

2021/2022 VETIS HANDBOOK

Guide for Students



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Introduction

Welcome to the 2021 and 2022 VETiS program.

This guide contains all the information you need to understand what the VETiS program will look like moving forward and make course choices.

OBJECTIVES

- Deliver VET Programs that Engage, Equip and Empower
- Provide VET Units of competency to assist you achieve their VCAL Certificate
- Provide an opportunity for you to complete a Certificate 2 Qualification
- Develop your employability capacity
- Develop strong links to industry and jobs
- Develop strong links to education pathways

WHAT IS VETiS?

VETiS stands for Vocational Education and Training in Schools. The Victorian Certificate of Applied Learning (VCAL) is a School Certificate and requires the achievement of accredited training also known as VET. It is also referred to as VETDSS - VET Delivered in Secondary Schools

Accredited Training can only be delivered by a Registered Training Organisation.

WHY VET?

To give you a head start on preparing you for work or further learning. Vocational Education and Training has a strong reputation for preparing students with real skills for real careers.



WHAT VET DO I NEED TO ACHIEVE MY VCAL?

You need three (3) VET Credits. Every unit of competency has a value assigned to it. (VET Value).

A VET Value of 90 equals = 1 Credit in your VCAL.

To complete your Senior VCAL you need a VET Value of 270 or 3 VET Credits.

A QUICK GUIDE TO VETIS IN 2021 AND 2022

All HHA students are encouraged to attend a Wednesday or Friday VETis Program.

If you have already achieved the VET requirements of your VCAL you are encouraged to speak to your VET Coordinator or Careers Team to discuss other opportunities.

All courses listed below are Certificate II Qualifications

Campus	Wednesdays
Prahran Campus	Community Services Skills for work and vocational pathways
City Campus	Information, Digital Media and Technology Business
Sunshine Campus	Visual Arts Hospitality

Campus	Fridays
Prahran Campus	Music Hospitality
City Campus	Community Services Visual Arts
Sunshine Campus	Skills for work and vocational pathways Information, Digital Media and Technology

Additional program:	Road Safety Skill Set
Prahran Campus	Term One 2021
Sunshine Campus	Term Three 2021

Note: if you are a senior student and wish to do Certificate III or higher, you are encouraged to speak to the VET Coordinator to discuss your options.

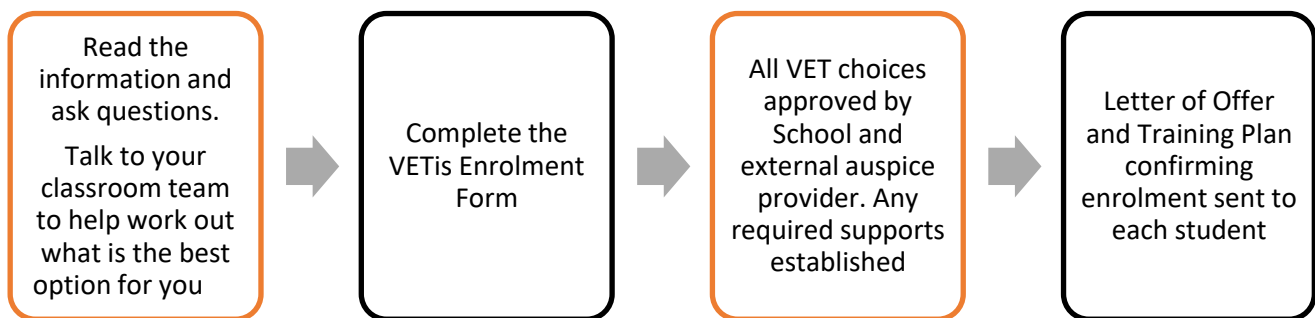
Young Mums

You are welcome to join any of the VET Programs offered. Your VET Coordinator will meet with you to understand your needs and your goals for 2021/2022. We will then work with you and your teacher to provide effective programs for you to achieve your VET Credits for your VCAL.

Young Mums will have first option to attend the Road Safety Skill Set.

