



STAWELL SECONDARY COLLEGE

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Year 11
&
Year 12

VCAL Handbook 2009

(contains details of VET Courses being offered in 2009)



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VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

The Victorian Certificate of Applied Learning is the 'Hands-on' option for Year 11 and 12 students and is quite separate from the VCE Certificate. The program is based on applied learning and is designed for students going from school to either a TAFE course, an apprenticeship or a workplace. It will NOT lead to a University course.

What is VCAL?

The VCAL gives you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. And like the VCE it is a recognised qualification.

The VCAL's flexibility enables you to undertake a study program that suits your interests and learning needs. Fully accredited modules and units are selected for the following four compulsory strands:

- ✓ Literacy and Numeracy Skills – English, Maths
- ✓ Work Specific Skills – Work Placement
- ✓ Industry Related Skills -VET subjects
- ✓ Personal Development Skills – Community Skills

If you successfully complete your VCAL, like your peers who complete the VCE, you will receive a Certificate and a statement of results that details the areas of study you have completed.

WHAT I NEED TO KNOW

What are the VCAL levels?

The VCAL has three levels – Foundation, Intermediate and Senior. You would start and complete your VCAL at the level that matches your needs and abilities.

How long would the VCAL take me to complete?

The VCAL has been developed for Year 11 and 12 students. You can get a VCAL certificate and statement of results at the end of each year when you successfully complete your VCAL program for the level you have chosen.

Can I swap to the VCE if I change my mind?

If you change your mind and want to swap to the VCE, or if you want to pursue the VCE after completing the VCAL, completed units which are recognised by Victorian Curriculum and Assessment Authority for VCE will be credited towards your VCE. However you will need to remain at school for at least one further year (3 years) to complete all requirements for VCE.

VCAL CORE

The Victorian Certificate of Applied Learning is a course designed for students who are seeking to enter the workforce on leaving school, perhaps by taking on an apprenticeship or going onto TAFE training courses. This course is designed for a vocational or employment pathway rather than a university or higher education pathway and it is an alternative to the VCE. Students who gain employment through the School Based Apprenticeships (SBA) may choose to complete a VCAL course.

The student's course will include Literacy (English) and Numeracy (Mathematics) with their other studies associated with possible vocations. Such additional studies include Industry Related Subjects (VET SUBJECTS) and two specific VCAL subjects; Work Related Skills (WRS) and Personal Development Skills (PDS).

Work Related Skills at Stawell Secondary College is based strongly around workplace learning, where students participate in regular work placements usually 1 day each week and complete studies to improve their employability skills. Students will complete a major project on their workplace experiences, complete a workplace journal and complete a series of studies including OH&S, resumes, job applications, interviews, business organisation, Australian TAFE training system, workplace relations, wage levels and conditions of employment.

Personal Development Skills aims to assist students in developing their skills and understanding of social and community responsibilities. Students will play a volunteer role in a community organisation helping to plan, organise and carry out projects for the benefit of others. Organisations that students may choose to be involved with are SES, CFA, Sports Clubs, Primary Schools, Welfare Groups and many others. At school students will complete exercises to assist in developing personal and social skills of value to them in their work and community.

Industry Related Subjects refer to VET subjects that assist students in developing the knowledge and skills that will provide training in the industry sector of interest. Some of many subjects that may be included are VET Certificate courses in Agriculture, Multimedia, Furnishings (Cabinet Making), Building and Construction, Automotive, Engineering, Music and Hospitality. ALL students completing a VCAL certificate must complete a VET subject. A full list follows. Every effort should be made to link the work placement to the VET Program chosen by the student.

VCAL LITERACY 1 - 4

Study in these units is designed to:

- Develop knowledge, skills and understanding relevant to reading, writing and oral communication in the social contexts of family, employment, further learning and community.
- Strengthen and extend their language skills through thinking, reading, writing, speaking and listening;
- Communicate ideas and information effectively using the conventions of written and spoken language;
- Develop the ability to speak and listen in a range of informal and formal settings for different purposes;
- Enable the development of skills, knowledge and attitudes to literacy that will allow progression in the main social contexts of family, employment, further learning and citizenship.
- Include the use of technologies such as the Internet, Word, Publisher and PowerPoint as a part of communication to enhance the development of reading, writing and speaking skills.

Assessment:

Students will demonstrate that they have the knowledge, understanding and skills required in each of the course outcomes. To develop and demonstrate they have achieved the outcomes students will complete many class exercises including a variety of writing tasks, summaries, letters, essays and multimedia presentations, they will participate in discussions, read individually and aloud in class.

VCAL NUMERACY 1 - 4

Numeracy is the ability to use Mathematical skills in order to carry out purposes and functions within society related to designing, measuring, constructing, using graphical information, money, time and travel and the underpinning skills and knowledge for further study in Mathematics or related fields.

Curriculum selected will develop skills to facilitate the practical application of mathematics at home, work and in the community.

Assessment:

Students will demonstrate that they have the knowledge, understanding and skills required in each of the course outcomes. To develop and demonstrate they have achieved the outcomes students will complete many class exercises including a variety of tasks of a practical nature which may be integrated with requirements for Literacy and Personal Development Units.



VOCATIONAL EDUCATION AND TRAINING (VET) SUBJECTS 2009

Vocational Education and Training (VET) in VCAL

Incorporating VET into the VCAL enables students to :

- Complete nationally recognised Industry Training.
- Undertake studies which include TAFE links.
- Undertake studies with a more vocational focus gaining workplace training.

These courses are offered as a subject choice within the VCAL study program. As a general rule every 100 hours of VET training equates to one unit of study.

Most schools in the Pyrenees – Grampians VET Cluster offer a number of VET programs within their school timetable as well as shared access to some programs. Other VET courses are delivered externally (as distance education or travel to an external provider) within the region. The form of delivery will vary according to individual program requirements.

The delivery costs of VET programs are met through a combination of DEECD subsidies, school funding, and **student levies to cover material costs**.

In 2008 VET Material Fees for subjects at Stawell Secondary College were \$160.00. VET Material Fees for courses offered by other providers were \$360.00. Parents can expect a similar fee structure for 2009.

Consult your VET Coordinator or the Pyrenees Grampians VET Cluster Coordinator if you require any further information.

