

# 2023 VET Delivered to Secondary Students

(also called VETDSS)

Edition 1



**MELBOURNE**  
**POLYTECHNIC**



# Never stop learning

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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 2021, 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?

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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.

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!





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# What is VET delivered to secondary students?

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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 13 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?

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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 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 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

- ▶ 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 cafeteria.

## 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, tram, 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 Excellence, five-star energy rated building.
- ▶ Cafeteria and library. Accessible by train and bus.





# FAQs

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## 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?

VETDSS 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.

## 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](http://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, 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.



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### 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 Monday 1 August 2022.

### 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 VET in Schools.



# 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.

### 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.

**2023 VETDSS 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 |   |
| AHCBIO201            | 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                              |

## Case study

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### **Morgan studied Certificate II in Agriculture as VET in Schools student at Melbourne Polytechnic in 2021.**

I've always been interested in agriculture because I lived on farms my whole life. My family have our own hobby farm with animals, so it's in my blood. As I grew up, I decided that I wanted to specialise in farming and cattle. Lots of people told me to do an office job or a something more 'girly', but I'm not a 'girly' person. I learn better muddy and hands-on than over the books.

School offered us this course and suggested Melbourne Polytechnic. It was close to home for me, and I also knew family friends that worked there. I used to drive past the Yan Yean campus daily, so I always knew about it. I was nervous at first. I worried there would be people who knew more about farming than me. But you get to know people quickly because you have similar interests.

Most of the week I'm at school and do my regular subjects. On Wednesdays I come to Yan Yean and it's fun - even though I'm working hard. It's a completely different experience. On a typical day we rock up at 8:30am and spend time in the cattle yard. Sometimes we'll have theory in the afternoon or, if it's raining, we'll have it in the morning. We learn a lot on weeds, irrigation and cleaning machinery and stuff like that. We never really have the same day twice; there's always something new.

I've learnt to just go for it in this course. Our teachers help us along and give us the confidence to do what we want to do. VETiS has helped me work in new areas like fencing, or little technical things that I've never had the chance to try. Right now, we're tending to cattle; moving them to different yards, checking their eyes and weight. When I graduate school, I want a job in farming, and eventually to chase the dream of working my own cattle farm. If you're thinking about doing it, go for it. It's loads of fun, and the teachers joke around as they guide you.





# 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

## 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   |

## Structured Workplace Learning

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

## 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.

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

# 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

### This program may include the following units

| Unit code | Unit title  |
|-----------|---|
| ACMGEN201 | Work in the animal care industry                          |
| ACMGEN203 | Feed and water animals                                    |
| ACMGEN205 | Source and provide information for animal care needs      |
| ACMSUS201 | Participate in environmentally sustainable work practices |
| ACMGEN309 | Provide basic animal first aid                            |
| ACMSPE317 | Provide general care of domestic cats                     |

### Structured Workplace Learning

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.

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

## Case study

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### **Kirk studied Certificate III in Allied Health as a VET in Schools student at Melbourne Polytechnic in 2021.**

Ever since I was young, I've always been interested in the medical field. As soon as I started high school, I tried to build on that by taking all the science classes. Allied Health is a great gateway to lots of options in medicine. When I started my placement, we were researching such a wide range of fields.

Some of my friends had previously done this course and said that the environment was really relaxed. When I first started, I was nervous, but my VETiS coordinator helped ease us into it. After a while, it felt cosy, and I got to know the small community. I've made friends and, if we ever have a problem, we help each other out.

I have my regular school throughout the week and then we leave campus on Wednesdays halfway through the day. We make our way to Melbourne Polytechnic's Greensborough campus and we start classes in the afternoon. It's a stress-relief from exams and a change of pace from regular school. It's hands-on. Lots of diagrams and equipment that we get to familiarise ourselves with.

We get to apply theory in a lot of practical research-based tasks like case studies.

