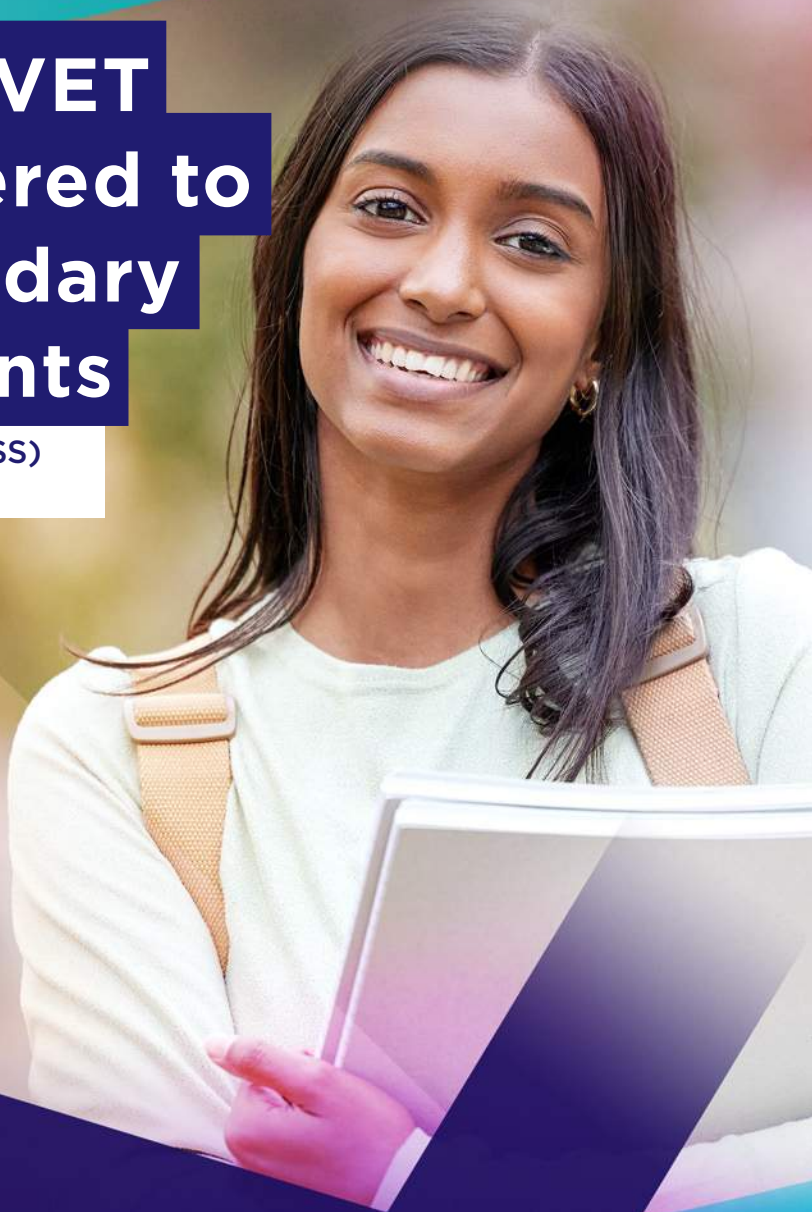


2024 VET Delivered to Secondary Students

(also called VDSS)

Edition 2



**MELBOURNE
POLYTECHNIC**



Never Stop Learning

Melbourne Polytechnic offers a different way to learn. In 1910, we began training; delivering courses that saw graduates build upon the industries we see today. In 2024, our courses are just as hands-on and highly regarded as they were more than a century ago.

As Australia's first true polytechnic, we offer you the chance to learn from esteemed professionals in your chosen industry. A Melbourne Polytechnic qualification can help you get ahead, but also lead the way. We teach you the necessary theory and knowledge to better establish your own career.

Whatever you choose to study, our graduates are known to be capable and work-ready. Many of our courses offer work placements, exciting networking opportunities and modern training facilities that are industry-standard.

Are you still in school?

If you're a secondary student, you can combine your senior studies with a Vocational Education and Training (VET) program – and get a head start in the workplace.

Earn a practical, industry-recognised qualification while still at school and in most cases gain credit towards your VCE or VCE VM. We have 15 courses on offer.

Our teachers are here to help you achieve your best, and they also understand that circumstances can change. If you face barriers to study, we can accommodate by offering personalized pathways, flexible study options and learning support.

With certificate level qualifications through to master degrees, Melbourne Polytechnic can pave the way to further study and help you to grow as a professional. Our teachers are passionate and established in their fields, ready to guide you in yours.

You'll have access to modern training facilities and excellent campus services at Melbourne Polytechnic and a guaranteed pathway into study when school ends.

Read on to find a course that's right for you. See you on campus!



Contents

What is VET Delivered to Secondary Students?	6
Why study at Melbourne Polytechnic?	6
Campuses	7
FAQs	8
Certificate II in Agriculture (AHC20116)	10-11
Certificate III in Allied Health Assistance (Partial Completion) (HLT33015)	12-13
Certificate II in Animal Care (ACM20121)	14-15
Certificate II in Auslan (PSP20218)	16
Certificate II in Building and Construction (Painting and Decorating) Pre-Apprenticeship (partial completion) (22614VIC)	17
Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship (22614VIC)	18-19
Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (22614VIC)	20-21
Certificate III in Business (BSB30120)	22-23
Certificate III in Early Childhood Education and Care (CHC30121)	25-26
Certificate II in Electrotechnology (Pre-Vocational) (22499VIC)	27
Certificate II in Furniture Making Pathways (MSF20516)	28-29
Certificate II in Horticulture (AHC20416)	30-31
Certificate II in Plumbing Pre-apprenticeship (22569VIC)	32-33
Certificate I in Work Education (Partial Completion) (22566VIC)	34
Certificate I in Transition Education (Partial Completion) (22567VIC)	34
Contact Us	35



 **LOADING ZONE**

Informational sign with text and graphics, partially obscured.



