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# VETDSS

VET Delivered to Secondary Students

## STUDENT GUIDE

# TABLE OF CONTENTS

- 1 Welcome message
- 2 Introduction
- 3 What is VETDSS
- 4 How VETDSS applies to my learning
- 5 Enrolling into a VETDSS program
- 6 Important information about your VETDSS course
- 7 Expectations
- 8 External VET opportunities
- 9 Course outlines

# WELCOME MESSAGE

Welcome to the 2026 VETDSS (Vocational Education and Training Delivered to Secondary Students) Handbook for Hester Hornbrook Academy. This handbook is designed to assist you in navigating your options, as you enroll in the VCE VM (Victorian Certificate of Education Vocational Major) and select your VET course. The choices you make now will shape your educational experience and open doors to a world of opportunities in your chosen field.

Our VET courses are tailored to provide you with practical skills and knowledge that are directly relevant to various industries. Whether you have a passion for the arts, information technology, music, or any other pathway, our programs are here to support your aspirations and help you build a strong foundation for your future career.

We are committed to creating a positive and supportive environment where you can thrive. Our dedicated team is here to assist every step of the way, ensuring you have the resources and guidance needed to succeed.

I encourage you to explore the courses available, ask questions, and make informed decisions that align with your interests and goals. This is your opportunity to gain valuable experience, develop essential skills, and embark on a fulfilling educational journey.

Thank you for being a part of our vibrant learning community. I look forward to seeing you excel and achieve great things.

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**Cathy Cassar**

*Head of Positive Pathways*



*Hester Hornbrook Academy acknowledges the Traditional Owners of the waterways and lands where we work.  
We pay our respects to the Elders past and present.  
We commit to ensuring everyone we work with is safe, empowered, supported and respected, especially our young people.  
We support and celebrate diversity of race, ability, gender, sexuality and gender identity.*

# INTRODUCTION

**This guide contains all the information you need to understand the VETDSS program at Hester Hornbrook Academy and will help you to make appropriate and interesting VETDSS selections.**

## OBJECTIVES

- Deliver VET Programs that Engage, Equip, Empower and Extend students
- Provide VET Units of competency to assist students achieve their VCE (Vocational Major) Certificate
- Provide an opportunity for students to complete a Certificate II Qualification (full or partial qualification depending on course and duration of enrolment)
- Develop student's employment capabilities
- Develop strong links to industry and jobs
- Develop strong links to positive pathways

## QUICK OVERVIEW OF THE VETDSS PROGRAM:

- All VCE-VM students at Hester Hornbrook Academy **MUST** engage in the VETDSS Program and select a VET offering.
- If you have already completed a VETDSS Program at another school we will add those credits to your report
- VPC students are exempt from the VETDSS Program - unless they have completed the 2 year Propel program
- All internal VETDSS programs are either full or partial qualifications designed to get students the required VETDSS credits to meet the requirements of the VCE-VM
- Classes will run on Campus



# WHAT IS VETDSS?

VETDSS stands for Vocational Education and Training Delivered to School Students.

VET courses are created with strong links to industry to give students the skills required for entry level roles in the workforce, or to continue with further education.

## HOW DOES VETDSS RELATE TO MY STUDIES AT HESTER HORNBrook ACADEMY?

VETDSS links directly to the VCE VM (Vocational Major). It is a condition of your enrolment into the VCE VM that you are enrolled into a VET program as part of your studies - **VCE VM Engage Youth (EY) enrolments are exempt from a VET selection.**

Accredited Courses can only be delivered by a Registered Training Organisation (RTO). We utilise the services of external RTO's to ensure that the courses we deliver are nationally accredited and meet industry training standards.

### Why VETDSS?

VET courses give you a head start in preparing you for work or further education. Vocational Education and Training has a strong reputation for preparing students with real skills for real careers.

The Vocational Education and Training (VET) delivered to school students (VETDSS) core offering is a set of certificates grouped into 12 pathways. Here at Hester Hornbrook Academy, we have a selected range from this offering to support pathways of most interest to our young people.