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Stawell Secondary College
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SWL Program Coordinator
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**VET subjects, like all those offered by Stawell Secondary College,
depend on student demand.**

Vocational Education and Training in Schools (VETiS)

Vocational Education and Training is directly job related and competency based. These courses are good for people who like study that is practical and hands on.

Who can do it?

Year 10, 11 and 12 students can undertake VET programs while completing their VCE or VCAL. Programs provide a qualification or partial completion of a Certificate II or III and are designed to give an overview/introduction to the industry. The units completed during a VETiS program will in some cases count toward continued study at TAFE, giving you a head start on your further education, apprenticeship or traineeship.

Approved VCE VET programs allow VCE students to blend general studies with vocation education – keeping employment and training options open while also providing ENTER contributions for university entrance. Other VET programs can also be undertaken with block credit to the VCE.

All VET Program units provide credit in the Industry Specific Skills Strand.

Advantages of Choosing a VET subject:

- Complete nationally recognised Industry Training at Certificate II or III level.
- Obtain an Estimated National Tertiary Entrance Rank (ENTER) and keep Tertiary options open.
- Undertake studies which include TAFE links.
- Undertake studies with a more vocational .

Some VET programs are offered within the school timetable while additional programs are delivered externally with students travelling to other schools, Stawell, Ararat and Horsham campuses of the University of Ballarat TAFE, Wimmera HUB, and Longerenong College, or studying by distance education.

Please check with your school VET coordinator as to travel arrangements and any additional costs of VET programs.

To select a VET program you will need to include it on your school subject selection sheet as well as fill in an application to enrol. Not all VET programs run each year as they depend on student numbers. Consult your VET Coordinator or the Pyrenees Grampians VET Cluster Coordinator if you require any further information on VET programs or enrolments.

Lee-Anne Sherwell
VET Coordinator
Ararat Community College

Jacqui Coleman
Pathways Coordinator
Lake Bolac College

Gerard Kelly
VET Coordinator
Marian College

Margaret Nicholson
VET Coordinator
Stawell Secondary College

Accessing VET programs at another location

Some VET programs are offered to students outside of their home schools. This allows for students to access specialist facilities and expert training that is not available at their own school. These programs are generally run each Wednesday and may require students to travel outside of school hours.

Missing classes due to VET

VCE students undertaking VET programs in the Wednesday VET block will miss some class time for other subjects. In these cases students are expected to chase up class work requirements from teachers and make up any missed class time during study periods. **VCE students need to be fully aware of the impact this will have on their workload.**

Transport Options

Students travelling to access VET programs are required to pay any cost of public transport, however a travel allowance may be applied for through the school.

From Stawell to Horsham (including Longerenong) – students can access the outgoing school bus from Stawell to Dadswell’s Bridge at the Kingston Bus Depot at 7am. Students are required to change busses at Dadswell’s Bridge to the inbound Horsham school bus. Arrangements for accessing this service should be made through the school VET Coordinator. No return service is available – students will need to arrange their own transport to return to Stawell.

From Stawell to Ararat and Ararat to Stawell– the Sandlant’s Bus service operates between Stawell and Ararat each day. Students should register their intention to travel on the bus with the VET Coordinator and ask for a timetable.

Structured Workplace Learning (SWL)

Students undertaking VET programs have the opportunity of going on SWL. SWL placements are not employment and students attending are paid a minimum of \$5 per day. The focus of SWL is to provide students with on the job training related to either their VET program, VCAL or VCE Industry and Enterprise.

Benefits of going on SWL:

- See the relevance of school work as related to the work environment
- Assists in understanding the work environment
- Increase confidence and communication skills through learning in an adult environment
- Allows you to establish contacts in the industry
- Many students are offered part time or full time work by their host employer, or go on to a traineeship or apprenticeship

If you would like to go on SWL please contact the VET Coordinator at your school. Assistance to find and organise placements is available through program teachers, VET Coordinators and the Central Grampians LLEN / Local Community Partnership SWL Program Coordinator.

School Based Apprenticeships (SBAs)

The **School Based Apprenticeship and Traineeship** program (formerly called School Based New Apprenticeships) for secondary school students is open to students 15 years of age or over who are permanent residents of Australia. The program involves the student undertaking their VCE/VCAL as well as being employed and trained under the following arrangements:

- VCE/VCAL studies selected by student
- a training agreement registered with the Office of Training and Tertiary Education (OTTE)
- a negotiated training program leading to a nationally recognised qualification
- paid work under some form of industrial agreement that endorses Part-time Apprenticeships, such as a Federal Industrial Award or Certified Agreement (CA).

School Based Apprenticeship and Traineeship Programs generally provide the same contribution to the VCE/VCAL as their related VET in the VCE programs. School Based Apprenticeships and Traineeships in the following areas are:

- Agriculture
- Automotive
- Business Administration
- Community Services
- Engineering Studies
- Food Processing
- Food Processing (Wine)
- Horticulture
- Hospitality (Operations)
- Information Technology
- Retail Operations
- Sport and Recreation

School Based Apprenticeships and Traineeships are also available in other industry areas, but need to be negotiated with the Australian Apprenticeships Centre, RTO and the school. For more information on SBAs please contact your school careers advisor or VET Coordinator.

VET Programs 2009

Not all VET subjects offered will run - programs are dependent on student enrolment numbers

VET PROGRAM	NATIONALLY RECOGNISED CERTIFICATE	Location	Page
Agriculture	Certificate II in Agriculture	Longerenong College	11
Automotive	Certificate II in Automotive	Stawell Secondary College	12
Building & Construction	Certificate II in Building & Construction	Ararat College	13
Business	Certificate II in Business	Distance AIET Classroom facilitation at SSC	14
Community Services (Childcare or Disability Care)	Certificate II in Community Services	Distance Learning from SWTAFE	15
Conservation & Land Management	Certificate II in Conservation and Land Management	Longerenong College	16
Engineering	Certificate II in Engineering	Stawell Secondary College	17
Equine Industry	Certificate II in Equine Industry Studies	Distance Learning Goulburn Ovens or SW TAFE	18
Food Processing (Wine)	Partial completion of Certificate II in Food Processing (Wine)	Marian College	19
Furnishing	Certificate II Pre Apprenticeship in Cabinet Making	Stawell Secondary College	20
Hair and Beauty	Selected units from Certificate II in Hairdressing and Certificate II in Beauty	Stawell Secondary College	21
Hospitality	Certificate II in Hospitality (Operations) and units of competence leading to certificate III	UB Stawell	22
Hospitality Introduction	Selected units from Certificate II in Hospitality	UB Stawell	23
Multimedia	Certificate II and Certificate III in Multimedia	Wimmera HUB	24
Music	Certificate II in Music Industry Skills (Foundation) Certificate III in Music Certificate III in Music Industry Skills (Technical Production)	Stawell Secondary College	25
Retail Operations	Partial completion of Certificate II in Retail Operations	Distance AIET Classroom facilitation at SSC	26
Sport & Recreation	VCE VET Sport and Recreation Certificate II in Fitness.	Marian College	27