What is VET Delivered to Secondary Students?

Melbourne Polytechnic's VET Delivered to Secondary Students program allows students to complete a nationally recognised vocational qualification (like a TAFE certificate) while earning credit towards the VCE or VCE VM.

With 16 direct delivery VET programs on offer, secondary students are invited to study on campus, learn from industry professionals and develop practical skills in workplace training facilities.

Most VET programs at Melbourne Polytechnic include a work placement called Structured Workplace Learning. Work placements offer students the chance to develop their confidence and newfound skills on the job.

Successful completion of a VET program also provides students with a guaranteed pathway into a Melbourne Polytechnic TAFE course after school, and the possibility of credit recognition* for the units they've completed.

*Check this arrangement with each course.

Why study at Melbourne Polytechnic?

At Melbourne Polytechnic, our VET programs are designed to appeal to secondary students, meet current and future skills shortages and cater to emerging industries.

All of our courses offer pathways into employment and further study. As one of Victoria's largest education providers, we collaborate with secondary schools and employers, to offer as many programs as we can each year.

Our VDSS program is designed to make life easier for schools, students and parents. Some of the benefits of studying at Melbourne Polytechnic include:

- ▶ a dedicated online portal for school coordinators
- ▶ a centralised enrolment process regardless of campus or course
- ▶ free access to Studiosity – an online tutorial program that offers real-time support if students need help with VET or school tasks
- ▶ pathways into TAFE or Higher Education programs after school
- ▶ professional teaching staff committed to engaging all students.



Campuses

Greensborough

- ▶ Accessible by train and bus.
- ▶ Newly refurbished campus, less than 40 minutes north of the CBD.
- ▶ State-of-the-art simulation suites for health programs and high-tech fit-out for business studies, with great student breakout and activity areas.
- ▶ New bus route, nearby facilities and Greensborough train station.

Preston

- ▶ Accessible by train and bus.
- ▶ 9km north of Melbourne CBD and a five-minute walk from Preston train station, easy access to Preston Market and high street.
- ▶ Excellent hospitality facilities, including St Georges Restaurant.
- ▶ Library, fitness centre and cafeteria.

Fairfield

- ▶ Accessible by train and bus.
- ▶ Heritage listed campus set in stunning parklands by the Yarra River.
- ▶ Home to Horticulture, Creative Arts and Performing Arts programs.
- ▶ Library, B Space gallery, Yarra Edge Music Centre, Yarra Edge Nursery Cafe.

Prahran

- ▶ Accessible by train, tram and bus.
- ▶ A creative campus and precinct, located near Prahran Market.
- ▶ The Apprentice Restaurant, David Williamson Theatre, library, cafeteria, creative spaces and venues.

Heidelberg

- ▶ Accessible by train and bus.
- ▶ Located 30 minutes northeast of Melbourne's CBD.
- ▶ One of Victoria's major training centres in building trades, electronics and engineering, robotics, and industrial design.
- ▶ Technical Education Centre (TEC) and library.

Epping

- ▶ Accessible by train and bus.
- ▶ Leading industrial facilities in agriculture, aquaculture, meat processing, viticulture and winemaking.
- ▶ Green Skills Centre of Excellence, five-star energy rated building.
- ▶ Cafeteria and library. Accessible by train and bus.



FAQs

How does VDSS work?

Students enrol in a VET program (Vocational Education and Training) alongside, or as part of, the Victorian Certificate of Education (VCE) or VCE Vocational Major (VCE VM).

VET programs are approved by the Victorian Curriculum and Assessment Authority (VCAA) and recognised within Units 1 to 4 at Year 11 and 12. Some VET programs contribute towards satisfactory completion of the VCE.

What's a host school?

VDSS courses will be offered at a Melbourne Polytechnic campus. In some cases, the institute collaborates with other schools or groups to offer additional courses at host schools.

Host schools run VDSS programs at their secondary school, with Melbourne Polytechnic as the Registered Training Organisation (RTO).

Who's eligible?

Students must be at least 15 years of age and enrolled in Year 10, 11 or 12.

How does VET fit with VCE?

Some VET in VCE programs have been approved to offer a study score component, so they can contribute directly to the ATAR either as one of the student's best four studies (the primary four), or as a fifth or sixth study.

The study score is calculated using assessments of each student's levels of performance, based on evidence from coursework tasks set by the assessor and an examination set by VCAA.

Please note: Units 3 and 4 sequence VET in VCE programs are not designed as stand-alone studies. Students are advised to complete Units 1 and 2 first.

What are block credits?

If a course has not been approved as a VCE VET program, students will be eligible for block credits instead, which can be used towards further study.

Victorian Curriculum Assessment Authority (VCAA) recently reviewed and updated the rules governing block credits.

The rules are as follows:

- ▶ Certificate I qualifications do not provide any credit into the VCE.
- ▶ Certificate II qualifications provide credit at VCE Units 1 to 2 level only. Each completed 90 hours of training provides one VCE unit of credit. Credit accrues in the following sequences: Units 1, 2; and Units 1 and 2 up to a maximum of six VCE units.
- ▶ Certificate III qualifications provide credit at VCE Units 1 to 4 level. Each completed 90 hours of training provides one VCE unit of credit. Credit accrues in the following sequences: Units 1, 2, 3, 4; and Units 3 and 4 up to a maximum of six VCE units.

For more information visit www.vcaa.vic.edu.au

What is Structured Workplace Learning?