To understand how VET differs from VCAL, watch this short video <https://youtu.be/ZbtHKWr16EY>

Enrolment Process



AUSPICE PROVIDER

From 2021 all VET course will be under the auspice of Australian Institute of Education and Training (AIET).

More information about this provider can be found here: <https://aiet.edu.au/>

IMPORTANT NOTE:

If you did training through MCM RTO, Collarts or William Angliss in 2020 (or earlier) you will have any units that were completed and marked as competent CREDIT TRANSFERRED to our new provider.

This means you will not have to do them again.

New enrolments will be considered prior to the beginning of each Semester for VETis (start of term 1 and start of term 3)

A training plan will be established for each student. This will specify what units of competency you are aiming to achieve for the year.

EXPECTATIONS

When attending the VET Programs, we expect each student to be

- Safe
- Respectful
- Productive

SUPPORT

Our initial snapshot meeting gives you an opportunity to let us know how you learn best and then we work hard to put those conditions for the learning in place. We consider the assessment tasks and the units of competency you are aiming to achieve and consider any adjustments you may require.

We have selected VET programs that we are confident you will be able to achieve.

During class you will be supported by the program's trainer and a youth worker. Education support will be provided where required.

RESULTS AND REPORTS

When you complete a unit of competency this is reported into the VET Student Management System and then the results are reported to the school. The school will report your results into VASS.

Your trainer will provide Mid-year and End of Year Reports to the school. This report will track against your training plan and let you know how many VET credits you have achieved.

COMPLAINTS AND APPEALS

If you are not satisfied with the way your training is delivered please contact the VET Coordinator.

SURVEYS

You may be asked by government bodies such as the Department of Education or ASQA to complete Surveys.

You can find a fact sheet and further information here <https://www.asqa.gov.au/news-publications/publications/fact-sheets/student-surveys>

Course Information

Below is the information for courses being run in 2021 and 2022. Remember, if you have already completed a unit, you will get a credit transfer.

The Certificate II in Skills for Work and Vocational Pathways runs for one year.

All other internal VET courses run for two years.

STEP ONE:

- Foundation and Connect Youth students will be automatically enrolled into Certificate II in Skills for Work and Vocational Pathways. Depending on attendance and unit requirements, students who are ready will have the opportunity to transfer from this course to one of internal VET courses listed below.
- Transfers to internal VET are available for a term one or term three start date based on trainer recommendation.

SKILLS FOR WORK AND VOCATIONAL PATHWAYS PRAHRAN

Qualification	FSK20119 Certificate II in Skills for Work and Vocational Pathways
Trainer	Karl Howman
Location	Prahran
Class time	Wednesday 10 am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	Recommended (20 hours)

SKILLS FOR WORK AND VOCATIONAL PATHWAYS SUNSHINE

Qualification	FSK20119 Certificate II in skills for work and vocational pathways
Trainer	Mark Bolton
Location	Sunshine
Class time	Friday 10 am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	20 Hours (Recommended)

Qualification Information

This qualification is designed for individuals who require foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require a pathway to employment or vocational training, as well as reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework Level 3.

It has been introduced to the HHA VETis program to prepare students for VET Training and Assessment.

Units of competency

Core Units

- FSKLRG011 Use routine strategies for work-related learning VV=10

Elective Units

Group A: Numeracy units

- FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work VV=15
- FSKNUM015 Estimate, measure and calculate with routine metric measurements for work VV=10

Group B: Reading, writing, oral communication, learning and digital technology units

- FSKDIG003 Use digital technology for non-routine workplace tasks VV=15
- FSKLRG009 Use strategies to respond to routine workplace problems VV=15
- FSKOCM007 Interact effectively with others at work VV=10

Additional units:

- BSBWOR202 Organise and complete daily work activities
(Business and Community Services credit transfer) VV=20
- ICTWEB201 use social media for collaboration and engagement
(Information, Digital Media and Technology, and Music Industry credit transfer) VV=20
- SITXFAS001 Use hygienic practices for food safety
(Hospitality credit transfer - Food handling short course day program) VV=15
- Visual Art (Short course day programs)

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment, so you are expected to act professionally

Delivery

This is a classroom-based learning program. Attendance is required to learn the skills and develop your competencies.