# HOW VETDSS APPLIES TO MY LEARNING

VETDSS is a vital part of your education that is embedded into all VCE VM Pathways.

To successfully complete VCE - VM, students MUST participate in and complete all or some of a VETDSS Certificate. Students work in their VETDSS classes one day per week and earn VET Credits that contribute significantly to their ability to pass their VCE.

VETDSS credits are earned through completing Units of Competence (UOC) which are subjects in every VETDSS Course.

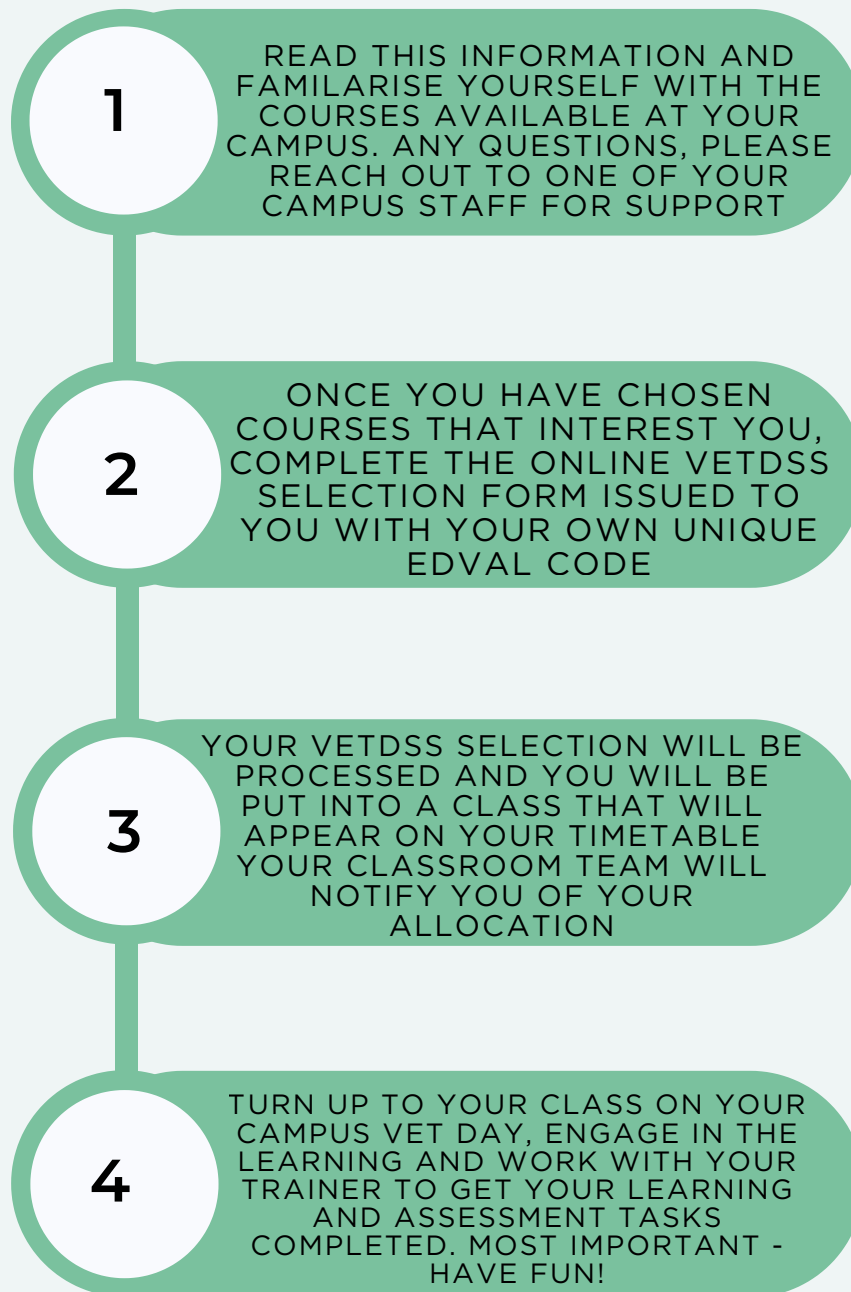
To earn VETDSS Credits, students need to successfully complete the learning and assessment tasks for each UOC - which will earn them VET Points. When students have reached 180 VET Points, they earn 1 UNIT Credit towards their VCE - VM.