Structured Workplace Learning (SWL) is the opportunity to undertake a work placement in your industry, while earning credits towards your program.

As a valuable component of all VCE VET programs, SWL involves on-the-job training where students are required to practice a designated set of skills and competencies related to VCE VET programs.

Coordinators within each LLEN work with secondary schools, RTOs, TAFE institutes, Adult and Community Education providers, and local employers to coordinate work placements for school-based apprenticeships and traineeships, SWL and work experience.

How does VET fit with VCE VM?

Within VCE VM, VET programs satisfy the Industry Specific Skills Strand requirements. If a student completes a full VET program (Units 1 to 4), they should achieve 4 units' credit towards their VCE VM certificate.

How do secondary students enrol in Melbourne Polytechnic VET program?

Schools can submit VET applications using our secure online school portal. Students may be required to attend an information session and/or interview.

Schools will receive an email to confirm applications have been accepted and then, students and schools will be emailed enrolment procedures. Once enrolled, VET school coordinators can use the portal to monitor their students' attendance and progress.

For access to Melbourne Polytechnic's dedicated school portal, phone **03 9269 1292** or email **vdss@melbournepolytechnic.edu.au**

To book an appointment to talk to a representative from Melbourne Polytechnic, contact The Future Students Department **03 9269 1292** or email **vdss@melbournepolytechnic.edu.au**

When are applications accepted?

Applications open Monday, 24 July, 2023.

Will all VET programs run?

Classes run subject to student numbers. We notify schools as soon as we know if classes are not running.

How are fees processed and paid?

All fees for VET delivered to secondary students are invoiced directly to schools, usually early in Term 2. Students have four weeks in which they can choose to withdraw.

Melbourne Polytechnic will not directly invoice students or their parents for course-related fees for VDSS.



Certificate II in Agriculture

AHC20116

Learn about livestock and cropping production at Melbourne Polytechnic's Northern Lodge at Eden Park, a mixed farming enterprise that features beef and sheep production, and pasture and fodder crops. Gain practical skills required in the workplace while you study.

Location

Northern Lodge, Beveridge

Career pathways

Become an assistant animal attendant, stockperson, assistant farm or station hand, assistant farm or station worker.

Study pathways

Certificate III in Agriculture (ACH30116)

Timetable

Wednesday 8.30am – 3.30pm

Structured Workplace Learning

VCAA recommends 80 hours minimum during VCE VET Agriculture.

Credit in VCE or VCE VM

This course provides recognition of two or more units at Units 1 and 2 level and in a Units 3 and 4 sequence.

ATAR contribution

Students who study a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Unit code	Unit title
Year 1 - Units 1 & 2	
AHCINF202	Install, maintain and repair farm fencing
AHCLSK201	Assist with feeding in a production system
AHCLSK202	Care for health and welfare of livestock
AHCLSK205	Handle livestock using basic techniques
AHCLSK209	Monitor water supplies
AHCMOM204	Undertake operational maintenance of machinery
AHCWHS201	Participate in work health and safety processes
AHCWRK201	Observe and report on weather
AHCWRK209	Participate in environmentally sustainable work practices
Year 2 - Units 3 & 4	
AHC BIO201	Inspect and clean machinery for plant, animal and soil material
AHCINF201	Carry out basic electric fencing operations
AHCLSK210	Muster and move livestock
AHCLSK211	Provide feed for livestock
AHCMOM203	Operate basic machinery and equipment
AHCPMG201	Treat weeds
AHCWRK204	Work effectively in the industry
AHCWRK205	Participate in workplace communications
AHCWRK207	Collect and record production data

Alessia Livermore

Certificate II in Agriculture (AHC20116) (VCE VM)

Agriculture and farming have been a huge part of my family's life for well over a century and for as long as I can remember I've been around farms.

I never really knew what I wanted to do when I was younger but in the last couple of years as I have had the opportunity to spend more time on the land, my love for the agriculture industry has continued to grow and now, I couldn't think of doing anything else with my life. Now that I'm in year 12, it's a brilliant opportunity to formalise my current skills and learn more with a formal qualification in Agriculture.

I go to school three days a week to do my VCE and then I travel two hours each way one day a week to go to the farm where classes are held. On my fifth day, I do work placement which means my week comes together really well with my agriculture studies.

The day at TAFE and our class structure is very hands-on. We learn fencing techniques and sheep handling, and we're currently learning about different soils and treatments, so this aspect is classroom based. This is my second year at TAFE and there are two classes with about 15 people in each. We all have the same career goals of getting into the agriculture industry so it's good to bounce ideas off each other or help each other out in class projects.

My teachers are fantastic – each of them has a different agriculture background and so they each bring a different quality to the class. Combined, their experience covers dairy farming, agronomy and cattle rearing and farming as well as knowledge of farming logistics. One of the best parts is class is talking to the teachers about their experience and knowledge of the industry, it makes me confident that what I know from my farming background and experience is validated and also excited because I have so much more to learn.

In our first year of study, we were able to go to the Royal Melbourne Show to assist the Certificate III Agriculture students with steer-showing. Getting this experience and exposure to the wider agriculture industry throughout my course is one of the reasons why I chose to come to Melbourne Polytechnic.

As far as the future goes, I'm focused on sheep husbandry, my work placements have been around stock feeds and grain handling businesses so I'm really gaining a broad-based knowledge of the wider industry. My next career steps will be to gain a Diploma in Agriculture when I finish Year 12 and then continue working.



Certificate III in Allied Health Assistance (Partial Completion)

HLT33015

Prepare for a career in the health industry. Develop work-related skills and learn how best to assist allied health professionals as they care for clients across a range of modalities and specialist areas.

