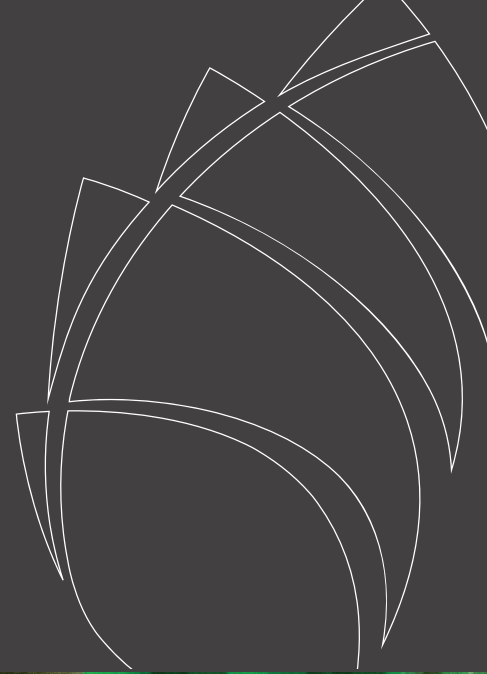


SUNITAFE
SWAN HILL CAMPUS
VET DELIVERED
TO SECONDARY
STUDENTS



**2024 PROGRAM
HANDBOOK**



SWAN HILL

Expression of interest forms due:
Friday 15 September 2023

DISCLAIMER

SuniTAFE reserve the right to alter or cancel courses, change teachers due to any unforeseen circumstances – they are subject to change without notice.

Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

SuniTAFE is responsible for issuing qualifications and/or statements of attainment associated with each course.

SUNITAFE PROGRAM INFORMATION

AUTOMOTIVE AND ENGINEERING

VET DELIVERED TO SECONDARY STUDENTS (VETDSS) BENEFITS?

VET Delivered to Secondary Students (VETDSS) is a great opportunity for you to explore a career option you may be considering.

Students successfully completing a VETDSS program will be eligible for a nationally accredited Statement of Attainment or Certificate qualification in their specific area of study; as well as developing a range of skills and knowledge that will make them more 'job-ready'.

HOW DOES IT WORK?

The VETDSS programs run over one year or two years. Most students will start their program in Years 10 or 11, however depending on the course selected there may be the opportunity for Year 8 and 9 students to participate in Taster Programs.

Students will enrol with and attend SuniTAFE on their scheduled program day each week during the term from February to October. Some programs may also require attendance after school hours.

SHOULD I DO A VETDSS PROGRAM?

- Speak with your VET Coordinator/School Careers Teacher
- Undertake work experience in the field you are interested
- Talk to family or friends who work in the industry

If after all you decide you want to do a VET Delivered to Secondary Students program, then see your VET/Careers/Home Group Coordinator to find out more information.

HOW WILL MY VETDSS PROGRAM BE ASSESSED?

Your teachers will use a range of assessment tasks to ensure you have achieved competency, i.e. written tests, skills demonstration, and in some programs workplace assessment. In programs that have Scored Assessment you will be assessed like any other subject at Unit 3 & 4 level, but you won't need to worry about that until the second year of your course.

WHAT IF I DON'T WANT TO COMPLETE THE PROGRAM?

You will need to discuss this with your home school, notify the VET Coordinator. You will receive a Statement of Results for any of the modules you have completed in the program.

HOW TO BE SUCCESSFUL IN YOUR VET DELIVERED TO SECONDARY STUDENTS PROGRAM?

- Be enthusiastic and motivated.
- Be organised and manage your time well.
- Be willing to make sacrifices i.e. undertaking work placement during holiday times.
- Be flexible and open to new approaches – the training and assessments are different to what you will be used to at your school.
- You will need good communication skills.
- Be willing to make new friends – students in the program will come from many schools in the Swan Hill region.
- Ensure you work out the balance of school, your VETDSS program, work placement, part-time work, sport and social commitments.

GETTING IN, GETTING OUT, YOUR RESULTS APPLICATION AND ENROLMENT PROCEDURES

Applications are submitted to your Secondary College VET/Careers/Home Group Coordinator

- You will need to complete an enrolment application process, this includes enrolment form and a pre-training review.
- Your school will be notified if your application has been successful with details for orientation or enrolment sessions you need to attend.
- Late applications may be accepted for some programs, however will only be considered if vacancies exist or become available at a later date.

STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning is a highly recommended way to kick-start your career by making industry contacts and developing your skills in a real life workplace.

Structured Workplace Learning placements are available for any student doing VCE. VCE Vocational Major and VET delivered to Secondary Students subject.