**AS YOU CAN SEE,  
VET IS AN  
IMPORTANT PART  
OF WHAT WE DO  
HERE AT HESTER  
HORN BROOK  
ACADEMY**

# ENROLLING IN A VETDSS PROGRAM

To enroll in a VETDSS program at Hester Hornbrook Academy, you need to following this SIMPLE 4 STEP procedure:



- Please note that new VETDSS Enrolments will be considered at the beginning of each YEAR.
- New students to Hester Hornbrook Academy will enrol in VETDSS programs when they commence with our school.
- YOU CAN ONLY SELECT A VET COURSE OFFERED AT YOUR HOME CAMPUS
- Movement into a VETDSS course will be subject to availability and positive pathway plans.
- The units of competency for each program are listed in this guide. This guide will therefore form the training plan for each student, outlining which units will be taught and assessed throughout the year.

# IMPORTANT INFO ABOUT YOUR VET

When you complete your due work, either you or your trainer will upload your work onto Canvas. We will report your completed unit of competency into the VET Student Management System. The school will report your results to the education department and all completed units of competency will appear on your report every Semester.

Your trainer will track your progress as you work through your Certificate and let you know how you are going to get the required VET points you need for your VCE VM. If you have any questions, reach out to your trainer who can give you an update on your progress.

## RESULTS AND REPORTS

When providing supports, we consider the assessment tasks and units of competency students are aiming to achieve and any adjustments they may require. We have selected VETDSS programs that we are confident students will be able to achieve within a set time frame.

Students will be supported by the program's Educator, Youth Worker and Education Support Officer as required.

## REASONABLE ADJUSTMENT

Students who wish to transfer into a different internal VET program must meet the requirements of a VET change. **Changes to programs are only available at the beginning of each year.** For mid-year changes these must be based on a valid study or pathway reason and following a career conversation with the campus career coordinator. The Leader of VET and Head of Positive Pathways have final approval on all VET program transfers.

Students who wish to attend an external VET program must choose their course carefully with assistance from the careers team. Once a student has started an external VET program, they are unable to transfer into an internal VET course. For more information on external VET please see the appropriate section in this handbook.

## COURSE TRANSFERS

Hester Hornbrook Academy is passionate about ensuring we deliver the best courses for our students. If you are not satisfied with the way your training is delivered, you are welcome to report your concerns / feedback to our Leader of VET. The Hester Hornbrook Academy complaints policy and procedure outlines the process in more detail.

## COMPLAINTS AND APPEALS

# EXPECTATIONS

- SAFE
- RESPECTFUL
- PRODUCTIVE

There is an expectation that all students will adhere to the above mentioned Hester Hornbook Academy values when engaging in their VETDSS Program.

There is also an expectation that all students will engage in the classroom discussions, participate in their learning, complete all assessments to the best of their abilities and regularly attend their scheduled classes.

## OUR AUSPICING PROVIDERS

As VETDSS courses are nationally recognised qualifications, all VETDSS courses must be designed and overseen by Registered Training Organisations (RTOs) and delivered by highly skilled and qualified teachers or trainers.

So, all the VETDSS courses delivered at Hester Hornbrook Academy are done under the auspice of the Australian Institute of Education and Training AIET (RTO 121314), The College of Sound and Music Production COSAMP (RTO 41549), Ripponlea Institute (RTO 21230), Short Courses Australia (RTO 41261) and are delivered by highly skilled and qualified trainers and teachers, specialising in the delivery and assessment of VETDSS courses.