Location

Greensborough campus

Applications are through Melbourne Polytechnic School Portal

Career pathways

Become an allied health assistant specialising in the field of:

- ▶ nutrition
- ▶ physiotherapy
- ▶ speech pathology
- ▶ podiatry
- ▶ health assistant promotion

Study pathways

Certificate IV in Allied Health Assistance (HLT43015)

Timetable

Wednesday 1pm – 4pm or
Friday 9am – 12pm

Structured Workplace Learning

Students must complete 80 hours of work placement in an allied health field.

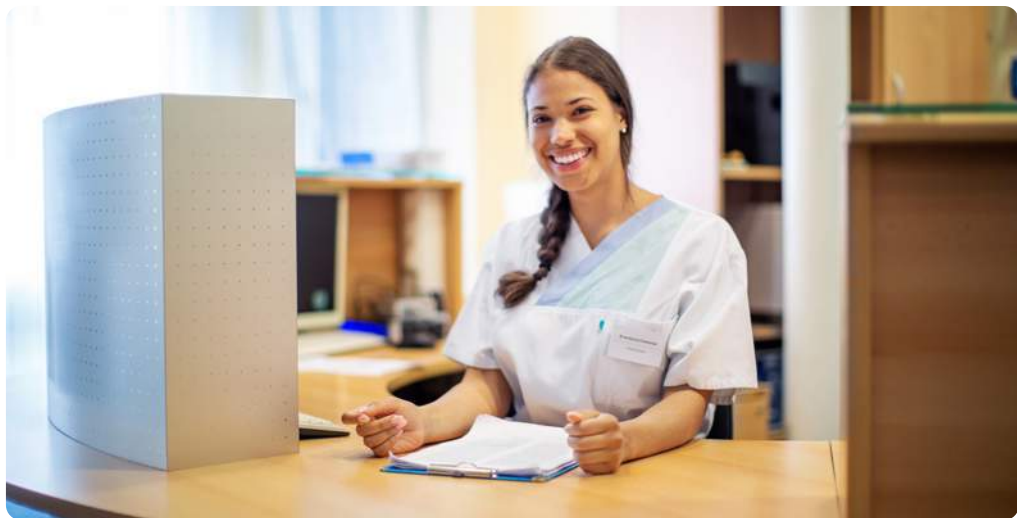
Credit in VCE or VCE VM

This course provides recognition of one unit at Units 1 and 2 levels and a minimum of three units in a Units 3 and 4 sequence.

ATAR contribution

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Health must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate III in Allied Health Assistance (Partial Completion)

HLT33015

This program may include the following units

Unit code	Unit title
Year 1 - Units 1 & 2	
CHCCOM005	Communicate and work in health or community services
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
BSBWOR301	Organise personal work priorities and development
CHCCCS002	Assist with movement
HLTINF001	Comply with infection prevention and control policies and procedures
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
Year 2 - Units 3 & 4	
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
HLTHPS001	Take clinical measurements
CHCDIV001	Work with diverse people



Certificate II in Animal Care

ACM20121

Develop the skills required to work with animals in shelters and on farms. Learn through face-to-face classes, practicums and online study units. Take advantage of industry-related excursions and work placement in the field.

Location

Epping campus

Career pathways

Work as an animal attendant in shelters, pet shops, kennels, catteries and children's farms.

Study pathways

Certificate III in Companion Animal Services (ACM30417)

Certificate IV in Veterinary Nursing (ACM40418)

Diploma of Animal Technology (ACM50117)

Timetable

- ▶ Year 1 - Wednesday 1 - 4.30pm
- ▶ Year 2 - Wednesday 1 - 4.30pm

Structured Workplace Learning

N/A

Credit in VCE or VCE VM

This course provides recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Code	Subject	Hours
Core units		
ACMGEN201	Work in the animal care industry	30
ACMGEN202	Complete animal care hygiene routines	30
ACMGEN203	Feed and water animals	40
ACMGEN204	Assist in health care of animals	40
ACMSUS201	Participate in environmentally sustainable work practices	20
ACMWHS201	Participate in workplace health and safety processes	40
BBCMM211	Apply communication skills	40
Elective units		
ACMGEN205	Source and provide information for animal care needs	40
ACMGEN309	Provide basic animal first aid	40
ACMGEN310	Provide reception services for an animal care facility	30
ACMSPE316	Provide general care of domestic dogs	40
ACMSPE317	Provide general care of domestic cats	40

Ishaana Tharan

Certificate II in Animal Care (ACM20121)

I am currently studying in year 12 and have always had a real passion for animals. My goal is to become a veterinary nurse and study for a Bachelor of Veterinary Nursing when I finish school.

Studying Certificate II in Animal Studies gives me credits for my future studies in the animal industry, so it made sense for me to apply myself in my interest area whilst I'm still studying for my VCE. People who work in this industry do so much important work – communicating and diagnosing animals who don't have a voice is hard but very rewarding and I can't wait to continue learning more.

Once a week for four hours, I go to Melbourne Polytechnic to the animal studies lab and learn the theory and practical elements of animal care. There are subjects in applying first aid, sourcing information on specific animal care and sustainability in the industry. We also do some basic grooming techniques as in a real-life veterinary clinic, basic grooming may come up from time to time. We mostly focus on domestic animals, but we're currently working with farm animals at Bundoora Park Farm. We get to clean animal pens, feed animals and learn basic animal

care and handling skills. We clean and restock Timmi the alpaca's pen, prepare food and feed the sheep, herd the chickens into their run.

So far my favourites were Millie the barn cat and Ben the Clydesdale horse. We have done some work with different birds and a turtle and some insects as well.