AGRICULTURE

Certificate II - Code RTE20103

Future Career Opportunities include:

Farm based careers in Beef Cattle, Dairy, Grain, Poultry, Pig and Sheep production, Rural Merchandising, Wool Production and Handling and Rural Business Management.

Further Educational Advancements include:

Trainee and apprenticeships (Certificate III in Agriculture) and Advanced Diploma in Agriculture.

VCE Contribution: Approved VCE program; four VCE units: two at Unit 1-2 level and a Unit 3-4 sequence.

Location:
Longerenong College

RTO:
Longerenong College

Delivery Mode:

Attendance at Longerenong College one Wednesday per fortnight (10 am-4 pm).

Structured Workplace Learning: A required 200 hours over 2 years.

Units of Competence:

Year 1

Unit Code	Unit Name	Hours
RTC2701A	Follow OH&S procedures	20
RTC2801A	Participate in workplace communications	30
RTE2029A	Assist agricultural crop maintenance	40
RTE2205A	Fabricate and repair metal or plastic structures	60
RTE2118A	Handle livestock using basic techniques	30
RTE2142A	Collect and pack eggs for human consumption	20
RTE2129A	Move and handle pigs	40
RTC2704A	Provide basic first aid	10
RTC2309A	Operate tractors	30
RTE2120A	Assist with pressing wool	10
RTE2216A	Assist in preparing for shearing & crutching	20
		310

Year 2

Unit Code	Unit Name	Hours
RTC2702A	Observe environmental work practices	20
RTC2705A	Work effectively in the industry	20
RTE2011A	Assist agricultural crop establishment	60
RTE2212A	Prepare grain storages	40
RTE2308A	Operate ride-on vehicles	30
RTE2140A	Maintain health and welfare of poultry	40
RTE2151A	Care for health and welfare of pigs	40
RTE2128A	Provide feed for livestock	40
RTC2016A	Recognise Plants	40
RTC2706A	Apply chemicals under supervision	30
RTC2401A	Treat weeds	40
RTE2117A	Pen up sheep	10
RTE2119A	Perform board duties	80
		490

AUTOMOTIVE

Certificate II in Automotive Technology Studies – 21560VIC

The program provides entry level training in automotive and allied industries and is designed to prepare students for employment as apprentices. It enables participants to gain credit towards a nationally recognised credential and make informed career pathway choices. There is a focus on the remove and refit application to machinery in a hands on environment

Career Opportunities include:

Motor Mechanic, Spray Painting, Panel Beating, Automotive Engine Reconditioning, Automotive Parts Interpreter and Mechanical Engineer.

Further Educational Advancements include:

Apprenticeship (Certificate III) and Advanced Certificate/Diploma/Degrees in Engineering/Automotive.

VCE Contribution: Approved VCE program; four units: two at Unit 1-2 level and a Unit 3-4 sequence.

Location:
Stawell Secondary College

RTO:
South West TAFE

Delivery Mode:

Shared access in the Wednesday VET block at Stawell Secondary College (9.30 am to 2.30 pm).

Structured Workplace Learning: 10 Days strongly recommended

Proposed Units of Competence:

Year 1

Year 2

Unit Code	Unit Name	Hours
AURC270103A	Apply safe working practices	20
NCS003	Job seeking skills	20
AURT270278A	Use and maintain workplace tools and equipment	15
VBN657	Dismantle and assemble fuel pump	10
VBN659	Dismantle and assemble transmission, manual (conventional)	20
VBN662	Remove and replace clutch assembly	20
VBN692	Remove and replace steering assembly	20
VBN663	Remove and replace suspension, front springs	25
VBN666	Remove and replace wheel and tyre assemblies	10
		160

Unit Code	Unit Name	Hours
VBN644	Carry Out Industry Research	40
VBN648	Remove and replace engine assembly (conventional)	20
VBN652	Dismantle and assemble engine, four-stroke multi cylinder petrol	40
VBN655	Dismantle and assemble carburettor	10
VBN675	Recharge Batteries	15
VBN668	Operate Electrical Test Equipment	40
VBN676	Construct basic electronic circuits	40
		205

BUILDING & CONSTRUCTION

VCE VET Building & Construction Certificate II
Code 21393VIC

The Certificate II in Building and Construction is designed to enhance your carpentry and/or associated building trades apprenticeship prospects. The course gives you a sound introduction to specific trade industries, covering relevant material and equipment, occupational health and safety procedures to ensure students work safely and effectively on building sites. Upon completion of this program students will have completed approximately 2/3 of the Pre-apprenticeship certificate, comprising the certificate core and some stream specific modules. Students wishing to complete the entire pre-apprenticeship certificate will need to undertake modules beyond the requirements of the VCE VET Program

Future Career Opportunities include:

Carpenter, Building Contractor, Professional Builder, Construction Manager, Own Your Own Business

Further Educational Advancement include:

Continued TAFE study to complete the pre-apprenticeship certificate, Building trade apprenticeship to certificate level IV.

VCE Contribution: An approved VCE program; four units: two at Unit 1-2 level and a Unit 3-4 sequence with an enter calculation.

Location:

Ararat Community College

RTO:

University of Ballarat

Delivery Mode:

Shared access in the Wednesday VET block at Ararat College (9 am to 1 pm).