Employment and Further Study Opportunities

This course is a pathway into any Certificate II or Certificate III course.

At HHA this course is a pathway into a student's chosen Internal VET Course

STEP TWO:

Internal VET courses recommended for

- Intermediate and Senior VCAL students.
- Foundation and connect youth students recommended for transfer by their Certificate II in Skills for Work and Vocational Pathways trainer.

BUSINESS

Qualification	BSB20115 Certificate II in Business
Trainer	Mark Bolton
Location	City Campus
Class time	Wednesday 10am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	40 Hours (Recommended)

Qualification Information

The Certificate II in Business allows you to develop useful and general skills that can be used in a variety of industry settings.

Units of competency

Year	Semester	Unit	V.V
2021	One	BSBWHS201 Contribute to health and safety of self and others	20
2021	One	BSBCUS201 Deliver a service to customers	40
2021	Two	BSBWOR204 Use business technology	20
2021	Two	BSBINN201 Contribute to workplace innovation	35
2021	Two	BSBITU212 Create and use spreadsheets	30
2021	Two	BSBWOR202 Organise and complete daily work activities	20

Vet Value: 165

Year	Semester	Unit	V.V
2022	One	BSBWOR203 Work effectively with others	15
2022	One	BSBITU211 Produce digital text documents	60
2022	One	BSBITU213 Use digital technologies to communicate remotely	20
2022	Two	BSBCMM201 Communicate in the workplace	40
2022	Two	BSBSMB201 Identify suitability for microbusiness	20
2022	Two	BSBSUS201 Participate in environmentally sustainable work practices	20

VET Value: 175

Total VET Value: 340

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment so you are expected to act professionally

Delivery

This is a class-room based learning program. Attendance is required to learn the skills and develop your competencies.

Employment and Further Study Opportunities

The Business Administration Cert II provides a pathway into a variety of different administration roles, or a Cert III qualification, such as:

- Business
- Business Administration

COMMUNITY SERVICES

Qualification	CHC22015 Certificate II in Community Services
Trainer	TBC
Location A	Prahran
Class time	Wednesday 10am – 3pm
Location B	City Campus
Class time	Friday 10 am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	40 hours

Qualification Information

The Certificate II in Community Services is a pathway to work or further studies in the community services sector.

Units of competency

Year	Semester	Unit	V.V
2021	One	CHCCOM001 Provide first point of contact	35
2021	One	BSBWOR202 Organise and complete daily work activities	20
2021	Two	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	25
2021	Two	CHCPRT001 Identify and respond to children and young people at risk	40

Vet Value: 120

Year	Semester	Unit	V.V
2022	One	CHCCOM005 Communicate and work in health or community services	30
2022	One	CHCCDE003 Work within a community development framework	65
2022	Two	CHCDIV001 Work with diverse people	40
2022	Two	Comply with infection prevention and control policies and procedures	25
2022	Two	HLTWHS001 Participate in workplace health and safety	20

Vet Value: 180

Total VET Value: 300

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment, so you are expected to act professionally

Delivery

This is a class-room based learning program. Attendance is required to learn the skills and develop your competencies.

Employment and Further Study Opportunities

The Employment prospects in Community Services are strong. You could pathway into several qualifications including.

- CHC32015 Certificate III in Community Services
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC30213 Certificate III in Education Support
- CHC34015 Certificate III in Active Volunteering
- CHC40313 Certificate IV in Child, Youth and Family Intervention
- CHC40413 Certificate IV in Youth Work
- CHC42115 Certificate IV in Community Development

HOSPITALITY

HOSPITALITY PRAHRAN

Qualification	SIT20316 Certificate II in Hospitality
Trainer	TBC
Location	Prahran Campus
Class time	Friday 10am - 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	Recommended (80 hours)

HOSPITALITY SUNSHINE

Qualification	SIT20316 Certificate II in Hospitality
Trainer	TBC
Location	Sunshine Campus
Class time	Wednesday 10am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	Recommended (80 hours)

Qualification Information

The Certificate II in Hospitality aims to develop general skills that can be used in entry level hospitality businesses including cafes and restaurants.

