPF414	Perform music as part of a group	70
CUAMPF412	Develop and apply stagecraft skills	70

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies.

OTHER INFORMATION: This is a performance based course. All students will be required to attend an informal audition and interview.

22569VIC Certificate II in
PLUMBING PRE - APPRENTICESHIP

To provide students with an introduction into the industry and start you on your way to a pre-apprenticeship. You will learn basic welding and sheet metal skills, as well as gain knowledge about the broad range of areas that plumbers can specialise in, including roofing and gasfitting.

VCE: On completion students are eligible for recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC Jumper, a Hi-Vis vest, long pants, safety googles and steel capped safety boots.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
VU23054	Use basic plumbing hand tools	50
HLTAID010	Provide basic emergency life support	12
CPCPCM2039A	Carry out interactive workplace communication	10
CPCCCM1015	Carry out measurements and calculations	20
VU23046	Apply basic sheet metal practices	50
VU23050	Perform basic oxy-acetylene welding and cutting	20
VU23051	Prepare to work in the plumbing industry	20
BSBWRT311	Write simple documents	30

Code	VCE VET UNITS 3 & 4	Hours
CUAACD303	Produce technical drawings	50
VU23048	Fabricate simple plumbing pipe systems	30
VU23049	Identify career pathways in the plumbing industry	30
VU23055	Use basic power tools	20
CPCCCM2001	Read and interpret plans and specifications	36
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30
VU23053	Use basic electric welding equipment and techniques	20
VU23047	Cut and penetrate building materials and structures	30
VU23052	Use and apply basic levelling equipment for plumbing	8

FUTURE PATHWAYS: Higher level certificates, employment in apprenticeships.

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SHB20216 Certificate II in
SALON ASSISTANT

The study of Salon Assistant enables you to develop skills and acquire an understanding of the work that hairdressers and barbers do and the employment options that are available within the industry. It aims to provide knowledge and skills to achieve competencies which will enhance employment prospects within the hairdressing and barbering workforce, so that you can make a more informed choice of your career path.

VCE: VCE students are eligible for up to four VCE VET units at 1-2 level.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: No contribution.

SWL: 5 days work placement recommended in both Year 1 and Year 2. Students must find their own placement.

UNIFORMS: Students are required to wear the WEC Polo, WEC Jumper and black pants to class and on work placement.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to health and safety of self and others	20
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBHBAS001	Provide shampoo and basin services	40
SHBHDES001	Dry hair to shape	40
SHBXCCS003	Greet and prepare clients for salon services	10
SHBHBAS002	Provide head, neck and shoulder massages for relaxation	20
SHBHCLS001	Apply hair colour products	30
Code	VCE VET UNITS 3 & 4	Hours
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as part of a team	30
SHBHDES002	Braid Hair	30
SHBXCCS004	Recommend products and services	20
SIRRMER001	Produce visual merchandise displays	35

Prior to commencement of this course students must undertake a Pre-training review and a language, literacy and numeracy evaluation.

FUTURE PATHWAYS: This area may lead to work as an apprentice Hairdresser, a School Based Apprenticeship in Hairdressing or you can go on to further study including a Certificate III in Hairdressing, Certificate III in Barbering or a Certificate in Beauty.

Units of competency are subject to change before commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

Federation TAFE

SIS30122 Certificate III in
SPORT, AQUATICS & RECREATION

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles, which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. All job roles are performed under supervision with some degree of autonomy.

Code	VCE VET UNITS 1 & 2	Hours
HLTWHS001	Participate in workplace health and safety	20
SISSPAR009	Participate in conditioning for sport	30
SISXFAC006	Maintain activity equipment	5
BSBPEF301	Organise personal work priorities	30
SISSSOF002	Continuously improve officiating skills and knowledge	20
SISXIND011	Maintain sport, fitness and recreation industry knowledge	50
HLTAID011	Provide first aid	18
HLTAID009	Provide cardiopulmonary resuscitation	4
SISXEMR003	Respond to emergency situations	20
SISXCCS004	Provide quality service	25
SISXIND009	Respond to interpersonal conflict	20
Code	VCE VET UNITS 3 & 4	Hours
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control	50
SISXPLD004	Facilitate groups	25
SISSSCO001	Conduct sport coaching sessions for foundation level participants	50
SISXPLD002	Deliver recreation sessions	60

FUTURE PATHWAYS: Certificate III in Sport & Recreation provides a pathway for students who wish to pursue a range of occupations in the sport & rec industry, including: Admin in a recreation setting, Coaching, Fitness Instruction & Personal training (must complete Cert. III Fitness then Cert IV Personal Training).