Structured Workplace Learning: 10 Days Required

Proposed Units of Competency

Year One

Unit Code	Unit Name	Hours
VBM987	Career studies	16
VBM985	Building & construction industry induction	16
VBN235	Communications for the building industry	20
VBM988	Workplace safety & environmental procedures	40
VBN111	Basic first aid	8
VBM990	Levelling	8
VBM991	Safe handling of plant & power tools	16
VBM992	Introduction to scaffolding	24
VBM 999	Carpentry hand tools	80
		228

Year Two

Unit Code	Unit Name	Hours
VBN236	Quality principles for the building industry	8
VBM986	Workplace documents & plans	20
VBM989	Building structures	8
VBN234	Calculations for the building industry	20
VBN003	Floor & wall framing	74
VBN004	Roof framing	40
VBN007	Basic setting out	16
VBN009	External cladding	24
		210

BUSINESS

Certificate II in BUSINESS with selected units from Certificate III
Code BSB20101

Future Career Opportunities include:

The Certificate II in Business provides a pathway into training and employment in business and related industries. It provides the knowledge and practical skills necessary to work efficiently and effectively in a wide range of business/office environments. Possible positions include administrative/office assistant, receptionist, information officer and customer service officer.

Further Educational Advancement include:

Certificate, diploma and degree courses in Business.

VCE Contribution - Up to four VCE VET units towards your VCE: two units at Unit 1-2 level and a Unit 3-4 sequence. A Study Score is available for this program.

Location:
Distance Learning at
Stawell Secondary College

RTO:
AIET.

Delivery Mode: Distance Learning and on the job training. Schools will provide appropriate supervision and access to distance learning materials.

Structured Workplace Learning: TBA

Units of Competence:

Unit Code	CORE UNITS	Hours	Unit Code	ELECTIVE UNITS – SELECT TWO	Hours
BSBCMN202A	Organise and complete daily work activities		BSBCMN201A	Work effectively in a business environment	
BSBCMN203A	Communicate in the workplace		BSBCMN206A	Process and maintain workplace information	
BSBCMN204A	Work effectively with others		BSBCMN208A	Deliver a service to customers	
BSBCMN205A	Use business technology		BSBCMN210A	Implement improved work practices	
BSBCMN209A	Provide information to clients		BSBCMN212A	Handle mail	
BSBCMN211A	Participate in workplace safety procedures		BSBCMN214A	Create and use simple spreadsheets	
BSBCMN213A	Produce simple word processed documents		BSBCMN215A	Participate in environmental work practices	
BSBCMN207A	Prepare and process financial/business documents				
BSBCMN302A	Organise personal work priorities and development				
BSBCMN305A	Organise workplace information				
BSBCMN306A	Produce business documents				
BSBADM305A	Create and use databases				

CHILDREN'S SERVICES

Certificate II in Community Work (Children's Services stream)- CHC20202

The program focuses on developing students understanding of children's interests and needs and how to deliver services/activities to stimulate children's development and enhance their leisure

Future Career Opportunities include:

Childcare Worker, Kindergarten Assistant, Youth Worker.

Further Educational Advancement include:

Traineeships (certificate III) or Advanced Certificate/Diploma/Advanced Diploma/Degree in related fields.

VCE Contribution: An approved VCE program - four units - two at Unit 1-2 level and a Unit 3-4 sequence.

Location:

OnLine learning from home school

RTO:

South West TAFE

Structured Workplace Learning: 20 days required

Proposed Units of Competence:

Year 1

Unit Code	Unit Name	Hours
CHCCS201A	Prepare for work in the community services industry	50
CHCCOM1B	Communicate with people accessing the services of the organisation	15
CHCORG1B	Follow the organisations policies , procedures and programs	15
CHCORG2B	Work with others	15
CHCOHS201A	Follow OH&S procedures	30
CHCGC1C	Support the development of children in the service	40
HLTFA1A	Apply basic first aid	10
CHCICAB	Communicate with children	30
CHCCN1D	Ensure children's health and safety	30
		235

Year 2

Unit Code	Unit Name	Hours
CHCYTH1C	Work effectively with young people	40
CHCGROUP2C	Support group activities	20
CHCRH1B	Orientation to work in the leisure and health industry	50
CHCCWI1B	Operate under a case work framework	20
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
CHCPR1C	Deliver services/activities to stimulate children's development and enhance their leisure	40
		190

A Disability Services stream may also be available in 2009.

CONSERVATION & LAND MANAGEMENT

Certificate II in Conservation and Land Management – RTD20102

Program Description

An introduction to environmental management through practical skills and applied theory of land conservation work. Students will participate in practical land management activities such as seed collections, planting trees for salinity prevention and biodiversity, fencing, identifying weeds and restoring areas of erosion. Students will develop transferable skills such as operating tractors, riding four wheel motorbikes and spraying weeds.

Further Educational Advancement include:

The course provides credit towards the Advanced Diploma of Conservation and Land Management currently being delivered at Longerenong College.

VCE Contribution: An approved VCE program - four units, two at Unit 1-2 level and a Unit 3-4 sequence.

Location:
Longerenong College

RTO:
Longerenong College

Delivery Mode:

Attendance at Longerenong one Wednesday a fortnight.

Structured Workplace Learning:

Students must undertake 200 hours minimum of appropriate workplace learning with an environmental organisation or primary production business. Ideal include the Department of Sustainability and Environment, local councils, Catchment Management Authority and Landcare. A record of activities must be maintained.

ENGINEERING

Certificate II in Engineering Studies - 21566VIC

Future Career Opportunities include:

Fitting and Turning, Metal Fabrication, Engineering Drawing Interpretation, Welding and Thermal Cutting, Introduction to Electricity and Electronics

Further Educational Advancement include:

Certificate III in Engineering, Advanced Certificate/Diploma/ Degree courses, Apprenticeships, Traineeships.

VCE Contribution: An approved VCE program - four units: two at Unit 1-2 level and a Unit 3-4 sequence.

Location:
Stawell Secondary College

RTO:
University of Ballarat

Delivery Mode:

Shared access in the Wednesday VET block at Stawell Secondary College (9.30 am to 2.30 pm).