It's a totally different environment to school, we do lots of practical assessments and the classroom at Melbourne Polytechnic can be anything from a lab to a farmyard. Our teachers bring their dogs to class, we get to spend time with them, and they support us with our learning. The dogs also provide emotional support for any student, and they make the classroom a fun environment. We get to do some of our practical work on the dogs like bathing them, providing health checks or creating a feeding plan for them. Currently we have Jewel the Labrador who is our teacher Judy's dog and Kalu the Labrador who is our teacher Leah's dog. Leah is also a practising Vet Nurse at Lort Smith Animal Hospital and she provides lots of information based on her experience.

My class size is around 20 and there are people from loads of different schools that come for the course. It's great to meet new people with a common interest and we all get along great. My teachers are very professional and knowledgeable in animal care, and they can relate to all the students in the class really well.

The course gives me credits to my VCE and is also helpful towards my ATAR score as well.

I love all animals and I'm really passionate about my future with animals. Choosing a favourite is really hard but if I had to choose, my favourite animal would be a dog.

It's an enjoyable learning environment and is overall a great experience.

The teachers and students are very kind and we all get along quickly, it is an enjoyable learning environment and is overall a great experience.



Certificate II in Auslan

PSP20218

Discover the signing skills needed to communicate in Auslan. You'll learn how to understand basic sentences and frequently used expressions in everyday life.

Location

Online / Remote Campus

All applications are through Melbourne Polytechnic School Portal

Study pathways

Certificate III in Auslan

Timetable

Two nights per week

Monday/Wednesday or Tuesday/Thursday

6.00 – 9.30pm

Structured Workplace Learning

N/A

Credit in VCE or VCE VM

This course contributes to the Industry Specific Skills in VCE VM. For VCE this course provides credits at Units 1 and 2 level.

ATAR contribution

N/A

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Unit code	Unit title	Hours
PSPLAN001	Converse in Auslan at a basic user level (delivered over two years)	370
PSPLAN003	Source information on Deaf culture and communicate according to Deaf protocol	100
PSPLAN001	Converse in Auslan at a basic user level	370
PSPLAN002	Compare the fundamental differences between Auslan and English structure	50



Certificate II in Building and Construction (Painting and Decorating)

Pre-Apprenticeship (partial completion)

22614VIC

Learn about surface preparation, brush and roller skills and workplace safety as you build the skills to become an apprentice painter and/or decorator. Earn your Construction Induction Card (White Card) as you study.

Location

Epping campus

Career and Study pathways

Gain employment as an apprentice Painter and Decorator by undertaking Certificate III in Painting and Decorating (CPC30620).

Timetable

Wednesday 8am – 4.30pm

Structured Workplace Learning

Encouraged but not a requirement.

Credit in VCE or VCE VM

Successful completion of this program may provide recognition of two or more units in Units 1 and 2. This course does not offer scored assessment.

ATAR contribution

N/A

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Unit code	Unit title	Hours
Core Units		
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2006A	Apply basic levelling procedures	8
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID010	Provide basic emergency life support	12
VU22014	Prepare to work in the building and construction industry	16
VU22015	Interpret and apply basic plans and drawings	25
VU22016	Erect and safely use working platforms	24
VU22032	Identify and handle painting and decorating tools and equipment	80
VU22033	Apply basic surface preparation skills for painting and decorating	60
VU22034	Mix basic paint colours	20
VU22035	Develop basic paint application techniques	140
VU22036	Develop basic timber staining and clear finishing skills	30
VU22037	Develop basic protective metal coating skills	30
VU22038	Apply basic spray painting skills	30
VU22039	Apply basic wallpaper	20

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

22614VIC

Prepare yourself for a rewarding career in a growing industry. 'Brickies' are always in demand, and there are plenty of opportunities for hard workers with an eye for detail and quality work in a \$350 billion industry. Bricklaying is a job that gives you the satisfaction of seeing the rewards of your work every day.

Location

Heidelberg campus

Career and Study pathways

Successful completion of this course provides you with a competitive advantage to enter an apprenticeship, and transitions to Certificate III in Bricklaying/Blocklaying CPC30111 and Certificate IV in Building and Construction CPC40120.