Units of competency

Year	Semester	Unit	V.V
2021	One	SITWHS001 Participate in safe work practices	12

2021	One	SITXSFA001 Use hygienic practices for food safety	15
2021	One	SITHKOP001 Clean kitchen premises and equipment	13
2021	Two	SITHIND002 Source and use information on the hospitality Industry	25
2021	Two	SITXCOM002 Show social and cultural sensitivity	20
2021	Two	SITHCCC003 Prepare and present sandwiches	10

Vet Value: 95

Year	Semester	Unit	V.V
2022	One	SITHIND003 Use hospitality skills effectively	0
2022	One	SITHCCS003 Interact with customers	20
2022	One	SITHCCS002 Prepare and present simple dishes	25
2022	Two	BSBWOR203 Work effectively with others	15
2022	Two	SITXFIN001 Process financial instructions	25
2022	Two	SITHFAB007 Serve food and beverage	80

Vet Value: 165

Total Vet Value: 260

Skills for Work and Vocational Pathways to Hospitality Transition

Students moving to Hospitality from the Introduction to VET program will be expected to complete the following short course:

SITXFAS001 Use hygienic practices for food safety (VV= 15)

This unit is a course prerequisite and will receive a credit transfer.

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment, so you are expected to act professionally

Delivery

This is a class-room based learning program. Attendance is required to learn the skills and develop your competencies. All equipment is provided

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Qualification	ICT20115 Certificate II in Information, Digital Media and Technology
Trainer	TBC
Location A	City Campus
Class Time	Wednesday 10am-3pm
Location B	Sunshine Campus
Class Time	Friday 10am-3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	40 Hours (Recommended)

Year	Semester	Unit	V.V
2021	One	ICTICT201 Use computer operations systems and hardware	60
2021	One	ICTICT203 Operate application software packages	60
2021	One	ICPDMT321 Capture a digital image	40
2021	Two	ICTICT204 Operate a digital media technology package	40
2021	Two	ICTWEB201 Use social media tools for collaboration and engagement	20
2021	Two	CUADIG201 Maintain interactive content	30
2021	Two	ICTICT205 Design basic organisational documents using computing packages	40

Vet Value: 290

Year	Semester	Unit	V.V
2022	One	BSBWHS201 Contribute to health and safety of self and others	20
2022	One	ICTICT206 Install software applications	20
2022	One	CUAANM301 Create 2D digital animations	30
2022	One	ICTSAS208 Maintain ICT equipment and consumables	20
2022	Two	ICTICT202 Work and communicate effectively in an ICT environment	40
2022	Two	BSBSUS201 Participate in environmentally sustainable work practices	20
2022	Two	CUAANM302 Create 3D digital animations	75

Vet Value: 225

Total Vet Value: 515

Qualification Information

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

The HHA adaptation of this program includes creative digital media units

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment, so you are expected to act professionally.

Delivery

This is a classroom-based learning program. Attendance is required to learn the skills and develop your competencies.

Employment and Further Study Opportunities

The employment and further study opportunities and prospects if you complete this course are diverse and interesting. You could pathway into a number of qualifications including:

- Certificate III in Information, Digital Media and Technology
- Certificate IV in Information Technology Support

MUSIC INDUSTRY

Qualification	CUA20615 Certificate II in Music Industry
Trainer	Karl Howman
Location	Prahran Campus
Class time	10am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	40 hours (Recommended)

Qualification Information

The qualification gives you a range of introductory skills that give you skills to work with music in both a live music setting and inside the digital realm. During the course you can expect to experience singing or playing an instrument (or supporting others to do so), develop a deeper understanding of the structure and sounds within songs, learn how to use technology to make your own music, record and edit the music of other artists.

Within the music industry you would go on to use your practical skills and knowledge within a live or studio setting and work under supervision. Two years are required to complete this qualification.