Your SWL placement can be in a different industry to your VETDSS subject as long as it is relevant to your career goals. Local employers are creating new opportunities all the time. To see what's available in the Swan Hill region right now, visit www.workplacements.education.vic.gov.au and follow the search prompts.

If you find an opportunity that interests you, your teacher and your SWL employer will work together to arrange the best dates and time for the SWL placement.

In the Swan Hill region, the SWL program is coordinated by Murray Mallee Local Learning and Employment Network.

If you have any questions about the SWL Program, contact SWL Coordinator on 5033 2017 or swl@mmllen.com.au

ENROLMENT SESSIONS WILL BE HELD IN TERM 4

- Students and their parents may need to attend an enrolment session at SuniTAFE.

COSTS

- Costs will vary between programs and the invoice for program costs including tuition and materials, will be sent to your home school.

For further fee information please contact your school VET/Careers/Home Group Coordinator.

Student withdrawal process and fees refund

Students have a four week 'grace period' from the program commencement date to withdraw from their VETDSS program.

- Withdrawal within this four week period will ensure schools are not charged for the student's course costs
- Withdrawal after this four week period means your school will be charged for that student's course costs.

Student results and reporting student progress

- Schools will receive progress reports at the end of Term 1, Term 2 and Term 3.
- Students will receive a Statement of Attainment provided by SuniTAFE at the end of the year.
- Your home school will receive notification if you are at risk of not passing the year due to either absences or work completion.
- Students who do not complete all units 1 and 2 may not be eligible to undertake the 2nd year of the program the following year.

STUDENT ABSENCES AND

TRANSPORT BACK TO HOME SCHOOL

- Absences are reported to your home school each week.
- Trainers will complete an Attendance Notification after each class and these are sent to the respective schools.
- If you know that you are going to be absent due to appointments or other commitments then please notify your home school and SuniTAFE before your class commences.

- It is the responsibility of parents/guardians or your home school to ensure that you return home safely. Once the class session has concluded, duty of care rests with the parents/guardians.

DUTY OF CARE/ STUDENT CONDUCT POLICY/DISCIPLINARY AND GRIEVANCE PROCEDURES

- The responsibility for duty of care rests with SuniTAFE while you are on campus grounds completing your VETDSS program.
- SuniTAFE will at all times act in such a way as to make every effort to ensure the safety of the students.
- Corresponding Student Code of Conduct Policy outlines behavioural expectations and penalties for misconduct.
- Student management processes are in place to act on any minor or major incidents/accidents.

YOUR HOME SCHOOL RESPONSIBILITIES

- To ensure fees are paid in accordance with the contracts.
- To assist with transport if required.
- To follow up on attendance or behavioural issues.
- To provide a contact person for the program.

INCIDENT/ACCIDENT NOTIFICATION

All incidents, accidents and near misses must be reported immediately to your SuniTAFE teacher or staff member.

In the event of a serious injury the SuniTAFE VETDSS Coordinator, your home school Principal and your parents /guardians will be notified immediately to determine what action must be taken.

PERSONAL PROTECTIVE EQUIPMENT

Specific standards to be observed by students attending classes include:

- Appropriate footwear must be worn at all times [Footwear such as thongs and sandals are not permitted].
- No short skirts and shorts [unless wearing leggings].
- No mobile phones.

Please Note: Any student who presents for class without the required clothing or books will be sent back to their home school.

SuniTAFE staff will inform the home school when such action has been taken.

UNIQUE STUDENT IDENTIFIER (USI)

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI). This includes nationally recognised training delivered as part of the Vocational Education and Training Delivered to Secondary Students (VETDSS) programs. Training organisations will not be able to enrol students or issue Certificates or Statements of Attainment if they have not been given the student's USI.

Creating a USI account is free. The online USI account will keep an individual's training records in one place so it's available anytime on computers, tablets or smart phones.

Students starting or continuing the nationally recognised VETDSS program will need to create a free USI account. Students will need to have ONE of the following forms of identification with them to be able to create the USI:

OPTIONS INCLUDE:

- Drivers licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
*Birth Certificate Extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

The USI must be entered on enrolment or completed at enrolment. To create a USI go to www.usi.gov.au.

VET REGISTRATION AND DELIVERY

SuniTAFE is a RTO under the National Vocational Education and Training Regulator Act 2011 to provide nationally accredited training and assessment services and to issues Australian Qualification Framework (AQF) certification documentation for the training products listed on its scope of registration.

For more information on the Institute's registration to deliver accredited vocational education and training is available on training.gov.au.

SuniTAFE's regulatory body for vocational education and training is the Australian Skills Quality Authority (ASQA).