Timetable

Wednesdays 8.30am - 4.30pm

Structured Workplace Learning

TBA

Credit in VCE or VCE VM

TBA

ATAR contribution

TBA

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

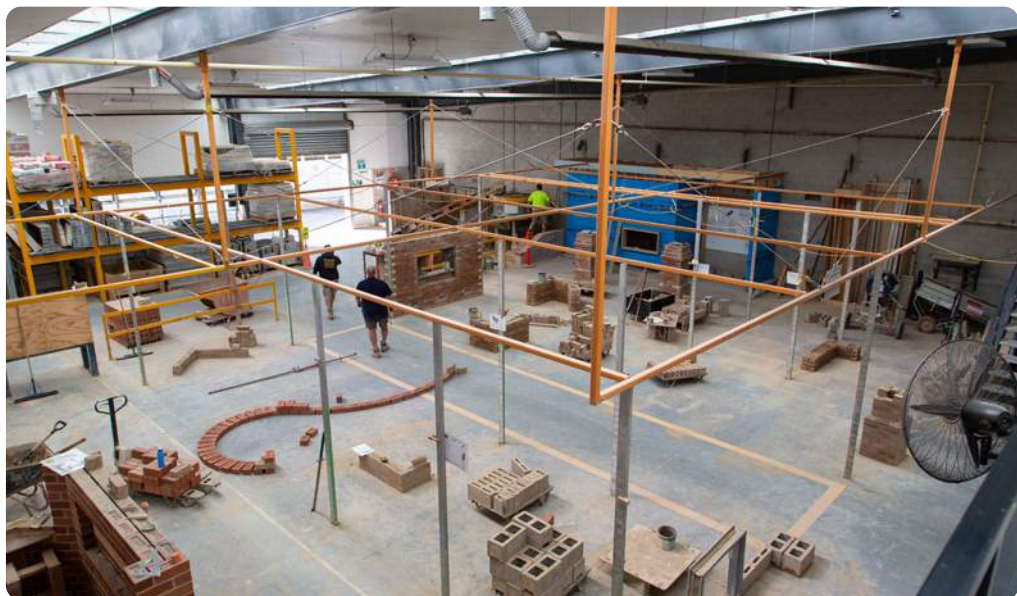


Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship

22614VIC

This program may include the following units

Unit code	Unit title	Hours
Core Units		
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2006A	Apply basic levelling procedures	8
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID002	Provide basic emergency life support	12
VU22014	Prepare to work in the building and construction industry	16
VU22015	Interpret and apply basic plans and drawings	25
VU22016	Erect and safely use working platforms	24
Elective Units		
VU22017	Identify and handle bricklaying tools and equipment	76
VU22018	Apply basic bricklaying techniques	126
VU22019	Apply brick veneer construction techniques	80
VU22020	Apply cavity brick construction techniques	80
VU22021	Apply masonry blockwork techniques	50



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

22614VIC

Learn the foundations to start a hands-on career in the booming construction industry. As a trade student, you will have access to the most technologically advanced building and construction training facilities in Victoria, with a focus on current industry innovation at the centre of your trade studies. You'll learn from experienced trade practitioners who have a solid comprehension of the building industry and work safety practices.

Location

Epping campus

Career pathways

Completing this course is the first step towards a fulfilling career as a carpenter, joiner or registered builder.

Study pathways

Successful completion of this course provides a pathway to the Certificate III in Carpentry (CPC30220), Certificate III in Joinery (CPC31920) or Certificate III in Shopfitting (CPC30120)

Timetable

8.30am – 4.30pm Wednesday

Structured Workplace Learning

Encouraged but not required

Credit in VCE or VCE VM

This course provides recognition of two units at Units 1 and 2 levels and a Units 3 and 4 sequence

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR. This course does not offer scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

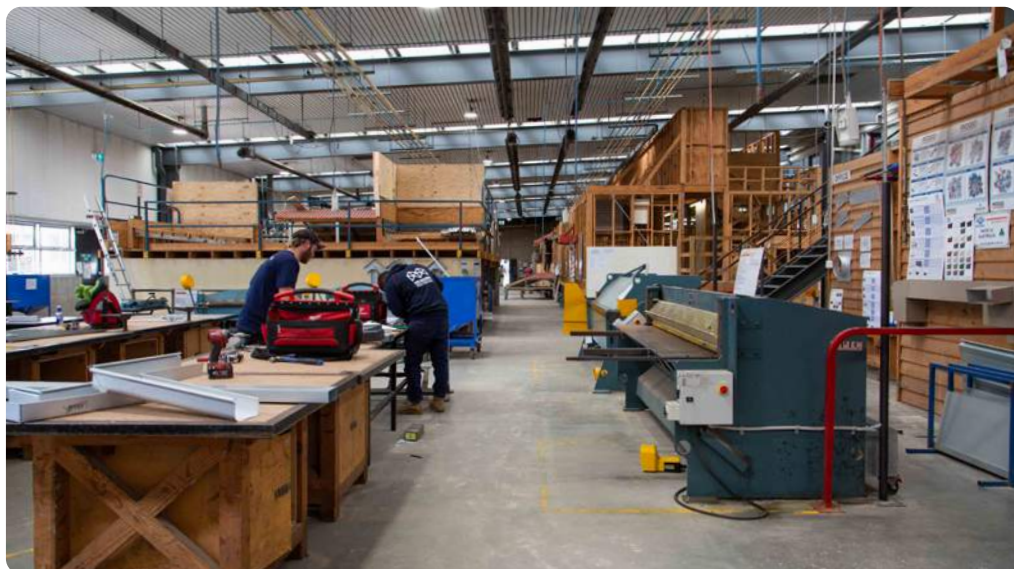


Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

22614VIC

This program may include the following units

Unit code	Unit title
CPCCCM2006	Apply basic levelling procedures
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM1015A	Carry out measurements and calculations
CPCCCM1014A	Conduct workplace communication
VU22031	Construct basic formwork for concreting
VU22022	Identify and handle carpentry tools and equipment
VU22015	Interpret and apply basic plans and drawings
VU22023	Perform basic setting out
VU22014	Prepare to work in the building and construction industry
CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID002	Provide basic emergency life support
CPCCCM1012A	Work effectively and sustainably in the construction industry



Certificate III in Business

BSB30120

Location

Preston campus

Career and Study pathways

Successful completion will enable you to enrol in further study such as a Certificate IV in Business (BSB40120) and Diploma of Business (BSB50120).

Timetable

Wednesday 1.00pm – 4.30pm

Structured Workplace Learning

Encouraged but not required

Credit in VCE or VCE VM

This program provides recognition of up to two units at Units 1 and 2 and two units at a Units 3 and 4 sequence.

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate III in Business

BSB30120

This program may include the following units

Unit code	Unit title
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBPEF301	Organise personal work priorities
BSBTEC201	Use business software applications
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBINS302	Organise workplace information
BSBSTR301	Contribute to continuous improvement
SIRXCEG005	Maintain business to business relationships



Certificate III in Early Childhood Education and Care

CHC30121

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures.

Location

Preston Campus. All applications are through the Melbourne Polytechnic School VDSS Portal.

Career pathways

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

Study pathways

On completion of this program, students can apply for Diploma of Early Childhood Education and Care (CHC50121).