# EXTERNAL VET OPPORTUNITIES

## WHY WOULD I DO A AN EXTERNAL VET?

Hester Hornbrook Academy prides itself on the wide variety of VET courses it has on offer to our young people. Sometimes however, the VET courses we have don't align best to the positive pathways that some of our young people have identified they wish to pursue once they leave us. There are over 40 VETDSS courses and as a school we can't offer them all, for this reason in some circumstances an external VET course is a better fit



You have a clear idea on your pathway and know that a VETDSS external course is most aligned to that



You have completed the VETDSS at Hester Hornbrook and want to continue with the next stage of your VET study pathway



You have completed work experience aligned to your nominated internal VET program and are ready to start on your pathway journey



You are aware and ready for the 2 year commitment and have the capacity to get to and from TAFE and really want this!!

## HOW IS IT DIFFERENT TO WHAT IS OFFERED AT HESTER HORNBOOK?

Some VETDSS courses are specialist programs which require specific equipment, resources and teachers. As a school we don't have the space or capacity to run all courses. It is for this reason we utilise the external VETDSS program for selected programs and pathways.

External VET programs are run at TAFEs all across Melbourne. The classes are typically filled with other year 11 and 12 students who are also choosing to do this VET program instead of what is offered at their school. External VETDSS runs one day a week. That day is different depending on the course and the TAFE. If your program runs on a normal class day at Hester Hornbrook you will be exempt from attending school that day and be required to go to TAFE instead. The VETDSS day at your campus can then be used for you to catch up on your VCE work. We modify your timetable so that you can commit to both your VCE students and your VETDSS program.

The TAFE provider will advise the Leader of VET each week of your attendance and provides updates on how you are going with your studies.

## ELIGIBILITY CRITERIA

- ✓ Must be currently enrolled and attending an internal VET program - for at least 1 Semester
- ✓ Attendance of both VCE and VET classes must be at least 75% average for the year
- ✓ Must have participated in at least 5 days of work experience in the field of interest
- ✓ Must have engaged with careers to discuss pathway
- ✓ Have BKSB levels in Literacy and numeracy of at least 3
- ✓ Must be able to independently transport to and from the TAFE provider

## COMPLETE THE EXPRESSION OF INTEREST

Applications open in Term 3 each year. You will need to complete the external VETDSS expression of interest form for any interest in an external VET. Your campus careers coordinator will provide you with this form at your meeting. The form needs an endorsement from both your classroom team and your campus careers coordinator.



# COURSE OUTLINES

THE FOLLOWING PAGES OUTLINE THE VARIOUS  
VET COURSE OFFERINGS AVAILABLE AT  
HESTER HORN BROOK ACADEMY



**Qualification:** CUA20620 Certificate II in Music

**RTO:** COSAMP (RTO 41549)

**CAMPUS:** CITY, SUNSHINE, WERRIBEE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with COSAMP (41549) to deliver this program

## ABOUT THE COURSE:

The Certificate II in Music prepares learners to perform a range of tasks in the music industry, exploring key ideas like recording sound, editing and manipulating audio, composing using loops and MIDI, as well as compiling audio for broadcasting. In this course, we will also explore some of the elements that lie behind the music industry in Australia as well as some fundamental business skills that will help you in your future pathways in the Music Industry.

The program is suited to learners with an interest in music, who are keen to develop their skills as a musician or producer, those who would like to use technology to compose and perform music. Career and pathways opportunities may lead to roles such as studio assistant, performer or session musician, entry level producer, stagehand, songwriter, and road crew.

Upon satisfactory completion, student may attain a national qualification  
. where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

CUAIND211 - Develop and apply creative arts industry knowledge -(20)

BSBWHS211 - Contribute to the health and safety of self and others - (20)

BSBTWK201 - Work effectively with others - (40)

CUASOU211 - Develop basic audio skills and knowledge (40)

CUAMLT211 - Develop musical ideas and knowledge (25)

(CUAMLT202 - Apply knowledge of music culture to music making (25)

CUASOU212 - Perform basic sound editing (30)

CUAMCP211 - Incorporate technology into music making (50)



**Qualification:** **CUA20225** Certificate II in Creative Industries

**RTO:** COSAMP (RTO 41549)

**CAMPUS:** CITY, WERRIBEE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with COSAMP (41549) to deliver this program