Structured Workplace Learning: 80 Hours strongly recommended

Units of Competence:

Year 1

Year 2

Unit Code	Unit Name	Hours	Unit Code	Unit Name	Hours
MEM1.2FA	Apply principles of Occupational Health & Safety in work environment	20	VBN771	Apply electrotechnology principles in an engineering work environment	20
MEM18.1AB	Use hand tools	20	VBN773	Produce basic engineering sketches and drawings	20
MEM18.2AA	Use power tools/hand held operation	20	VBN776	Use basic engineering concepts to plan the manufacture of engineering components	20
VBN786	Develop an individual career plan for the engineering industry	20	VBN777	Handle engineering materials	20
VBN769	Perform basic machining processes	40	VBN778	Produce basic engineering components and products using fabrication and machining	60
VBN770	Apply basic fabrication techniques	40	VBN782	Perform basic welding and thermal cutting processes to fabricate engineering structures	60
VBN772	Use computers of engineering related work activities	20			200
VBN774	Apply basic computational principles in engineering work activities	20			
		200			

EQUINE INDUSTRY

Certificate II - Code: 21327VIC

Future Career Opportunities include:

Horse saddler/ handler/ trainer/ breeder/ rider/ photographer, Feed Merchant, Veterinary Nurse, Animal Carer.

Further Educational Advancement includes:

Bachelor of Applied Science – Equine Management, Diploma of Horse Business Management, Certificate in Harness Racing – Trainer/Driver, Certificate in Veterinary Nursing.

VCE Contribution: An approved VCE program – five units - three at Unit 1-2 level and a Unit 3-4 sequence.

Location:

Distance learning

RTO:

Goulburn Ovens TAFE or South West TAFE

Delivery Mode:

Distance learning through CD-ROM, online internet and practical placements. Attendance at practical sessions is compulsory.

Structured Workplace Learning: 40 Hours strongly recommended

Units of Competence:

Year 1

Year 2

VBM656	Work effectively in the equine industry	VBM659	Monitor horse health
VBM657	Identify and develop a career path in the equine industry	VBM662	Care for horses in the equine industry
VBM658	Communicate within the equine industry	RTE2104A	Carry out regular horse observation
RGRH101A	Introduction to occupational health and safety procedures	RGRH311A	Apply principles of basic anatomy and physiology to horses
VBM660	Horse riding or driving skills I	RGRH318A	Determine nutritional requirements for standard breeds or thoroughbreds
VBM661	Handle horses safely in the equine industry	Electives: select ONE of the following	
Electives: select ONE of the following		VBM663	Horse riding and driving skills II
VBM709	Assist in preparation of a horse for a competition	VBM664	Assist in the conduct of an event in the equine industry
RTC2209A	Install, maintain and repair fencing	VBM665	Care for mares and foals in the equine industry
BSBCM214A	Create and use simple spreadsheets	VBM666	Provide advice on equine products and the selection and fitting equipment, gear and clothing
RTC2210A	Maintain properties and structures	VBM739	Identify horse breeding principles and assist in practices

FOOD PROCESSING (Wine)

Certificate II code FDF20403

Future Career Opportunities include:

Vineyard worker, bottling and packaging worker, Cellar attendant, Wine maker, Wine marketing, Vineyard manager

Further Educational Advancement include:

Certificate III in Food Technology (Wine), Diploma of Food Technology, Bachelor App Science (Viticulture/Winemaking)

VCE Contribution: An approved VCE program - four units - two at Unit 1-2 level and a Unit 3-4 sequence.

Location:

Marian College
Ararat Community College

RTO:

NMIT

Delivery Mode:

A two year program. Delivered at Marian College within the school timetable. Shared access at Ararat Community College - attendance each Wednesday morning.

Structured Workplace Learning: 40 hours mandatory and an additional 120 Hours strongly recommended.

Units of Competence May Include:

Unit Code	Unit Name	Hours
FDFCORHSY1A	Follow work procedures to maintain health and safety	40
FDFCORBM2A	Use basic mathematical concepts	20
FDFWGGPGHB	Pick grapes by hand	20
FDFWGGVCB	Take vine cuttings	20
FDFWGGHPVB	Hand prune vines	40
FDFWGGTVB	Train vines	20
FDFWGGCMBB	Carry out canopy maintenance	20
FDFWGGMCEB	Maintain callusing environment	40
FDFWGGISMB	Irrigation Maintenance	20
FDFOPTISP2A	Implement sampling procedures	20
RTC2309A	Operate Tractors	30
FDFWGGMVT B	Install and Maintain trellis	20
FDFWGGISB	Operate the irrigation system	40

Unit Code	Unit Name	Hours
FDFWUIINDB	Perform effectively in the workplace	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
FDFCORWCM1 A	Communicate workplace information	20
FDFCORFSY2A	Implement the food safety program & procedures	30
FDFCORHS2A	Implement OH&S systems & procedures	40
FDFCORQAS2A	Implement quality systems & procedures	30
FDFCORWCM2 A	Present and apply workplace information	30
FDFWGGPDDA	Recognise disorders pests and disease	20
FDF2CSCS2A	Clean and sanitise equipment	30

FURNISHING

Certificate II in Furnishing (Cabinet Making) Code 21278 VIC

The course provides students with an introduction to the pre-employment trade skills required in the Furnishing industry including: hand tool skills, power tool skills, basic construction, cutting and costing, scale drawing, OH&S, workplace procedures and introduction to computers. The program allows for partial completion of the Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making)

Career Opportunities include:

Cabinet maker, Upholsterer, Furniture Polisher/Restorer, Wood Machinist

Further Educational Advancement includes:

Apprenticeship in Cabinet Making, Certificate III in Furniture (Cabinet Making)

VCE/VCAL Contribution:

Up to four VCE VET units: two at Unit 1-2 level and a Unit 3-4 sequence and credit toward the VCAL Industry Specific Skills.

Location

Stawell Secondary College

RTO:

To be determined

Delivery Mode:

Attendance at Stawell Secondary College during the Wednesday VET block, 9.20 am – 2.30 pm.

Structured Workplace Learning: 40 hours strongly recommended

Units of Competence May Include:

Year 1

Year 2

Unit Code	Unit Name		Unit Code	Unit Name	
LMFCR0001A	Follow safe working policies and practices		LMFCR0003A	Carry out measurements and calculations	
LMFFM1001A	Construct a basic timber furnishing product		LMFFM2001A	Use furniture making sector hand and power tools	
LMFFM2005A	Join solid timber		LMFFM2002A	Assemble furnishing components	
LMFFM2006A	Hand make timber joints		LMFFM3002A	Construct furniture using leg and rail method	
LMFFF2004A	Prepare surfaces for finishing		LMFFM3012A	Prepare cutting list from plans and job specification	
			LMFFM2007A	Follow plans to assemble production furniture	
			LMFGN3001A	Read and interpret documents	

HAIR & BEAUTY

Selected Units from
WRH20106 Certificate II in Hairdressing
WRB30104 Certificate III in Beauty Services

Program Description

The Hair & Beauty program is designed to cater for Year 11 & 12 students wishing to pursue a career in the Hair & Beauty Industries. The course provides students with associated skills both theoretical and practical, allowing students to develop basic skills necessary to work in a salon environment.

