2021 VET Delivered to Secondary Students

(also called VETiS)

MELBOURNE
POLYTECHNIC

Find your [something]

Melbourne Polytechnic offers a different way to learn. In 1910, we began training young people – just like you. Today our courses are as hands-on and highly regarded in the workplace as they were over a century ago.

And as Australia's first true polytechnic, we offer the chance to learn from training professionals who come from industry. At the same time, we teach you the theory and knowledge you need to establish a career for yourself.

We are known for producing graduates who are ready for the workplace – whatever you choose to study. We make sure you have the practical skills and the hands-on experience to grow as professionals.

Many of our courses offer work placements, networking opportunities and training facilities that are today's industry standard. Our teachers are passionate and established in their professions, ready to guide you in yours.

A Melbourne Polytechnic qualification can help you get ahead but also lead the way – we develop talent and skills in young people who can then move confidently into new jobs and different industries.

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

With certificate level qualifications through to bachelor degrees, Melbourne Polytechnic offers pathways to further study and a career, not just a course. If you want to get ahead, our supportive teachers will help you find your [something]

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 VCAL. We have 13 courses on offer.

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?

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

With 17 different VET programs on offer at Melbourne Polytechnic, 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 – and 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 in some cases, cater to emerging industries.

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

Our VETiS 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

▸ Newly refurbished campus, less than 40 minutes north of the CBD.

▸ State-of-the-art simulation suites for health programs, high-tech fit-out for business studies and great student breakout and activity areas.

▸ New bus route, nearby facilities and Greensborough train station.

Preston

▸ Nine kilometres 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 caféteria.

Fairfield

▸ Heritage listed campus set in stunning parklands by the Yarra River.

▸ Home to Horticulture, Creative Arts and Performing Arts programs.

▸ Library, gallery, Yarra Edge Music Centre, Yarra Edge Nursery Cafe

▸ Yarra House and on-campus accommodation.

Prahran

▸ A creative campus and precinct, located near Prahran Market.

▸ Multiple train, trams and bus lines nearby.

▸ The Apprentice Restaurant, David Williamson Theatre, library, caféteria, creative spaces and venues.

Heidelberg

▸ 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.

Collingwood

▸ Inner suburb campus, 3km from Melbourne's CBD.

▸ Accessible by train, tram and bus.

Epping

▸ Leading industrial facilities in agriculture, aquaculture, meat processing, viticulture and winemaking.

▸ Green Skills Centre of Excellent, five-star energy rated building.

▸ Caféteria and library. Accessible by train and bus.

FAQs

How does VET work?

Students enrol in a VET program (vocational education and training) alongside or as part of the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

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?

Most courses will be offered at a Melbourne Polytechnic campus but Melbourne Polytechnic also collaborates with the Northern Melbourne VET Cluster (NMVC) and other groups to offer additional courses at host schools.

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 undertaken 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 in which students are required to experience a designated set of skills and competencies related to VCE VET programs.

Coordinators within each LLEN work with secondary schools, RTOs, Technical and Further Education (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 VCAL?

Within VCAL, 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 VCAL 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 **vetis@melbournepolytechnic.edu.au**

To book an appointment to talk to a representative from Melbourne Polytechnic contact The Future Students Department on **03 9269 8467** or **futurestudents@melbournepolytechnic.edu.au**

When are applications accepted?

Applications open 2 September 2020.

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 withdraw.

Melbourne Polytechnic will not directly invoice students or their parents for course related fees for VET delivered to secondary students.

Certificate II in Agriculture (AHC20116)

Learn about livestock and cropping production at Melbourne Polytechnic's Yan Yean Farm, 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

Yan Yean Farm

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.

Tuition fees	TBA
Materials cost	Nil
Uniform requirement	TBA

Credit in VCE or VCAL

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.