Units of competency

Year	Semester	Unit	V.V
2021	One	CUAMCP201 Incorporate technology into music making	50
2021	One	CUASOU201 Develop basic audio skills and knowledge	40
2021	One	ICTWEB201 Use social media tools for collaboration and engagement	20
2021	Two	BSBWHS201 Contribute to the health and safety of others	20

Vet Value: 130

Year	Semester	Unit	V.V
2022	One	CUAIND201 Develop and apply creative arts industry knowledge	20
2022	One	CUAMPF201 Play or sing simple musical pieces	70
2022	Two	BSBWOR203 Work effectively with others	15
2022	Two	CUASOU202 Perform basic sound editing	30

Vet Value: 135

Total VET Value: 265

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment, so you are expected to act professionally

Delivery

This is a class-room based learning program. Attendance is required to learn the skills and develop your competencies.

Employment and Further Study Opportunities

Some potential career paths could be, Singer, instrumentalist, roadie, recording engineer, film composer, jingle writer, video game sound designer, radio personality, music producer.

You could pathway into several qualifications including

- Certificate III in Music Industry
- Certificate III in Live Production
- Certificate III in Screen and Media

VISUAL ARTS VISUAL ARTS SUNSHINE

Qualification	CUA20715 Certificate II in Visual Arts
Trainer	Kelly Hartley
Location	Sunshine Campus
Class time	Wednesday 10 am – 3 pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	n/a

Qualification Information

The Certificate II in Visual Arts is a qualification that will provide an opportunity to explore Visual Arts in a vocational context. It allows you to develop the basic creative and technical skills that underpin visual arts and craft professional practice.

Year one has a fine arts focus. Year two has a focus on drawing and digital art.

Year	Semester	Unit	V.V
2021	One	CUADRA201 Develop drawing skills	50
2021	One	CUASCU201 Develop sculptural skills	50
2021	Two	CUARES202 Source and use information relevant to arts practice	30
2021	Two	CUAPAI201 Develop painting skills	50

Vet Value: 180

Year	Semester	Unit	V.V
2022	One	BSBWHS201 Contribute to health and safety of self and others	20
2022	One	CUADRA101 Use basic drawing techniques	50
2022	Two	CUADIG202 Develop digital imaging skills	50
2022	Two	CUAPPR201 Make a simple creative work	40
2022	Two	BSBDES201 Follow a design process	40

Vet Value: 200

Total VET Value: 380

VISUAL ART CITY

Qualification	CUA20715 Certificate II in Visual Arts
Trainer	Pouya Bagheri
Location	City Campus
Class time	Friday 10am – 3pm
RTO	AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING RTO 121314
Structured Workplace Training	n/a

Year one has a drawing and digital art focus. Year two has a focus on fine art.

Year	Semester	Unit	V.V
2021	One	BSBWHS201 Contribute to health and safety of self and others	20
2021	One	CUADRA101 Use basic drawing techniques	50

2021	Two	CUADIG202 Develop digital imaging skills	50
2021	Two	CUAPPR201 Make a simple creative work	40
2021	Two	BSBDES201 Follow a design process	40

Vet Value: 200

Year	Semester	Unit	V.V
2022	One	CUADRA201 Develop drawing skills	50
2022	One	CUASCU201 Develop sculptural skills	50
2022	Two	CUARES202 Source and use information relevant to arts practice	30
2022	Two	CUAPAI201 Develop painting skills	50

Vet Value: 180

Total VET Value: 380

Assessments

The assessments for this qualification include practical demonstration of skills, group work, role plays, and projects as well as the completion of written tasks. The assessments often simulate the work environment so you are expected to act professionally

Delivery

This is a class-room based learning program. Attendance is required to learn the skills and develop your competencies.

There will be lots of hands on parts to this program including developing drawing skills, painting skills and sculptural skills. These units are about experimenting with techniques and learning new ideas. You will do some research, thinking and discussion about art works. We will look at work by other artists and visit art galleries. All equipment is provided.

Both courses are being run in the purpose build art room at our Sunshine Campus.

Employment and Further Study Opportunities

The Employment and further study opportunities and prospects if you complete this Business are diverse and interesting. You could pathway into a number of qualifications including a Cert 3 in Visual Arts or Media. Add more!

Questions?

If you have questions, please speak to any staff member or email questions to your VET Coordinator Kelly Hartley khartley@hhacademy.vic.edu.au

What next?

Complete a VETiS Enrolment Form