Future Career Opportunities include:

Hairdresser, Beauty Therapist, Nail Technician, Makeup Artist.

Further Educational Advancement include:

Hairdressing Apprenticeship, Beauty therapy trainee or apprenticeship, higher level Certificate/Diploma courses.

VCE/VCAL Contribution: Block credit of one VCE unit at unit 1-2 level and credit towards VCAL Industry Specific Skills. No credit at 3-4 level, no ENTER Score

Location:
Stawell Secondary College

RTO:
To be determined

Delivery Mode:

Attendance at Stawell Secondary College Skills Centre on alternate Wednesdays.

Structured Workplace Learning:

20 days of work placement planned for the alternate Wednesday.

Proposed Units of Competence:

Unit Code	Unit Name	Hours
WRRLP1B	Apply safe working practices	30
WRHCS201A	Prepare clients for salon services	10
WRHHD201A	Dry hair to shape	
WRBBS201B	Provide manicure and pedicure services	20
WRBCS204A	Apply knowledge of nail science to nail services	
		100

HOSPITALITY

Certificate II in Hospitality (Operations)
Incorporating THH21802 and THH33002

On successful completion of the Units 1-2 Sequence (Year 1) students will be eligible for the award of Certificate II in Hospitality (Operations) THH21802

On successful completion of the 3-4 Sequence (Year 2) students will be eligible for the award of Statement of attainment documenting completed units towards the Certificate III in Hospitality THH3302

Career Opportunities include:

Apprenticeship/Traineeship or employment in Hospitality or Tourism, Restaurant Service, and Retail Food Industry.

Further Educational Advancement includes:

Completion of Certificate III and IV in Hospitality, Diploma of Hospitality (Management).

VCE/VCAL Contribution: An approved VCE VET program - Up to five VCE VET units: three at Unit 1-2 level and a Unit 3-4 sequence and credit toward the VCAL Industry Specific Skills.

Location
UB Stawell
Jacaranda Restaurant

RTO:
University of Ballarat

Delivery Mode:

Shared access in the Wednesday VET block (9.30 am to 2.30 pm).

Structured Workplace Learning: 20 days strongly recommended

Units of Competence:

Year 1

Unit Code	Unit Name
THHCORO1B*	Work with colleagues and customers
THHCOR02B*	Work in a socially diverse environment
THHCOR03B*	Follow health, safety and security procedures
THHCO01B*	Develop and update hospitality industry knowledge
THHGH01B*	Follow workplace hygiene procedures
THHBCC01B	Use basic methods of cookery
THHBKA01Bx	Organise and prepare food
THHBKA02B	Present food
THHBKA04B	Clean and maintain kitchen premises
THHBFB09B	Provide responsible service of alcohol
THHGGA01B	Communicate on the telephone

Year 2

Unit Code	Unit Name
THHBCC02B	Prepare appetizers and salads
THHBCC03B	Prepare stocks, sauces and soups
THHBCC04B	Prepare vegetables, eggs and farinaceous dishes
THHBKA03	Receive and store kitchen supplies
THHBKA01B	Prepare foods according to dietary & cultural needs
THHBFB03B	Provide food and beverage service
THHBFB10B	Prepare and serve non-alcoholic beverages
THHBFB02B	Provide a link between kitchen and service areas
THHBFB11B	Develop and update food and beverage knowledge

Introduction to Hospitality

Selected Units from Certificate II in Hospitality (Operations)
Incorporating THH21802 and THH33002

Career Opportunities include:

Apprenticeship/Traineeship in Hospitality or Tourism, Restaurant Service, Retail Food Industry.

Further Educational Advancement includes:

Certificate III and IV in Hospitality, Diploma of Hospitality (Management).

VCE/VCAL Contribution:

Credit toward the VCAL Industry Specific Skills.

Location

UB Stawell Campus

Jacaranda Training Restaurant

RTO:

University of Ballarat

Delivery Mode:

By arrangement

Structured Workplace Learning: recommended

Units of Competence:

Year 1

Unit Code	Unit Name	Hours
THHCOR03B*	Follow health, safety and security procedures	5
THHGH01B*	Follow workplace hygiene procedures	15
THHBCC01B	Use basic methods of cookery	45
THHBKA01Bx	Organise and prepare food	20
THHBKA02B	Present food	6
THHBFB09B	Provide responsible service of alcohol	10
	TOTAL	101

MULTIMEDIA

Certificate II – Code CUF20601 & Certificate III – Code CUF30601

The program provides students with the knowledge and skill development that will enhance their employment prospects within the multimedia industry.

Future Career Opportunities include:

This industry includes graphic design, advertising, publishing, computing, and film/television/video production and information design

Further Educational Advancement include:

Diploma of Arts (Graphic Design, Visual Arts), Certificate IV in Broadcast Journalism, Media, Advanced Diploma Electronic Design, Bachelor of Arts (Media, Photography, Graphic Design)

VCE/VCAL Contribution:

Successful completion of Cert II contributes 2 VCE units 1-2 level, successful completion of Cert III contributes a VCE unit 3-4 sequence with an enter calculation.

Location:

Wimmera HUB Inc.

RTO:

Wimmera HUB Inc.

Delivery Mode:

Attendance at Horsham HUB each Wednesday during school terms.