This program may include the following units

Unit code	Unit title
Year 1 - Units 1 & 2	
AHCINF201	Carry out basic electric fencing operations
AHCINF202	Install, maintain and repair farm fencing
AHCLSK201	Assist with feeding in a productive system
AHCLSK202	Care for health and welfare of livestock
AHCLSK205	Handle livestock using basic techniques
AHCWRK204	Work effectively in the industry
AHCWRK205	Participate in workplace communication
AHCWHS201	Participate in work health and safety processes
Year 2 - Units 3 & 4	
AHCBIO201	Inspect and clean machinery for plant, animal and soil material
AHCBAC201	Assist agricultural crop establishment
AHCBAC203	Assist agricultural crop harvesting
AHCCHM201	Apply chemicals under supervision
AHCMOM202	Operate tractors
AHCPMG201	Treat weeds
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWRK201	Observe and report on weather
AHCWRK209	Participate in environmentally sustainable work practices

Case study

Max is in Year 12 and studying Certificate II in Agriculture as a VET in Schools student at Melbourne Polytechnic.

I chose this course because I have a passion for farming beef cows and I needed it to pass VCAL. We have 150 acres in Yea with 24 cattle and calves, so I figured it would be a good idea to get some studying behind me.

I grew up in Melbourne but when my grandpa passed away two years ago, I took over running the farm in Yea on the weekend. My grandfather was in hospital a lot so I had already spent a lot of time there helping out.

My mum drives me up on a Thursday night and dad picks me up on a Sunday. I'm still in school three days a week, and I study at Melbourne Polytechnic's Yan Yean farm on Wednesday and work at Landmark in Yea on Friday.

At Landmark – a stock and station agent – I do all sorts of farming work, including buying and selling cattle for clients. Last year I worked for a fencing contractor.

By the time I get to Yea after school on Thursday, it's usually dark. I go out and check on all the cows and calves. We've just finished calving 24 cows and heifers so I've been checking on them all through the night.

At Melbourne Polytechnic the teachers are pretty similar to my current school, because we're treated like adults and really encouraged to get out and work as part of VCAL. It's been great having smaller classes though.

I think it's a good course – a mix of classroom and hands-on learning on the farm. On the first day we were all new and sitting around talking about cows and sheep and that sort of thing. Everyone fits in really well.

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

Year 1 – Greensborough campus

Year 2 – 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 and health assistant promotion.

Study pathways

Certificate IV in Allied Health Assistance (HLT43015)

Timetable

Wednesday 1.30–4.30pm

Structured Workplace Learning

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

Tuition fees	TBA
Materials cost	Nil
Uniform requirement	N/A

Credit in VCE or VCAL

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.

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 Studies (ACM20117)

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

Fairfield campus

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

Fairfield campus:

▶ Year 1 – Tuesday 9.30am-3pm
▶ Year 2 – Thursday 9.30am-3pm

Epping campus:

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

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

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.

This program may include the following units

Unit code	Unit title
Year 1	
ACMGAS205	Assist in health care of animals
ACMGAS203	Complete animal care hygiene routine
ACMGAS207	Provide reception Services for animal care facility
ACMOHS201	Participate in OH&S processes
ACMSPE304	Provide basic care of dogs
ACMSPE305	Provide basic care of domestic cats
Year 2	
ACMGAS201	Work in the animal care industry
ACMGAS202	Workplace communications
ACMGAS204	Feed and water animals
ACMGAS206	Provide basic first aid for animals
ACMGAS208	Source information for animal care needs
ACMSUS201	Participate in environmentally sustainable practices

Case study

Matthew is in Year 11 and studying Certificate II in Animal Studies as a VET in Schools student at Melbourne Polytechnic.

Growing up on a farm you're always around animals. We live in 124 acres and farm beef cattle, hay and baleage. So I've always liked animals and had a passion for taking care of them.

I study one day a week from 9.30am until 3pm at Melbourne Polytechnic's Fairfield campus. It takes me two and a half to three hours to get there on public transport. I'm really enjoying the course so the distance doesn't matter.

It's really interactive and we go on lots of excursions. At Bundoora Farm we've learned how to feed, clean and water the animals and about OH&S. Our teacher has a dog in class so we've learned how to hydrobath dogs too.