OTHER INFORMATION: Enrolments for Lakeview Senior College and Springside West Secondary College are to be submitted via the BVC portal at: www.bvc.vic.edu.au. For students enrolling at Melton Secondary College: this course will embed a range of compulsory excursions and incursions related to the course. Students are required to bring along laptops to complete assessments.

CLUSTER PROVIDER
Melton Secondary College
Lakeview Senior College
(Year 1 only)
Springside West
Secondary College
(Year 1 only)

RTO
MSC & SW Savile (45452)
LV IVET (40548)

DAY & TIME
MSC Year 1 Wednesday
9.00am – 2.30pm
MSC Year 2 Thursday
9.00am – 2.30pm
LV Year 1 Tuesday
1.30pm – 5.00pm
SW Year 1 Tuesday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to five VCE VET units 3 at 1-2 level and 2 at 3-4 level VCE students undertake scored assessment as an increment to their ATAR scores.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: Scored Assessment.

SWL: Work placement is highly recommended.

UNIFORM: Students are required to wear the WEC polo top, WEC jumper and shorts.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

SIS30115 Certificate III in

SPORT AND RECREATION
- SOCCER YEAR 2 ONLY

The program aims to provide the skills and knowledge required to assist the conduct of sport and recreation activities in the community. This program has a coaching specialization. Content related to this program is based heavily around the sport of Soccer. Students have an opportunity to gain First Aid and Coaching Certificates.

Code	VCE VET UNITS 3 & 4	Hours
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXRES002	Educate user groups	25
SISXCAI006	Facilitate groups	25
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50
SISXCAI004	Plan and conduct programs	35

FUTURE PATHWAYS: Certificate IV to Diploma & Advanced Diploma of Sport & Recreation at TAFE and to Degree level courses at university. This certificate provides a pathway for students who wish to pursue a range of occupations in the sport & recreation industry.

OTHER INFORMATION: Enrolments for Springside West Secondary College are to be submitted via the BVC portal at: www.bvc.vic.edu.au.

CLUSTER PROVIDER
Springside West Secondary College

RTO
Saville (45452)

DAY & TIME
Year 2 Thursday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to five VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.

UNIFORM: Students are required to wear the WEC polo top, WEC jumper and shorts.

BSB20120 Certificate II in
WORKPLACE SKILLS

BSB30120 Certificate III in
BUSINESS PARTIAL COMPLETION (YEAR 2)

This program provides students with knowledge and skills to prepare for a career in business administration in a broad range of industries. Students will develop the necessary skills to undertake basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

CLUSTER PROVIDER
AGA

RTO
AGA (3829)

DAY & TIME
Year 1 Wednesday
8.00am – 12.00pm

VCE: VCE students are eligible for up to four VCE VET units at Units 1 and 2 level.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

SWL: TBC

UNIFORM: Students are required to wear the WEC polo top and WEC jumper.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
BSBCMM211	Apply communication skills	40
BSBOPS201	Work effectively in business environments	30
BSBPEF202	Plan and apply time management	20
BSBSUS211	Participate in sustainable work practices	20
BSBWHS211	Contribute to the health and safety of self and others	20
BSBCRT201	Develop and apply thinking and problem solving skills	30
BSBPEF201	Support personal wellbeing in the work place	50

Code	VCE VET UNITS 3 & 4	Hours
BSBTWK301	Use inclusive work practices	30
BSBDLDR301	Support effective workplace relationships	40
BSBTEC201	Use business software applications	60
BSBPEF101	Plan and prepare for work readiness	20
BSBOPS202	Engage with customers	100

WEC VET STUDENT BEHAVIOUR GUIDELINES

The Western Edge Cluster has a "Duty of Care" to create a positive and safe learning environment for all of our students

All learning environments will not tolerate:

1. Arriving late, being disruptive or unsafe behaviour in the classroom or workshop.
2. Leaving the delivery school grounds or loitering on school grounds outside of VET hours.
3. NOT following specific school or class rules.
4. NOT wearing WEC VET uniform or relevant OHS attire during class and travelling to and from VET classes.
5. Electronic devices are not to be used without the permission of the teacher/trainer.

If you fail to follow instructions and/or continue to be disruptive in class there will three formal warnings as outlined below.