Timetable

Wednesday 1 – 4pm

Structured Workplace Learning

40 hours each year for VDSS.

Credit in VCE or VCE VM

This program provides recognition of up to two units at Units 1 and 2 and two units at a Units 3 and 4 sequence.

ATAR contribution

Students who receive one or more Units 3 and 4 sequences from Certificate III in Early Childhood Education and Care (CHC30113) will be eligible for up to two increments towards their ATAR – to be awarded by the Victorian Tertiary Admissions Centre (VTAC).

This course does not offer scored assessment.

2023 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate III in Early Childhood Education and Care

CHC30121

This program may include the following core or elective units

Unit code	Unit title	Hours
Core Units		
CHCECE030	Support inclusion and diversity	63
CHCECE031	Support children's health, safety and wellbeing	160
CHCECE032	Nurture babies and toddlers	108
CHCECE033	Develop positive and respectful relationships with children	100
CHCECE034	Use an approved learning framework to guide practice	80
CHCECE035	Support the holistic learning and development of children	100
CHCECE036	Provide experiences to support children's play and learning	75
CHCECE037	Support children to connect with the natural environment	50
CHCECE038	Observe children to inform practice	40
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55
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
HLTAID012	Provide First Aid in an education and care setting	22
HLTWHS001	Participate in workplace health and safety	20
Elective Units		
CHCDIV001	Work with diverse people	40
HLTFSE001	Follow basic food safety practices	30



Jenna Mustafa

Certificate III in Early Childhood Education and Care (CHC30121)

Early education is definitely my calling, my parents owned a childcare centre for many years so it was pretty much a certainty that I would happily go down that path.

When I was in year 12, I had a discussion with my teacher, talking about future career paths and they told me that I could do a TAFE course and get a qualification while I'm still at school. Every week for an afternoon I went to Melbourne Polytechnic to study Certificate III in Early Childhood Education and Care (CHC30121).

I am now at university doing a bachelor's degree in early years childcare.

My favourite part of the whole experience was definitely the social aspect of coming to class, I made so many new friends and connections. Unlike school where everyone is learning fundamentals but on a different path, in my childcare class, we all had a common goal and interest. It was great to be able to share ideas and challenges. I guess it's easy to initially think childhood education is about teaching kids how to read or play, but there is so much more to it - building relationships and trust, developing healthy learning spaces including first aid and learning about ethics and legal factors in a childcare setting.

As I mentioned I am now at Uni and the TAFE environment is so different to the university. I had a really close relationship with my course teacher at Melbourne Polytechnic and because the class sizes are small, my teacher had time to really explain elements of the course and make sure I was reaching my potential. I'm still making amazing friends and learning a lot at Uni but the environment is just very different.

I've had the privilege of being familiar with childcare settings ever since I can remember but for anyone who is new to childcare, Melbourne Polytechnic's facilities are amazing.

Of course, there are traditional classroom settings where we learn but the simulation childcare rooms are so realistic. It really helps to be able to put your theoretical learning into practice and makes you super confident for when you hit the real world of working.

Doing this VET course helps with credits for further study, and depending on how many units you do, this can be applied to your ATAR score for Uni admission.

I'm currently working in the industry alongside my Uni studies and even though my parents no longer have a childcare centre they are looking at acquiring one so back to the family business, this time fully qualified to lead the minds of the future.



Certificate II in Electrotechnology (Pre-Vocational)

22499VIC

The electrotechnology industry is experiencing job growth, particularly in the construction, building and maintenance fields, providing plenty of opportunities for qualified electricians. This course provides you with the framework to start your electrical apprenticeship.

Location

Epping campus

Career and Study pathways

Work as electrician, electrical fitter, electrical machine repairer, renewable energy installer, refrigeration mechanic and instrument technician. You can also pursue further studies with a Certificate III in Electrotechnology Electrician (UEE30820).

Timetable

Wednesdays 8.30am – 4.30pm

Structured Workplace Learning

TBA

Credit in VCE or VCE VM

TBA

ATAR contribution

TBA

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Unit code	Unit title	Hours
Core units		
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID003	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 electrotechnology equipment	20
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20
VU21544	Install a sustainable extra low voltage energy power system	30
VU22333	Perform intermediate engineering computations	40
VU22671	Use test instruments in the electrotechnology industry	20
VU22672	Carry out basic electrotechnology project	40
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	40
Elective units		
UEENEEE141A	Use of routine equipment plant technologies in an energy sector environment	60
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	20

Certificate II in Furniture Making Pathways

MSF20516

Develop your skills in furniture making and prepare for the workforce. Learn craftsmanship, technical craft and expertise, organisational skills and workplace safety. This excellent introduction to the furniture industry will help you become an apprentice cabinetmaker, furniture maker or joiner.

Location

Heidelberg campus

Career pathways

Work or apprentice in cabinetmaking, joinery or a related field.

Study pathways

After completing this program, you can apply for credits in the Certificate III in Cabinet Making (MSF31113), Certificate III in Joinery (CPC31912), Certificate III in Carpentry (CPC30211) or Certificate III in Shopfitting (CPC31812).

Timetable

One day per week (4hrs)

Structured Workplace Learning

Encouraged but not required

Uniform Requirement

Overalls, work pants or work shorts, sleeved shirt or t-shirt (strictly no singlets), leather enclosed footwear (steel-capped boots not essential), clear safety glasses and hearing protection

Credit in VCE or VCE VM

This course provides recognition of two or more units at Units 1 and 2 level and Units 3 and 4 sequence.