Structured Workplace Learning: 10 Days strongly recommended

Proposed Units of Competence:

Year 1 Cert II

Unit Code	Unit Name
CUFGEN01A	Develop and apply industry knowledge
CUFSAF01A	Follow health, safety and security procedures
CUFMEM14A	Create, manipulate and incorporate 2D graphics
ICPMM11BA	Identify components of multimedia
ICPMM41CA	Incorporate text into multimedia presentations
CUFMEM13A	Incorporate, design and edit digital video
CUFIMA01A	Produce and manipulate digital images
CUFMEM12A	Update web pages
CUFMEM01A	Use an authoring tool to create an interactive sequence

Year 2 Cert III

Unit Code	Unit Name
ICAITU126A	Use advanced features of computer applications
CUFMEM07A	Apply principles of visual design and communication to the development of a media product
CUFIMA03A	Create 2D digital animation
ICPMM15DA	Develop a multimedia script
ICPMM65DA	Create web pages with multimedia
CUFWRT05A	Write content and/or copy

MUSIC INDUSTRY SKILLS

Certificate II - Music Industry (Foundation)
 Certificate III - Music
 Certificate III - Music Industry (Technical production)
 Code CUS20101/ CUS30101 / CUS30201

The Certificate II in Music Industry provides broad based knowledge and skills required for entry into the music industry. It provides the grounding upon which higher level certificates are based. The certificate III qualifications offer specialist training in either performance/composition or technology.

Future Career Opportunities include:

Music performer, Retailer, Events Organiser, Sound Engineer, Management of Performers.

Further Educational Advancement include:

Certificate IV in Music Industry Skills (Performance), Music Industry Skills (Sound Production), Music Industry Skills (Business), Diploma in Sound Production.

VCE/VCAL Contribution:

Students undertaking the Certificate II are eligible for two VCE VET units at unit 1-2 level and Students undertaking Certificate III are eligible for up to five VCE VET units - three at Unit 1-2 level and a Unit 3-4 sequence.

Location:
 Stawell Secondary College

RTO:
 AUSMUSIC

Delivery Mode:

Over two or three years within the timetable.

Structured Workplace Learning: 20 – 40 hours strongly recommended

Proposed Units of Competence:

CERT II Music Industry (foundation)

Unit Code	Unit Name
CUSBGE10A	Develop and update music industry knowledge
CUSMGE11A	Develop music knowledge and listening skills
CUSSAF02A	Follow health, safety and security procedures in the music industry.
CUECOR2A	Work with others
CUSMPF02A	Develop technical skills for playing or singing music
CUSMGE06A	Read Music
CUSMCP01A	Contribute creative music ideas to a project
CUSSOU02A	Operate portable audio recorder
CUSMGE 09A	Use MIDI devices and/or software to perform music
CUETGE1A	Undertake simple lighting / sound / audiovisual activities

CERT III Music

Unit Code	Unit Name
CUSADM08A	Address copyright requirements
CUSMCP02A	Compose a simple song or tune
CUSMPF10A	Develop and practice improvisation
CUSMGE12A	Maintain and Expand music knowledge and critical listening skills
CUSMPF06A	Extend technical skills in performance
CUSMGE01A	Maintain self or Group in Music
CUSMPF04A	Prepare self for performance
CUSMPF07A	Plan, prepare and perform for a demo recording

RETAIL OPERATIONS

Partial completion of Certificate II in Retail Operations
Code

The Certificate II in Retail Operations will equip you with skills and knowledge to begin a career in the retail industry. It is an entry level course for people wanting to be retail sales assistants or assistants in the retail office environment. The course focuses on the practical skills and tasks required to function at an operational level in the retail environment. You will learn about controlling stock and loss prevention, merchandising, selling products and services, customer service, product knowledge, point of sale systems, communication and team work and retail documentation.

Future Career Opportunities include:

Working in the retail industry in positions such as; Sales Assistant, Buyer, manager or executive.

Further Educational Advancement include:

Retail Traineeships – Certificate II in Retail Operations, Certificate IV in Retail Operations Diploma and Bachelor Degrees in Business Management.

VCE/VCAL Contribution:

Up to three VCE VET units at Unit 1-2 level Not credited at a 3-4 Level - No Enter score.

Location:
Distance Learning
At Stawell Secondary College

RTO:
AIET.

Delivery Mode: Distance Learning and on the job training. Schools provide supervisory arrangements and access to distance education materials required.

Structured Workplace Learning: 30 hours required.

Units of Competence:

Unit Code	Unit Name	Hours
WRRCS1B	Communicate in the workplace	50
WRRLP1B	Apply safe working practices	21
WRRCS3B	Interact with customers	36
WRRER1B	Work effectively in a retail environment	40
WRRLP2B	Minimise theft	21
WRRM2B	Perform routine housekeeping duties	18
WRII1A	Perform stock control procedures	18
WRRF1B	Balance register/terminal	21
WRRCA1B	Operate retail equipment	36
WRRCS2B	Apply point of sale handling procedures	18
		279

SPORT & RECREATION

Certificate II in Fitness
Code SRC20201

Future Career Opportunities include:

Sports Trainers, Physical Fitness Monitors, Sports Centre Management

Further Educational Advancement include:

Sports Trainer courses, Certificate IV in Recreation (Sports Coaching), Bachelor of Arts in Sports Administration.

VCE/VCAL Contribution:

Up to four VCE VET units on their VCE Statement of Results: two at Unit 1-2 level and a Unit 3-4 sequence.

Location:

Marian College

RTO:

AIET

Delivery Mode: At Marian College on Wednesdays.

Structured Workplace Learning: 80 hours required

Units of Competence May Include:

- Interact with clients
- Develop knowledge of the Sport and Recreation Industry
- Work effectively in a Sport and Recreation Organisation
- Nutrition, exercise and weight control

SCHOOL BASED APPRENTICESHIPS - SBA

Senior students have the opportunity to begin an Apprenticeship at the same time as they complete their secondary schooling.

Students have the opportunity to undertake an employment-based pathway program in conjunction with their senior school certificate. This pathway program is known as the School Based Apprenticeship (SBA) program, and the students undertaking the program are often referred to as trainees by employers.

To undertake an SBA, it is essential that a student be employed on a part-time basis, and undertakes a Vocational Education and Training (VET) certificate relevant to their work. The successful completion of this program enables students to achieve two certificates, a VCAL and a nationally accredited VET certificate. In addition, the student leaves school with a paid work history.

Delivery Mode:

Students participate in a negotiated structured training program delivered in partnership between the workplace, the Registered Training Provider and the school. Students commencing in year 11 often need two days per week to gain the required number of workplace hours over the two year VCAL period.