Some units are more theory heavy, but in those cases our teacher likes to break it up by bringing in diagrams and skeleton structures to help us understand the concept. It's more about the skills. I'm learning that communicating with clients is just as important as knowing certain systems and structures. We have a lot of group discussions. Our shared interests make it easy to get excited about the things we learn. We all chose to be here so we're very enthusiastic about it.

When I started researching for my workplace this year, physio interested me. It covers so many areas from immunity to aged care. I'm really interested in physio treatments for cancer cases that involve amputees and understanding specialised cells. I'd love to get a job in that field. If it piques your interest at all, and you can see yourself working in the health field, give it a shot. It counts as a VCE subject as well, so it feels like doing an extra class rather than missing out.





# 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

### 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

**2023 VETDSS 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  | 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 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 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

**2023 VETDSS 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       |   |
| 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

**Sebastian studied Certificate III in Early Childhood Education and Care in 2021 as a VET in Schools student at Melbourne Polytechnic. Sebastian is now employed by the childcare centre where he completed his work placement.**

My dad owns a childcare centre, and my mum works in a school. So, it's sort of been there the whole time. I never really fell out of touch with it. The way children learn has always intrigued me.

My original course wasn't at Melbourne Polytechnic. It was very 'question-answer', with no work placements or set activities. My school arranged for us to change to Melbourne Polytechnic's VETiS course instead. When I shifted to this course, it was much easier. We went through the key knowledge and everyone in the class had great conversations about what they wanted to do. It was one hundred percent more practical. We had a childcare play area on-site where we would practice and set up activities.

When we started our work placements it was interesting to see what each childcare centre had set up. Obviously, different places have different policies. I had to adapt, but I'm good at that. I love on-the-fly and spontaneous work, which comes with the territory of young kids.

There were a lot of times where I thought the kids would enjoy something but then they'd be at it for a minute and say, "I'm bored of this already!". If the kids aren't engaged, you have to present it to them in a way that they'll enjoy.

It's one big team at a childcare centre. Everyone gives input and everyone has their own standard of knowledge. I'm the only guy working there now, but they have been really welcoming to me. On a good day, I get really into it. Easter just passed and I dressed up as the Easter bunny. I was bouncing around and all the kids were bouncing along too. There's been days where I haven't noticed the time pass and I forget to take my break.

I'd love to be a kindergarten teacher one day. I'm trying to push for more visual kinds of teaching because there are a lot of kids who find this helpful or are non-verbal. I'd even like to bring in new forms of communication like AUSLAN that I grew up learning. If you're passionate about teaching and helping kids grow and change, I recommend this course. I was so grateful to be hired as soon as I completed my work placement. I took the opportunity that was there, and I've loved every moment of it.





# Certificate III in Early Childhood Education and Care (CHC30121)

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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 VETDSS 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 VETiS.

## 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.

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



## This program may include the following core or elective units

| Unit code             | Unit title  |
|-----------------------|---|
| <b>Core Units</b>     |   |
| CHCECE030             | Support inclusion and diversity   |
| CHCECE031             | Support children's health, safety and wellbeing                                       |
| CHCECE032             | Nurture babies and toddlers   |
| CHCECE033             | Develop positive and respectful relationships with children                           |
| CHCECE034             | Use an approved learning framework to guide practice                                  |
| CHCECE035             | Support the holistic learning and development of children                             |
| CHCECE036             | Provide experiences to support children's play and learning                           |
| CHCECE037             | Support children to connect with the natural environment                              |
| CHCECE038             | Observe children to inform practice   |
| CHCECE054             | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures |
| CHCECE055             | Meet legal and ethical obligations in children's education and care                   |
| CHCECE056             | Work effectively in children's education and care                                     |
| CHCPRT001             | Identify and respond to children and young people at risk                             |
| HLTAID012             | Provide First Aid in an education and care setting                                    |
| HLTWHS001             | Participate in workplace health and safety  |
| <b>Elective Units</b> |   |
| BSBSTR401             | Promote innovation in team environments   |
| BSBSUS411             | Implement and monitor environmentally sustainable work practices                      |
| CHCDIV001             | Work with diverse people  |
| CHCECE039             | Comply with family day care administration requirements                               |
| CHCECE040             | Attend to daily functions in home-based child care                                    |
| CHCPRP003             | Reflect on and improve own professional practice                                      |