ATAR contribution

This course offers scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate II in Furniture Making Pathways

MSF20516

This program may include the following units

Unit code	Unit title
Year 1	
MSFFP2002	Develop a career plan for the furnishing industry
MSMENV272	Participate in environmentally sustainable work practices
MSMPCII03	Demonstrate care and apply safe practices at work
MSFFM2003	Select and apply hardware
MSFFP2003	Prepare surfaces
MSFFP2004	Apply domestic surface coatings
MSFFP2005	Join materials used in furnishing
MSFFP2006	Make simple timber joints
MSFFM2003	Select and apply hardware
Year 2	
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components
MSFFP2001	Undertake a basic furniture making project
MSFGN2001	Make measurements and calculations



Certificate II in Horticulture

AHC20416

Build your training and industry knowledge through practical learning experiences in real-life horticulture, landscape and turf projects – skills sought after by the horticulture industry.

Location

Fairfield campus
Epping campus

Career pathways

Work as an apprentice, horticulture worker or assistant.

Study pathways

- ▶ Certificate III in Landscape Construction (AHC30916)
- ▶ Certificate III in Parks and Gardens (AHC31016)
- ▶ Certificate III in Sports Turf Management (AHC31316)

Timetable

Wednesdays 9am – 4pm

Structured Workplace Learning

Students must undertake 80 hours during this VCE VET program.

Credit in VCE or VCE VM

This course provides recognition of two units at Units 1 and 2 levels and a Units 3 and 4 sequence.

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

2023 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate II in Horticulture

AHC20416

This program may include the following units

Unit code	Unit title
Year 1	
AHCCHM201	Apply chemicals under supervision
AHCLSC201	Assist with landscape construction work
AHCPGD201	Plant trees and shrubs
AHCTRF202	Prepare turf surfaces for play
AHCTRF204	Support turf establishment
AHCLSC203	Install aggregate paths
AHCIRG217	Assist with pressurised irrigation operations
AHCLSC204	Lay paving
Year 2	
AHCMOM203	Operate basic machinery and equipment
AHPCPM201	Recognise plants
AHCPMG201	Treat weeds
AHCPMG202	Treat plant, pests, disease and disorders
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWHS201	Participate in work health and safety processes
AHCLSC202	Construct low timber or modular retaining walls



Certificate II in Plumbing

Pre-apprenticeship

22569VIC

Launch your career as a plumber with Melbourne Polytechnic's plumbing pre-apprenticeship course, where you'll develop in-demand skills in a practical learning environment. Learn essential plumbing skills that cover every facet of the industry from welding to interpreting plans.

Plumbing is in the top five priority occupation skills in the construction industry.

Location

Epping campus

Career pathways

Once completed, you'll be ready to enter the workforce in a plumbing apprenticeship.

Study pathways

Successful completion of this course provides opportunity to continue onto an apprenticeship and, following further study, attain your Certificate III in Plumbing (CPC32420).

Timetable

Wednesdays 8.30am - 4.30pm

Structured Workplace Learning

TBA

Credit in VCE or VCE VM

This course provides recognition of two or more units at Units 1 and 2 level and Units 3 and 4 sequence.

ATAR contribution

This course offers scored assessment.

2024 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292



Certificate II in Plumbing

Pre-apprenticeship

22569VIC

This program may include the following units

Unit code	Unit title	Hours
Core units		
BSBWRT311	Write simple documents	30
CPCCCM1015A	Carry out measurements and calculations	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCPCM2039A	Carry out interactive workplace communication	10
CUAACD303	Produce technical drawings	50
HLTAID002	Provide basic emergency life support	12
VU23046	Apply basic sheet metal practices	50
VU23047	Cut and penetrate building materials and structures	30
VU23048	Fabricate simple plumbing pipe systems	30
VU23049	Identify career pathways in the plumbing industry	30
VU23050	Perform basic oxy-acetylene welding and cutting	20
VU23051	Prepare to work in the plumbing industry	20
VU23052	Use and apply basic levelling equipment for plumbing	8
VU23053	Use of basic electric welding equipment and techniques	20
VU23054	Use basic plumbing hand tools	50
VU23055	Use basic power tools	20
VU23056	Use plumbing pipes, fittings, and fixtures to simulate plumbing installations	30



Certificate I in Work Education (Partial Completion)

22566VIC

Certificate I in Transition Education (Partial Completion)

22567VIC

Work Education Programs provides vocational education and training for students with disabilities and learning needs with a strong focus on the students' individual learning journey. Students gain the confidence and skills to make decisions about their future.

Location

Preston campus

Career and Study pathways

Certificate I in Transition Education (22567VIC)

Certificate I in Work Education (22566VIC)

Timetable

Wednesday 9am – 12pm

Structured Workplace Learning

N/A

Credit in VCE or VCE VM

VCE VM – This program provides one credit towards Foundation or Intermediate VCE VM.

VCE – N/A

ATAR contribution

There is no ATAR contribution for this program.

2023 VDSS Fee Schedule will be provided to schools separately. Please contact us for more information: 03 9269 1292

This program may include the following units

Unit code	Unit title
22567VIC Certificate I Transition Education	
VU21777	Enhance self development
22566VIC Certificate I Work Education	
VU23029	Develop Personal Management Skills
VU23032	Workplace Communication



Contact Us

VDSS Department

Melbourne Polytechnic

77 St Georges Road

PRESTON VIC 3072

03 9269 1292

VDSS@melbournepolytechnic.edu.au



This training may be delivered with Victorian and Commonwealth Government funding.
Information correct at July 2023 © MELBOURNE POLYTECHNIC



**MELBOURNE
POLYTECHNIC**

TAFE VICTORIA



**NATIONALLY RECOGNISED
TRAINING**

National Provider No. 3075 | CRICOS Provider 00724G |4371|FS|130723|