I've learned more in this course than I would have at school because I'm more interested in it – I really pay attention to my teachers and what they have to say in class.

The teachers are really nice and supportive. I was born with cone rod dsystrophy and nystagmus so my eyes can move really fast, which makes it hard for me to be in higher light conditions or to seethe whiteboard.

They understand my condition and the needs I have to meet when I'm on campus. It's definitely more of an adult learning environment than at school. The work we do and the terminology we use makes it feel more mature too.

I've started to look at possible careers with animals and now I'd like to study Biology in VCE to help me understand what's inside the animal and there's a Wildlife Handling course I'd like to do too one day.

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

Preston Campus

All applications are through Melbourne Polytechnic School Portal

Study pathways

Certificate III in Auslan

Timetable

Wednesday 1.30-4.30pm

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

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

ATAR contribution

N/A

This program may include the following units

Unit code	Unit title	Nominal Hours
Year 1		
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
Year 2		
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) (22338VIC)

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 your 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.

Tuition fees	$2450
Materials cost	$109
Uniform requirement	TBA

Credit in VCE or VCAL

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

This program may include the following units

Unit code	Unit title
Year 1	
CPCCOHS1001A	Work safely in the construction industry
VU22033	Apply basic surface preparation
VU22034	Mix basic paint colours
VU22035	Develop basic paint application techniques elective
VU22032	Identify and handle painting & decorating tools and equipment
Year 2 N/A	

Case study

Trinity is in Year 11 and studying Certificate II in Painting and Decorating as a VET in Schools student at Melbourne Polytechnic.

I was introduced to painting when I was quite young because Dad is a painter. So I've loved it for a while. We painted a friend's house together and now I work for Dad one day a week.

I study one day a week at Melbourne Polytechnic's Epping campus, work one day a week with Dad, and go to school for the rest of the week to study VCAL.

Dad's great to work with – he tells me when I'm doing something wrong and when I'm doing something well. He'll always say, that's great and offer a suggestion if I can add a touch up.

My school was trying to find a Painting and Decorating course for me – Melbourne Polytechnic was the only school to offer a specific course. It's a 30-minute bus ride to Epping so it's easy for me to get there.

I thought it might be nerve-wracking on the first day and wondered if I'd be the only girl in the course. I am, but the boys are so nice and really respectful. It's been easy to get into the work.

I'm not great at regular school. I have dyslexia and auditory processing disorder so mainstream school is a lot harder for me. Melbourne Polytechnic has been great though – it's hands on and that's what I need to learn.

Smaller class sizes make a huge difference too because the teacher doesn't have to juggle and respond to so many people. There are five of us in the class. We have three teachers that swap around and they're all very good.

When I finish Year 12 I want to do a full apprenticeship in Painting and Decorating. My advice for students considering VETiS is to go for it. If it's what you want to do when you leave school, you might as well start now.

Certificate II in Computer Assembly and Repair (UEE20511)

Build a computer from scratch and learn how to find faults, set up a local area network (LAN) using hardwired and wireless technologies, and load and configure a variety of operating systems. This course includes embedded Cisco IT Essentials Certification Training sought after by employers.

Class delivery Location

Epping campus

Career pathways

Work in the computer industry, building, maintaining and upgrading hardware and operating systems.

Study pathways

This qualification provides the opportunity to progress into Certificate IV in Information Technology (ICT40115). Credits may also be available.

Timetable

Wednesday 1–5pm

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

VCAL – This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE – Block credit arrangements are available for this program for Units 1 and 2. This course does not offer scored assessment.

ATAR contribution

There is no ATAR contribution for this program.