## ABOUT THE COURSE:

Taking a passion for digital artistic creation, this course will look at ways in which your creative and artistic skills can be utilised in the field of Marketing and Promotion. Utilising skills that have you following a design process, you will explore ways in which you can use digital imaging and drawing tools in the marketing and promotion realm.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

CUADIG212 Develop digital imaging skills (50)

ICTICT215 Operate digital media technology packages (40)

CUACAM211 Assist with basic camera shoots (30)

CUARES201 Collect and Organise content for Broadcast & Publication (20)

CUAIND211 - Develop and apply creative arts industry knowledge (20)

CUAACD101 - Use basic drawing techniques (50)

CUAWHS312 - Apply work health and safety practices (30)

CUADES201 - Follow a design process (50)

CUAACD201 - Develop drawing skills to communicate ideas (60)

BSBTWK201 - Work effectively with others (40)



# VISUAL ARTS

CUA20720 CERTIFICATE II IN VISUAL ARTS

**Qualification:** CUA20720 Certificate II in Visual Arts

**RTO:** COSAMP (RTO 41549)

**CAMPUS:** CITY, SUNSHINE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with COSAMP (41549) to deliver this program

## ABOUT THE COURSE:

Certificate II in Visual Arts is perfect for those who want to gain work or prepare for further study in Visual Art. This qualification is designed to cover a broad range of skills and knowledge that apply to the arts industry and will help students to find their creative voice and share it with the world.

Students learn to develop ideas and artworks with more independence whilst being guided and supported by an acclaimed artist and qualified trainer. This course covers diverse areas in the visual arts, craft and design industries including painting, sculpture, drawings, 2D forms, design, etc.

All materials are provided. Just bring your creative spirit and sense of adventure.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

BSBWHS211 - Contribute to health and safety of self and others (20)

CUAPPR211 - Make simple creative work (40)

CUADRA201 - Develop drawing skills (50)

CUAPAI211 - Develop Painting Skills (50)

CUAPRI211 - Develop Printmaking skills (50)

CUAACD201 - Develop drawing skills to communicate ideas (60)

CUARES202 - Source and use information relevant to own arts practice (30)

CUADES201 - Follow a design process (50)

CUASCU211 - Develop sculptural skills (50)



**Qualification:** SIT20322 Certificate II in Hospitality

**RTO:** AIET (RTO 121314)

**CAMPUS:** SUNSHINE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with AIET (121314) and Short Courses Australia (RTO 41261) to deliver this program



## ABOUT THE COURSE:

Getting your start in the Hospitality Industry is made simple with the Certificate II in Hospitality course. Working in one of the commercial kitchen classrooms, you will be trained in a range of hospitality operational skills including basic food and beverage service, preparing simple dishes as well as interacting with customers - all the skills needed to work effectively in the Hospitality industry.

Learning from outstanding trainers, you'll learn what it takes to work in hospitality businesses, from restaurants to hotels, motels, catering operations and cafes.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

SITXWHS005 - Participate in safe work practices (12)

SITHIND006 - Source and use information on the hospitality industry (25)

SITXCOM007 - Show social and cultural sensitivity (20)

SITXFSA005 - Use hygienic practices for food safety (15)

SITHFAB027 - Serve Food and Beverage 3 and 4 (80)

SITXFIN007 - Process Financial Transactions 3 and 4 (25)

HLTAID011 - Provide First Aid (18) - *Short Courses Australia (RTO 41261) used to deliver and assess this unit*

SITXCCS011 - Interact with customers (20)

BSBTWK201 - Work effectively with others (40)

SITHCC024 - Prepare and present simple dishes (25)

SITHFAB024 - Prepare and serve non-alcoholic beverages (20)

SITHIN007 - Use Hospitality Skills Effectively (25)



**Qualification:** SIS20321 Certificate II in Sport Coaching

**RTO:** AIET (RTO 121314)

**CAMPUS:** CITY, SUNSHINE, WERRIBEE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 1 year

**Enrolment Info:** Hester Hornbrook has partnered with AIET (121314) and Short Courses Australia (RTO 41261) to deliver this program



#### ABOUT THE COURSE:

Our sports program will give students a head start in their career in the sports industry. This course will give students practical skills to conduct coaching sessions in community based sports clubs and organisations.