1 **Your teacher/instructor will inform you that he/she will be contacting your Home School VET Coordinator about the incident(s) by submitting an "Incident Report". The Home School VET Coordinator will contact or send the "Incident Report" to your Parent/Guardian.**
On the day of the incident, you may be asked to return to your Home School. You must make a time to meet with your Home School VET Coordinator to discuss the incident. You may be allowed to return to class the following week, with your commitment to follow instruction and focus on your work.

2 **If there is a second incident, a second "Incident Report" will be sent to your Home School VET Coordinator and Parent/Guardian.**
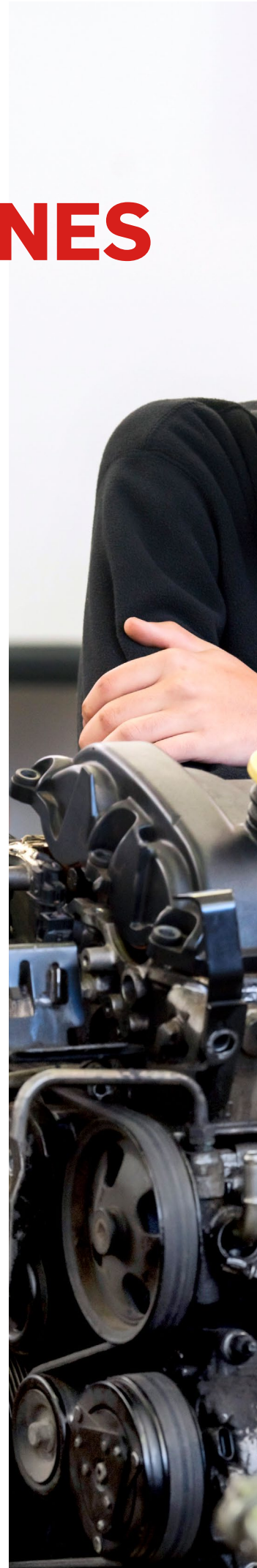A formal meeting with relevant parties may occur, including the VET Teacher, Home School Coordinator and/or Delivery School VET Coordinator to discuss your future in the VET program before you are allowed to return to class.

3 **If there is a third incident, a third "Incident Report" will be sent to your Home School VET Coordinator and Parent/Guardian.**
There will be a formal meeting with your Parent/Guardian, VET Coordinators and Teacher/Trainer to discuss alternate pathways. You will NOT be allowed to return to class unless you can demonstrate that you are committed to making significant changes to your behaviour and attitude at this meeting. **THIS IS A FINAL WARNING AND FAILURE TO IMPROVE WILL REQUIRE YOU TO WITHDRAW FROM YOUR VET CERTIFICATE.**

REMINDER: THERE IS A ZERO TOLERANCE FOR VIOLENCE INSIDE AND OUTSIDE SCHOOL GROUNDS. BEHAVIOUR OF THIS NATURE WILL RESULT IN THE STUDENT BEING REMOVED FROM CLASS, FOLLOWED BY FURTHER DISCIPLINARY MEASURES.

HOW TO ENROL

1 **CREATE A USI NUMBER BEFORE REGISTERING**
Certificates and Statements cannot be issued without one.
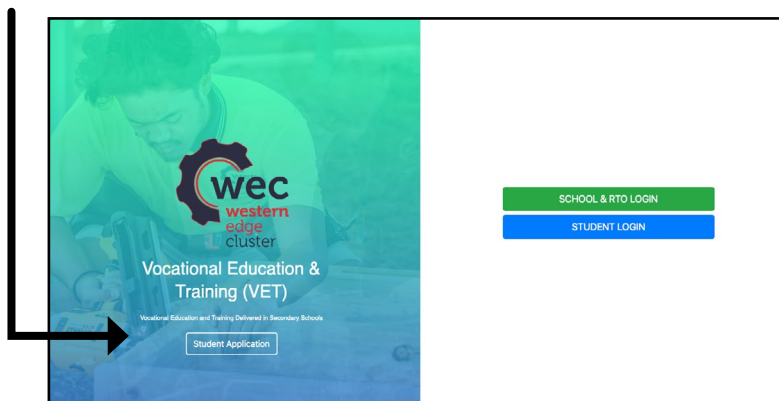To create a USI Number log on to http://www.usi.gov.au/
create-your-USI/Pages/default.aspx

2 **GO TO WEC HOMEPAGE** - **www.wec.vic.edu.au**
Select portal. Enrolments open Monday, 5 August 2024.

3 Select the **STUDENT APPLICATION ICON** button to
register your interest in a 2025 VET Program. This is
applicable for both Unit 1 & 2 (Yr1) and Unit 3 & 4 (Yr2) students.