This program may include the following units

Unit code	Unit title
Year 1	
UEENEE038B	Participate in development and follow a personal competency development plan
UEENEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEE137A	Document and apply measures to control OHS risks associated with electro technology work
UEENEEK142A	Apply environmentally and sustainable procedures in the energy sector
UEENEEH102A	Repair basic electronic apparatus faults by replacement of components
Year 2	
UEENEED102A	Assemble, set-up and test computing devices
UEENEEA101A	Assemble electronic components
UEENEED146A	Set-up and configure basic local area network (LAN)
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications

Certificate III in Early Childhood Education and Care (partial completion) (CHC30113)

Develop foundation skills and knowledge related to childhood development and caring for children. Learn about the social, emotional, physical and educational needs of infants and young children.

Location

Year 1 - Charles La Trobe College

Year 2 - Preston Campus

Applications for Year 1 are through Northern Melbourne VET Cluster,Charles La Trobe College (host).

Applications for Year 2 are through Melbourne Polytechnic School Portal

Career pathways

Students will need to complete the full qualification to obtain employment in childcare, family day care, out-of-hours school care or other related setting

Study pathways

On completion of this program, students can apply for Diploma of Early Childhood Education and Care (CHC50113).

Timetable

Wednesday 1.30–4.30pm

Structured Workplace Learning

This program requires the completion of 120 hours' work placement.

Tuition fees	TBA
Materials cost	TBA
Uniform requirement	TBA

Credit in VCE or VCAL

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.

This program may include the following units

Unit code	Unit title
Year 1	
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE005	Provide care for babies and toddlers
CHCLEG001	Work legally and ethically
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCDIV001	Work with diverse people
Year 2	
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE011	Provide experiences to support children's play and learning
HLTFSE001	Follow basic food safety practices
CHCECE013	Use information about children to inform practice
CHCECE012	Support children to connect with their world

Certificate II in Floristry (assistant) (partial completion) (SFL20115)

Develop your trade skills and let your creativity bloom. This course will give you the skills to work as a florist in a shop or studio. You will learn flower and foliage identification, hands on practical techniques, design and display processes as well as retail skills and customer service.

Location

Fairfield campus, Epping Campus

Career pathways

Floristry is a dynamic and thriving industry with varied employment opportunities that include: florist owner/operator, retail florist, events florist (weddings, corporate) and studio florist.

Study Pathways

Certificate III in Floristry SFL30215

Timetable

Fairfield: Friday 9.30am-3.30pm

Epping: Wednesday 9.30am-3.30pm

Structured Workplace Learning

Encouraged but not mandatory

Tuition fees	TBA
Uniform requirement	N/A

Credit in VCE or VCAL

This course contributes to the Industry Specific Skills in VCAL.

For VCE this course provide up to 2 units of credit of up to two units' credit at Units 1 and 2.

ATAR Contribution or Scored Assessment

N/A

This program may include the following units

Unit code	Unit title
Year 1	
SFLDEC005	Assemble floristry products
SFLDEC001	Maintain floristry tools and equipment
SFLWHS001	Participate in safe work practices
AHCNSY204A	Maintain indoor plants
Year 2	
SFLSOP003	Recognise flower and plant material
SFLSOP004	Prepare and care for floristry stock
SFLSOP002	Work effectively in the floristry industry

Certificate II in Furniture Making Pathways (MSF20516)

Develop your skills in furniture making and prepare for the workforce. Learn about craftsmanship, technical skills, 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 in or as an 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

Tuition fees	TBA
Materials cost	$160
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 VCAL

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.

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
MSMPCI103	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

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.

Tuition fees	TBA
Materials cost	$50
Uniform requirement	TBA

Credit in VCE or VCAL

This course provides recognition of two units at 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.

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
AHCPCM201	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

Case study

Tayla is in Year 11 and studying Certificate II in Horticulture as a VET in Schools student at Melbourne Polytechnic.

I'm a very hands-on person. Ever since I was a kid my dad had a farm and I loved being outside and doing the garden. My school found this course for me. I enjoy going every Wednesday and really love it.

I'm learning so much about plants and soil, and we're building a retaining wall at the moment, which is really exciting.

I was a bit nervous at the start but after the first day, everyone was welcoming and the teachers were really good. I've made new friends too. There's a real mix of people in my class – the oldest is 23 and the youngest is 15.

There are a couple of girls too, which is great.