Additionally, this course will provide students the opportunity to learn through practical experience how to provide equipment for activities, participate in conditioning training for sport, conduct sport coaching sessions with foundation level participants and assist supervisors to prepare, conduct, monitor and evaluate activity sessions.

Any student with a passion for sport or the outdoors will find this program engaging, and the skills developed through participating valuable for any career pathway. Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily completed, a Statement of attainment may be awarded.

#### UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

HLTIAD011 - Provide first aid (18) *Short Courses Australia (RTO 41261) used to deliver and assess this unit*

SIRXWHS001- Work safely (30)

SISSSCO002 - Work in a community coaching role (30)

SISSSCO001 - Conduct sports coaching sessions with foundation level participants (50)

SISXCAI001 - Provide equipment for activities (10)

SISSPAR009 - Participate in conditioning for sport (30)

SISSSPT001 - Implement sports injury prevention and management strategies (60)



**Qualification:** CHC22015 Certificate II in Community Services

**RTO:** Ripponlea Institute (RTO 21230)

**CAMPUS:** CITY

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with Ripponlea (21230) to deliver this program

## ABOUT THE COURSE:

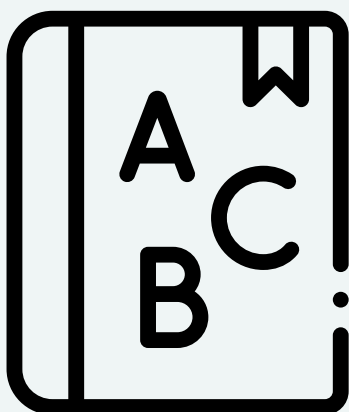
This course is a Certificate II in Community Services qualification with a specific focus on the Early Childhood sector. This certificate is one that can create a pathway into community services work and may apply specifically to working to support individuals by providing a first point of contact in a crisis situation and referral to a broad range of services, or workers in residential facilities and/or in community services under direct or regular supervision within clearly defined organisation guidelines and service plans.

Preparing students for work with children in an early childhood education setting, the course spends time exploring the key elements around this specialised industry. Students can use this course to transition to further study in Early Childhood Education including Certificate III in Early Childhood Education and Care.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily completed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course



HLTWHS001 Participate in workplace health and safety (20)

CHCECE004 Promote & provide healthy food & drinks(35)

CHCCOM005 Communicate and work in health or community services (30)

FSKLRG09 Use Strategies to respond to routine workplace problems (15)

BSBWOR201 Manage personal stress in the Workplace (40)

CHCCOM001 Provide first point of contact. (35)

CHCDIV001 Work with diverse people (40)

FSKOCM07 Interact effectively with others at work (10)

BSBWOR202 Organise and complete daily work activities (20)

CHCGRP001 Support group activities (is in CHC32015) (30)

**Qualification:** **BSB20120** Certificate II in Workplace Skills

**RTO:** Ripponlea Institute (RTO 21230)

**CAMPUS:** CITY, WERRIBEE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with Ripponlea Institute (21230) to deliver this program



## ABOUT THE COURSE:

This qualification is designed to prepare students for a variety of entry-level Business Services jobs, once they finished school. Designed for students who have not yet entered the workforce, and are developing the necessary skills in preparation for work, this VETiS course can also lead onto other Business related courses, including a Certificate III in Business skills.

Students will carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

BSBWHS211 Contribute to the health and safety of self and others (20)

BSBCMM211 Apply communication skills (40)

BSBPEF202 Plan and apply time management (20)

BSBTEC203 Research using the internet (30)

BSBTEC201 Use business software applications (60)

FSKLRG011 Use routine strategies for work related learning (10)

BSBPEF302 Develop Self Awareness (30)