4 **REGISTERING FOR THE FIRST TIME FOR A 2025
PROGRAM**
Enter your details on the registration page. All fields must be
completed so that your enrolment can be submitted to WEC.

5 **COMPLETE THE STUDENT CONTRACT IN THIS
HANDBOOK**
(on page 33) and give it to your VET Coordinator.

Coordinators & Program
CONTACTS

NICOLE FULLER
ST FRANCIS CATHOLIC COLLEGE
WEST MELTON CAMPUS PH: 8099 6000
BULMANS RD WEST MELTON VIC 3337

JOANNE MAXWELL
LAKEVIEW SENIOR COLLEGE PH:9219 3100
COLLEGE ST CAROLINE SPRINGS VIC 3023

NICOLE HARDHAM
KURUNJANG SECONDARY COLLEGE
PH: 9743 9211
KURUNJANG DRIVE MELTON VIC 3337

JACOB LEWIS
MELTON CHRISTIAN COLLEGE PH: 9732 3000
BROOKLYN RD SOUTH MELTON VIC 3338

JOANNE GALEA
MELTON SECONDARY COLLEGE
PH: 9743 3322
COBURNS RD MELTON VIC 3337

ELLY HO
STAUGHTON COLLEGE PH: 9743 4622
WILSONS RD MELTON SOUTH VIC 3338

JOAN CUMMINGS
MELTON SPECIALIST SCHOOL PH: 9743 4966
COBURNS RD MELTON VIC 3337

ANGELA ROBBINS
BACCHUS MARSH PH: 5367 2955
GRANT STREET BACCHUS MARSH VIC 3340

CONNIE CORSO
SPRINGSIDE WEST SECONDARY COLLEGE
PH: 9387 6133
70 CITY VISTA COURT FRASER RISE 3336

CONTRACT FOR STUDENTS ENROLLED IN VET CERTIFICATE STUDIES IN 2025

Name of Student: _____ **Student Mobile:**_____

Home School: _____

Parent Name: _____**Parent Mobile:** _____

Course Selected: _____**Year 1 or 2:**_____

USI Number: _____ **VSN:** _____

I agree to abide by the following conditions while I am enrolled in a VET Certificate Course.

1. I will make payment if there are any costs associated with my VET program.

2. I agree to attend classes regularly and punctually. In order to successfully complete the VET course. Students are expected to attend ALL VET Classes. One absence can be up to 6 hours of course content missed.

3. I will carry out the set work to the best of my ability and try to make as rapid progress as I can.

4. If I am unable to attend through illness or other cause I will inform the home school as soon as possible.

5. I will follow the instructions of the VET teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VET venue.

6. I agree to follow the rules including OH&S of any school that I attend for my VET program. Any severe breaches could result in being withdrawn from my VET Program.

7. I will wear correct uniform relevant to my VET course.

8. I will attend private study sessions as timetabled when required, work quietly during these sessions and cooperate with supervising teachers.

9. I will give my parents/guardian any notices or correspondence from the home school or the VET institution regarding fees to be paid, or any other matters.

10. I will organise and undertake appropriate work placement as part of my VET program if required at a time agreed upon by my home school.

11. I will obtain a USI number and provide it to my VET Coordinator. Without a USI number I cannot be enrolled to the RTO or access any results.

12. I understand that if I do not keep to these conditions I may have to withdraw from the VET Certificate.

13. I agree to share my personal information with my VET Delivery School.

14. I agree to my photo being used for VET marketing and promotional purposes   YES ☐ NO ☐

Signed (student) _____

Signed (parent/guardian) _____

Date _____

DISCOVER

HOW A VET COURSE CAN LEAD TO DIVERSE AND EXCITING CAREERS

Go to wec.vic.edu.au to register. For more information visit the website and talk to your VET program coordinator.

This handbook has been produced by Western Edge Cluster.
We would like to thank the Principals of all the participating schools for
their willingness to support VET programs between schools and the
VET/VCE-VM Coordinators who have provided this valuable information.

Staughton College

Kurunjang Secondary College

St Francis Catholic College

Melton Secondary College
Academic Excellence

Melton Christian College
Steadfast and Strong

Springside West
Secondary College

Bacchus Marsh College
Ad Altiores

LSC
Personal Achievement
Est. 2012
Respect Responsibility

Melton Specialist School
Learning Beyond Boundaries

FUTURECONNECT
LOCAL LEARNING & EMPLOYMENT NETWORK