I just did work experience through my school and organised a week working with a local landscaper. I worked on different sites with his employees and sometimes more than one location a day.

The days went really fast but it was so worth it. I got really good feedback. Then I was offered an apprenticeship but I really want to finish Year 12 so I have something to fall back on.
The landscaper even said they'd wait for me!

Certificate II in Hospitality (SIT20316)

Develop industry knowledge and hospitality operational skills in food and beverage service, providing customer service advice and making functional transactions.

Location

Prahran campus

Career pathways

Work as a kitchen hand, hotel/motel/resort manager, front-of-house attendant or an event manager.

Study pathways

Certificate III in Hospitality (SIT30616)

Certificate IV in Hospitality (SIT40416)

Diploma Hospitality Management (SIT50416)

Timetable

Wednesday 9.30am–3.30pm

Structured Workplace Learning

Students must undertake 80 hours during this VCE VET Program

Tuition fees	$1800
Materials cost	N/A
Uniform requirement	TBA

Credit in VCE or VCAL

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

ATAR contribution

Students wishing to receive an ATAR contribution for VCE VET Hospitality must undertake a scored assessment to achieve a study score. This study score can contribute directly to the ATAR as one of the primary four subjects.

This program may include the following units

Unit code	Unit title
Year 1	
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXFSA001	Use hygienic practices for food safety
SITXWHS001	Participate in safe work practices
SITXCCS006	Provide service to customers
SITXFSA002	Participate in safe food handling practices
SITXFSA002	Receive and store stock
Year 2	
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB016	Provide advice on food
SITXFIN001	Process financial transactions

Certificate II in Hospitality –
Kitchen Operations (SIT20416)

Learn a range of food preparation and cookery skills to prepare food and menu items in a kitchen.

Location

Prahran and Preston campuses

Career pathways

Work as a kitchen hand, breakfast cook, catering assistant, sandwich hand and fast food cook.

Study pathways

SIT30816 Certificate III in Commercial Cookery

SIT40516 Certificate IV in Commercial Cookery

Timetable

One day per week for 56 weeks from 4-9pm (over two years)

Structured Workplace Learning

Students must undertake 80 hours at Prahran campus during this VCE VET Program.

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	TBA

Credit in VCE or VCAL

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

ATAR contribution

Students wishing to receive an ATAR contribution for VCE VET Hospitality must undertake a scored assessment to achieve a study score. This study score can contribute directly to the ATAR as one of the primary four subjects.

This program may include the following units

Unit code	Unit title	Nominal Hours
Year 1 (Units 1and 2)		
BSBWOR203	Work effectively with others	15
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Prepare dishes using basic methods of cookery	45
SITHKOP001	Clean kitchen premises and equipment	13
SITXFSA001	Use hygienic practices for food safety	15
SITXINV002	Maintain the quality of perishable items	10
SITXWHS001	Participate in safe work practices	12
BSBSUS201	Participate in environmentally sustainable work practices	20
SITHCCC002	Prepare and present simple dishes	25
Year 2 (Units 3 and 4)		
SITHCCC006	Prepare appetisers and salads	25
SITHCCC007	Prepare stocks, sauces and soups	35
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	45
SITHCCC011	Use cookery skills effectively	50
SITHCCC012	Prepare poultry dishes	25

Certificate I in Transition Education (partial completion) (22301VIC)

Gain the confidence and skills to make decisions about your future. The program has been designed to help young people with a disability and is provided through Melbourne Polytechnic's Work Education department.

Location

Preston campus

Career and Study pathways

Certificate I in Transition Education (22301VIC)

Certificate I in Work Education (22302VIC)

Timetable

Friday 9.30am–12.30pm

This program may include the following unit

Unit code	Unit title
Year 1	
VU21777	Enhance self development (150 hours)

Structured Workplace Learning

N/A

Tuition fees	$1200
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

VCAL – This program provides one credit towards Foundation or Intermediate VCAL.

VCE – N/A

ATAR contribution

There is no ATAR contribution for this program.