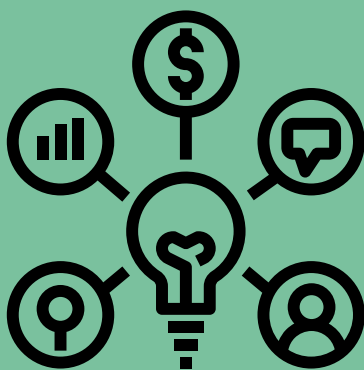
BSBSUS211 Participate in sustainable work practices (20)

BSBOPS201 Work effectively in business environments (30)

BSBTEC101 Operate digital devices (20)

BSBCRT201 Develop and apply thinking and problem solving skills (30)

BSBTWK201 Work effectively with others (40)



**Qualification:** **ICT20120** Certificate II in Applied Digital Technologies

**RTO:** Ripponlea Institute (RTO 21230)

**CAMPUS:** CITY, SUNSHINE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with AIET (121314) to deliver this program

## ABOUT THE COURSE:

The Information Technology program opens the door to entry-level employment opportunities within the IT industry by providing fundamental and broad-based skills, commonly required in the sector and often used as the springboard into further training and education. Students will develop a range of ICT skills that are sought after by most IT service providers, including some of the most common digital technologies, applications and practices used across the industry today.

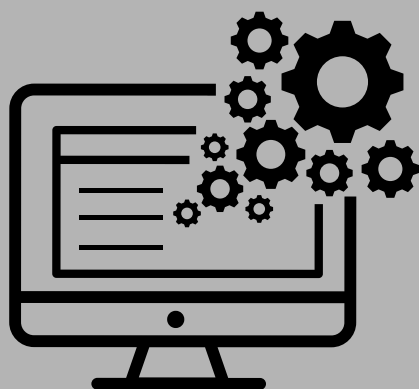
Students will also develop the required knowledge and skills to underpin their own individual performance, once they are in a workplace setting – fundamentals such as communication, teamwork, problem-solving, safe and sustainable practices and more. This program is the ideal way to gain fundamental IT skills, whilst simultaneously being exposed to an array of possible specialist pathways.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily competed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

- ICTICT214 Operate application software packages (60)
- BSBWHS211 Contribute to the health and safety of self and others (20)
- ICTICT215 Operate digital media technology packages (40)
- BSBTEC203 Research using the internet (20)
- BSBTEC301 Design and produce business documents (80)
- BSBX303 Securely manage personally identifiable information and workplace information (40)
- BSBTEC202 Use digital technologies to communicate in a work environment (20)
- ICTICT213 Use computer operating systems and hardware (60)
- BSBTEC303 Create electronic presentations (20)
- BSBSUS211 Participate in sustainable work practices (20)
- BSBTEC302 Design and produce spreadsheets (35)
- BSBTEC101 Operate digital devices (20)



# PROJECT READY FOR LIFE

CCHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

**Qualification:** **CCHC24015** Certificate II in Active Volunteering

**RTO:** Access Australia Group (RTO 4603)

**CAMPUS:** CITY, SUNSHINE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 2 years

**Enrolment Info:** Hester Hornbrook has partnered with Access Australia (4603) to deliver this program



## ABOUT THE COURSE:

Project Ready for Life's Certificate II in Active Volunteering is effective in re-engaging students in their education and helping them get ready for their future worlds of work.

Students participating in Project Ready for Life undertake a community project, design thinking theory, teamwork, career planning, communication and diversity training, workplace health and safety, industry engagement activities, field trips, enterprise & entrepreneurial skills, well-being development and personal effectiveness.

Project Ready for Life helps students:

Discover their unique skills, strengths and passions.

Understand possible training and work pathways.

Upon satisfactory completion, student may attain a national qualification. Where units are satisfactorily completed, a Statement of attainment may be awarded.

## UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

CHCVOL001 - Be an effective volunteer (25)

BSBCMM201 - Communicate in the workplace (40)

CHCDIV001 - Work with diverse people (40)

HLTWHS001 - Participate in workplace Health and Safety (20)

BSBPEF101 - Plan and prepare for work readiness (20)

VU22786 - Develop personal effectiveness

SITXCCS009 - Provide Customer Information And Assistance (20)



# MAKE-UP

SHB30221 CERTIFICATE III IN MAKE-UP  
(PARTIAL COMPLETION)

**Qualification:** SHB30221 Certificate III in Make-Up  
(Partial completion)

**RTO:** AIET (RTO 121314)

**CAMPUS:** CITY, WERRIBEE

**Delivery Mode:** Face to Face

**Program Duration:** Minimum 1 year

**Enrolment Info:** Hester Hornbrook has partnered with AIET (121314) to deliver this program



## ABOUT THE COURSE:

This 12-month make-up program is designed to provide students with the essential skills and knowledge required to thrive in the beauty industry. Students will learn practical techniques for creating various make-up looks, specialised skills for photographic make-up, and effective communication strategies within a salon environment.

This skill set emphasises both technical proficiency and professional development, ensuring students are well-prepared for careers in the beauty industry. With a focus on client consultation, team collaboration, and ethical behavior, students will be equipped to deliver exceptional service in any salon setting.

## UNITS OF COMPETENCE:

Please note that the units listed above are the scope for selection for delivery of this VETDSS Course

SHBBMUP009 Design and apply make-up (45)

SHBBMUP010 Design and apply make-up for photography (30)

SHBXIND005 Communicate as part of a salon team (30)

SHBXCCS003 Greet and prepare clients for salon services (10)



***At the completion of this short course you will be required to select from another VET program offered to complete the minimum 180 VET points.***



# SINGLE UNITS OF COMPETENCY

**RTO:** SHORT COURSES AUSTRALIA (RTO 41261)

**CAMPUS:** SUNSHINE, WERRIBEE, CITY

**DELIVERY MODE:** FACE TO FACE

**PROGRAM DURATION:** MINIMUM 1 DAY PER UNIT

**ENROLMENT INFO:** HESTER HORN BROOK HAS PARTNERED WITH SHORT COURSES AUSTRALIA (RTO 41261) TO DELIVER THESE SINGLE UNITS



## Food Handling

SITXFSA005 Use hygienic practices for food safety for hospitality and tourism



## Barista Coffee

Non-accredited training- Barista Coffee Course (students will receive a certificate of completion)



## White Card

CPCWHS1001 Prepare to work safely in the construction industry

Our VETDSS program offers a range of short courses designed to equip you with essential skills that are highly valued in various industries. Whether you're looking to enter the workforce immediately or complement your current studies, these courses provide practical and recognized qualifications that enhance your employability.

**White Card - CPCWHS1001 Prepare to work safely in the construction industry**

Gain the necessary accreditation to work safely on construction sites with our White Card course. This training covers fundamental safety protocols, hazard identification, and risk management, ensuring you are well-prepared for the demands of the construction industry.

**Food Handling - SITXFSA005 Use hygienic practices for food safety for hospitality and tourism**

Learn the critical skills required for safe and hygienic food handling with our comprehensive Food Handling course. This program covers food safety regulations, proper storage, preparation techniques, and personal hygiene practices, essential for anyone pursuing a career in the food service industry.

**Barista Coffee - Non-accredited training (students will receive a certificate of completion)**

Discover the art of coffee making with our Barista course. This hands-on training covers everything from operating coffee machines to mastering various coffee brewing techniques. Whether you're a coffee enthusiast or aspiring to work in a café, this course will provide you with the expertise to excel as a skilled barista.

These short courses are designed to be flexible, allowing you to gain these valuable qualifications alongside your VCE VM studies. Join us to enhance your skillset and boost your career prospects with these industry-recognised certifications.

Where units are satisfactorily competed, a Statement of attainment or Certificate of completion may be awarded.



# THANK YOU

As you reach the end of this VETDSS Handbook, we want to extend our heartfelt thanks for your dedication and commitment to your education and positive pathway. Your decision to enroll in the VCE VM and select a VET course reflects your drive to gain valuable skills and knowledge that will open doors to numerous opportunities. We are excited to support you on this journey and look forward to witnessing your growth and success.

Thank you for being an integral part of our learning community. We wish you all the best in your studies and future endeavors.

## CONTACT INFORMATION :



vetis@hhacademy.vic.edu.au