# Certificate III In Laboratory Skills (MSL30118)

Do you have an inquisitive mind? If you're driven by technical solutions and possibilities, you may be interested in the rewarding career of a Laboratory Technician. Melbourne Polytechnic's Certificate III in Laboratory Skills provides a comprehensive induction of industry-qualifying laboratory practises. You will learn to analyse data, report, and operate safely and efficiently within a professional laboratory setting.

### Location

Epping Campus. All applications through the Melbourne Polytechnic VETDSS Portal

### Career pathways

Graduates of this course may gain employment in science, research and educational facilities. Technicians are employed to perform a variety of roles usually in a science laboratory at a junior level progressing, with experience and further study.

### Study pathways

This course is a pathway program towards the ACM50117 Diploma of Animal Technology.

### Timetable

Wednesday 9:30am - 3pm

**2023 VETDSS 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    |   |
| MSL913004 | Plan and conduct laboratory/field work                    |
| MSL922001 | Record and present data                                   |
| MSMENV272 | Participate in environmentally sustainable work practices |
| MSL953003 | Receive and prepare samples for testing                   |
| MSL973014 | Prepare working solutions                                 |
| MSL974022 | Undertake environmental field based monitoring            |
| MSL973019 | Perform microscopic examination                           |
| MSL974021 | Perform biological procedures                             |
| MSL913003 | Communicate with other people                             |
| MSL933006 | Contribute to the achievement of quality objectives       |
| MSL943004 | Participate in laboratory/field workplace safety          |
| MSL973016 | Perform aseptic techniques                                |
| MSL974019 | Perform chemical test and procedures                      |



# 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 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.

**2023 VETDSS 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    |   |
| MSFFP2002 | Develop a career plan for the furnishing industry         |
| MSMENV272 | Participate in environmentally sustainable work practices |
| MSMPC1103 | 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.

## Credit in VCE or VCAL

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 VETDSS 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    |  |
| 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        |



# Certificate III in Hospitality (SIT30616)

Develop the operational skills required for the hospitality industry. You will obtain certificates in RSA (Responsible Service of Alcohol) and Food Hygiene (use hygienic practices for food safety) required to gain a range of entry level jobs..

### Location

Preston campus

### Career pathways

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

### Study pathways

Certificate IV in Hospitality (SIT40416)

Diploma Hospitality Management (SIT50416)

Advanced Diploma of Hospitality Management (SIT60316)

### Timetable

Wednesday 9am–3pm

### Structured Workplace Learning

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.

**2023 VETDSS 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   |
|------------|--|
| BSBWOR203  | Work effectively with others                           |
| SITHFAB002 | Provide responsible service of alcohol                 |
| SITHFAB003 | Operate a bar  |
| SITHFAB005 | Prepare and serve espresso coffee                      |
| SITHFAB007 | Serve food and beverage                                |
| SITHFAB010 | Prepare and serve cocktails                            |
| SITHFAB014 | Provide table service of food and beverage             |
| SITHFAB016 | Provide advice on food                                 |
| SITHIND002 | Source and use information on the hospitality industry |
| SITHIND004 | Work effectively in hospitality service                |
| SITXCCS006 | Provide service to customers                           |
| SITXCOM002 | Show social and cultural sensitivity                   |
| SITXFSA001 | Use hygienic practices for food safety                 |
| SITXHRM001 | Coach others in job skills                             |
| SITXWHS001 | Participate in safe work practices                     |





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

# Certificate I Work Education (partial completion) (22566VIC)

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)

### Timetable

Wednesday or Friday 9am-12pm

### Structured Workplace Learning

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.

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

### This program may include the following unit

| 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

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VETDSS Department

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*This training may be delivered with Victorian and Commonwealth Government funding.*  
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