Apprenticeship or Traineeship Industry areas:

Agriculture	Furnishing
Automotive	Building and Construction
Business Administration	Horticulture
Community Services	Information Technology
Electronics	Retail Operations
Engineering	Hospitality
And others	

Future Career Opportunities include:

Qualified Tradesperson
Industry Management and qualified Professional

Further Educational Advancements include:

Continuing traineeships and apprenticeship.

NAME:

Year 11 & 12 VCAL SELECTION SHEET
STUDENT COPY

CAREER INTEREST AREAS FOR THE FUTURE:

ENTERING YR 11 in 2009 YR 12 in 2009

Work Placement Areas of Interest:

Preferences for VET Subject: 1st Preference

2nd Preference

Have you already completed Foundation VCAL? YES NO

Shaded areas of this table indicated prescribed units. VET subject is a choice from list

2009 Semester 1	VCAL Literacy 1 or 3	VCAL Numeracy 1 or 3	Personal Development 1 or 3	Work Related Skills	VET Subject	Work Placement 1 Day per week
Semester 2	VCAL Literacy 2 or 4	VCAL Numeracy 2 or 4	Personal Development 2 or 4	Work Related Skills	VET Subject	Work Placement 1 Day per week

CHECKLIST: The following points are for discussion by students with their Parents, Teachers, Level Co-ordinators and Careers Advisors.

- Have you selected a range of interests, possible careers, and courses?
- Have you checked the information provided through the careers room and Job Guide?
- Are you really clear why you have selected this course?

If not please ask the Year12 Co-ordinator Mr Sweeney or see Mr Mair, Careers, or see Ms Nicholson, VCAL and SBA Coordinator

Please return this form to your form teacher before Thursday, 21st August, 2008.

NAME:

Year 11 & 12 VCAL SELECTION SHEET

SCHOOL COPY

CAREER INTEREST AREAS FOR THE FUTURE:

ENTERING YR 11 in 2009 YR 12 in 2009

Work Placement Areas of Interest:

Preferences for VET Subject: 1st Preference

2nd Preference

Have you already completed Foundation VCAL? YES NO

Shaded areas of this table indicated prescribed units. VET subject is a choice from list on Page 10.

2009 Semester 1	VCAL Literacy 1 or 3	VCAL Numeracy 1 or 3	Personal Development 1 or 3	Work Related Skills	VET Subject	Work Placement 1 Day per week
Semester 2	VCAL Literacy 2 or 4	VCAL Numeracy 2 or 4	Personal Development 2 or 4	Work Related Skills	VET Subject	Work Placement 1 Day per week

CHECKLIST: The following points are for discussion by students with their Parents, Teachers, Level Co-ordinators and Careers Advisors.

- Have you selected a range of interests, possible careers, and courses?
- Have you checked the information provided through the careers room and Job Guide?
- Are you really clear why you have selected this course?

If not please ask the Year12 Co-ordinator Mr Sweeney or see Mr Mair, Careers, or see Ms Nicholson, VCAL and SBA Coordinator

Please return this form to your form teacher before Thursday, 21st August, 2008.

Parent Approval for this course:
(Parent Signature)

APPLICATION FOR ENROLMENT IN A VET PROGRAM

Tick the box for the program you wish to apply for (separate forms are required for each program)

Agriculture	Engineering	Hospitality (Intro)
Automotive	Equine Industry	Multimedia
Building & Construction	Food Processing (Wine)	Music
Business	Furnishing	Retail Operations
Community Services (Childcare or Disability)	Hair & Beauty	Sport and Recreation
Conservation & Land Management	Hospitality	

My preferred vocation (job) for SWL is

I am applying for a continued (2nd year unit 3/4) place NO YES

I have previously been enrolled in a VET program other than the one applied for

NO YES which program?.....

Student Personal Details

The Pyrenees-Grampians VET Cluster complies with the Privacy Amendment (Private Sector) Act 2000. The information you provide on this form will be for the administration of this program and to support your application, and will not be provided to any other party without your permission.

In 2008, you will be in year? 10 11 12 and **Studying** VCAL VCE

First Name _____ Surname _____

School _____

Home Address _____

Postcode _____

Date of Birth _____ Gender Male Female

Phone Number _____ Mobile _____

Please tick if you identify as:

- an indigenous Student.....
- having a disability.....
- from a non English speaking background.....

Parent / Guardian Information

First Name _____ Surname _____

Relationship to Student _____

Phone Number _____ Mobile _____

Emergency Contact (if Other than Parent / Guardian above)	
First Name	Surname
Relationship to Student	
Phone Number	Mobile

Student & Parent/Guardian Declaration	
<p>Parent's/Guardian's Signature.....Date.....</p> <p><i>We have discussed the commitment required to participate in the VET program and understand that it may involve being absent from school to attend VET classes as well as Structured Workplace Learning (on the job training) as required. We understand that to complete the program and gain the VET certificate the student must meet the requirements of both the VET course and the VCE/VCAL. I also understand that enrolment numbers may determine the availability of the course.</i></p> <p>Student's Signature.....Date.....</p> <p>.....</p> <p>Parent's/Guardian's signature.....Date.....</p>	

RECORDING AUTHORISATION (Optional)	
<p>Parent's/Guardian's (required when student in under 18 years)</p> <p>Signature.....Date.....</p> <p>.....</p> <p><i>I/we consent for the photographic, video, audio or any other form of electronic recording of the named student as part of this program. I authorise the use of this material by the Central Grampians Local Learning and Employment Network as part of promotion in printed and online material. I understand that this publication may be without acknowledgement and will be without remuneration or compensation. I further understand that once published on the internet, the Central Grampians LLEN have no control over its subsequent use and disclosure. I understand and agree that if I wish to withdraw this authorisation it will be my responsibility to inform the Cluster Coordinator on (03) 5352 3266.</i></p> <p>Student's Signature.....Date.....</p> <p>.....</p> <p>Parent's/Guardian's (required when student in under 18 years)</p> <p>Signature.....Date.....</p> <p>.....</p>	

SCHOOL ENDORSEMENT	
<p><i>The school agrees that this student is deemed suitable to undertake this VET Program and that this VET program is consistent with the student's MANAGED INDIVIDUAL PATHWAYS PLAN</i></p> <p>School Signature.....Date.....</p>	

.....

Please return this form to

Stawell Secondary College
VET COORDINATOR
Ms Margaret Nicholson