RTO GRIEVANCE POLICIES & PROCEDURES

For information on SuniTAFE's Complaints and Appeals Procedure refer to link below.

Policies | SuniTAFE

www.sunitafe.edu.au/about/policies

Procedures | SuniTAFE

www.sunitafe.edu.au/about/procedures

Sunraysia Institute of TAFE (SuniTAFE)

RTO 4693

COURSE CHANGES

- Course modules are subject to change without notice and students will be notified of any relevant changes.
- Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

CREDITS TOWARDS VCE OR VCE VM

(unless otherwise stated on individual courses)

VCE Students will be eligible for credit of up to two Unit 1 & 2 VCE VET units towards their VCE and a Unit 3 & 4 sequence. ATAR Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of a VCE VET program 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 (primary four) or as a fifth or sixth study. Where a student elects not to receive a study score, no contribution to the ATAR will be available.

VCE Vocational Major Students will receive a unit of credit for every 90 hours of Units of Competency completed and may contribute to Victorian Pathways Certificate.

DISCLAIMER

Some units could be subject to change without notice. Information correct May 2023.

CVET Program	VCE Unit 1 & 2	VCE Unit 3 & 4	Scored Assessment	VCE Vocational Pathway Credits
Automotive	*	*	No	4
Engineering Studies	*	*	No	5

AUTOMOTIVE AND ENGINEERING

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION AUR20720

COURSE AIMS

The VET Automotive program will provide students with the basic knowledge and skills to enhance employment prospects as a trainee or apprentice in the automotive repair, service and retail industry. The course is designed to introduce students to automotive repair principles and the ability to perform a limited range of tasks, relating to the inspection of the mechanical components and systems of vehicles.

COURSE ASSESSMENT METHOD

- Practical assessments
- Completion of workbooks
- Written assessments for each workbook

CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
AURAEA002	Follow environmental and sustainability best practice
AURAF103	Communicate effectively in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives

YEAR TWO

CODE	UNITS
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURETR046	Construct and test basic electronic circuits
AURAF104	Resolve routine problems in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURETR006	Solder electrical wiring and circuits
AURVTA005	Clean vehicles

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

15 Units

LOCATION

SuniTAFE: Monday, 9am-3pm,
Swan Hill Campus

MODE

Face to face
Classroom delivery

WORK PLACEMENT

Recommended

PATHWAYS

Completing this program may assist students interested in apprenticeships and further study in the AUR12 Training Package Certificate III qualifications, or other relevant qualifications.

POSSIBLE

EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Automotive Mechanic
- Diesel Mechanic
- Mechanical Engineer
- Automotive Designer
- Spare Parts Manager
- Auto Electrician

AUTOMOTIVE AND ENGINEERING

CERTIFICATE II IN ENGINEERING PATHWAYS MEM20422

COURSE AIMS

Provide students with the basic knowledge and skills to enhance employment prospects in the engineering manufacturing or related industries and assist entry into the wider engineering industry. The course is designed to introduce students to a range of engineering skills such as basic machining, fabrication, welding use of tools and workshop practices.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
MEM13015	Work safely and effectively in manufacturing and engineering
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEM16008	Interact with computing technology
MSMENV272	Participate in environmentally sustainable work practices
MEM16006	Organise and communicate information
MEMPE004	Use fabrication equipment

YEAR TWO

CODE	UNITS
MEMPE006	Undertake a basic engineering project
MEMPE002	Use electric welding machines
MEMPE001	Use engineering workshop machines
MSMSUP106	Work in a team

PROGRAM LENGTH
2 Years [390 hours]

PROGRAM CONTENT
12 Units

LOCATION
SuniTAFE: Monday, 9am-3pm,
Swan Hill Campus

MODE
Face to face
Classroom delivery

WORK PLACEMENT
Recommended

PATHWAYS
Completing this program may assist students interested in apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

POSSIBLE EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Civil Engineer
- Plumber
- Mechanical Engineer
- Welder/Fabricator
- Panel Beater
- Fitter & Turner
- Air-Conditioning & Refrigeration Tradesperson

FURTHER INFORMATION

If you would like more information about VET
Delivered to Secondary Students programs
please speak to your VET/Careers/Home
Group Coordinator at your home school.

SUNITAFE

Lorene Dunstan – School Coordinator
Email: skillsandjobs@sunitafe.edu.au

Mildura Campus

Benetook Avenue
Mildura VIC 3500
T (03) 5022 3666

Swan Hill Campus

64 Sea Lake-Swan Hill Road
Swan Hill VIC 3585
T (03) 5036 0220