

SUNITAFE VET DELIVERED TO SECONDARY STUDENTS



**2023 PROGRAM
HANDBOOK**

KEY DATES

MILDURA

START DATE: 10 February 2023

END DATE: 27 October 2023

SWAN HILL

START DATE: 6 February 2023

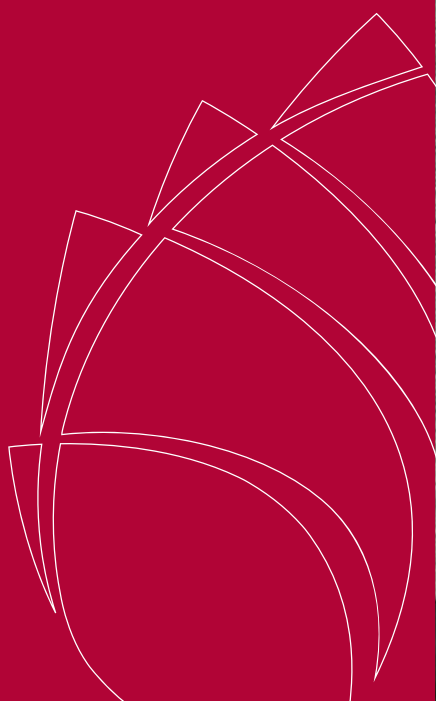
END DATE: 27 October 2023

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.



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SUNITAFE PROGRAM INFORMATION

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 Sunraysia 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.

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 during 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.

VSC PREDICTED GROWTH IN THE MALLEE

According to the **Victorian Skills Commissioner 2017 Mallee Regional Skills Demand Profile**, these are the industries with the largest projections of growth in the Mallee between now and 2022.

This information is provided to help assist students in choosing their VET studies, and can be used as a guide to the future employment opportunities via Vocational Education and Training.



VSC PREDICTED GROWTH INDUSTRY COURSES

This symbol will appear along side the courses related to the growth industries.

ESTIMATED NEW WORKERS NEEDED BY 2022



2017

600 upto **1,100**

2022

HORTICULTURE



350 upto **550**

TRANSPORT, LOGISTICS & AUTOMOTIVE



750 upto **1,000**

HEALTH AND SOCIAL ASSISTANCE



250 upto **400**

MANUFACTURING



200 upto **300**

CONSTRUCTION



400 upto **500**

RETAIL TRADE



250 upto **300**

HOSPITALITY AND TOURISM



100 upto **200**

OTHER AGRICULTURE

Source: Information and icons –
Mallee Regional Skills Demand Profile report:
www.vic.gov.au/victorian-skills-plan

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 in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURAF104	Resolve routine problems in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR006	Solder electrical wiring and circuits
AURTTJ003	Remove and replace wheel and tyre assemblies

YEAR TWO

CODE	UNITS
AURETK003	Operate electrical test equipment
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

15 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

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

MODE

Face to face
Classroom delivery

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 STUDIES 22470VIC

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
MEM13014A	Apply principles of OH&S in work environment
VU22329	Report on a range of sectors in manufacturing & engineering industries
MEM18001C	Use hand tools
MEM18002B	Use power tools / hand held operations
VU22330	Select and interpret drawings
VU22335	Perform metal machining operations
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques

YEAR TWO

CODE	UNITS
MEMPE006A	Undertake basic engineering project
VU22333	Perform intermediate engineering computations
VU22334	Produce basic engineering components and products using fabrication and machining operations
VU22237	Perform basic welding and thermal cutting processes to fabricate engineering structures

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

12 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

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

AUTOMOTIVE AND ENGINEERING



CERTIFICATE II IN ENGINEERING PATHWAYS

MEM20413

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
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEM16008A	Interact with computing technology
MSAENV272B	Participate in environmentally sustainable work practices
MEM16006	Organise and communicate information
MEMPE004A	Use fabrication equipment

YEAR TWO

CODE	UNITS
MEMPE006A	Undertake basic engineering project
MEMPE002A	Use electric welding machines
MEMPE001A	Use engineering workshop machines
MSAPMSUP106	Work in a team

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

12 Units

LOCATION

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

MODE

Face to face
Classroom delivery

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

CONSTRUCTION AND TRADES



CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP

22338VIC

COURSE AIMS

The VET Building and Construction [Pre- Apprenticeship] program will provide students with the basic knowledge and skills to enhance employment prospects as an apprentice in the building and construction industry. The course will teach students the entry level tools and equipment used by carpenters. On successful completion of the relevant unit, students will receive a Construction Induction Card as part of this course.

PLEASE NOTE: This course is a partial completion only.

COURSE ASSESSMENT METHOD

Practical assessments, observation, completion of workbooks, holistic assessment at the end of the year and written tests.

CERTIFICATION

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

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1012A	Work effectively & sustainably in the construction industry
CPCCCM1015A	Carry out measurements and calculations
VU22014	Prepare for work in the building & construction industry
VU22022	Identify and handle carpentry tools & equipment
CPCCCM2006	Apply basic levelling procedures

YEAR TWO

CODE	UNITS
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22025	Construct basic wall frames
VU22028	Install basic window and door frames
VU22026	Construct a basic roof frame
VU22027	Install basic external cladding

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

13 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

Completing this program may assist students interested in apprenticeships in Carpentry or other building and construction trades. Other pathways include Certificate IV in Building & Construction and many other building diplomas and degrees.

POSSIBLE EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Apprenticeship or traineeship
- Registered Building Practitioner
- Building Inspector
- Project Manager
- Architect, Carpenter
- Draftsperson

CONSTRUCTION AND TRADES



CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

22569VIC

COURSE AIMS

This course is designed for students aspiring to enter the plumbing industry as a trainee or apprentice. This is a pre-employment course and is regarded as the most suitable way to gain employment in the plumbing industry.

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
CPCCWHS1001	Work safely in the construction industry
VU23054	Use basic plumbing hand tools
VU23055	Use basic power tools
VU23046	Apply basic sheet metal practices
VU23051	Prepare to work in the plumbing industry
VU23052	Use and apply basic levelling equipment for plumbing
CPCCCM1015	Carry out measurements and calculations
VU23050	Perform basic oxy-acetylene welding and cutting
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCCM2001	Read and interpret plans and specifications

YEAR TWO

CODE	UNITS
VU23053	Use basic electric welding equipment and techniques
VU23047	Cut and penetrate building materials and structures
CPCPCM2039A	Carry out interactive workplace communication
VU23049	Identify career pathways in the plumbing industry
HLTAID002	Provide basic emergency life support
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations
BSBWRT311	Write simple documents
VU23048	VU23048 Fabricate simple plumbing pipe systems
CUAACD303	Produce technical drawings

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

19 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

Completing this program may assist students interested in gaining a plumbing apprenticeship.

POSSIBLE

EMPLOYMENT OPTIONS

- Plumbing Apprentice

DESIGN AND VISUAL ARTS

CERTIFICATE III IN DESIGN FUNDAMENTALS

CUA30720

COURSE AIMS

Are you looking to delve into the world of art and design, but need a solid foundation of guiding principles? The Certificate III in Design Fundamentals will allow you to progress towards indepth courses in visual arts and graphic design, as well as providing an excellent basis for seeking work in a wide range of art and design industry areas.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used; projects, practical tasks, observations and written activities.

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

CODE	UNITS
CUAACD311	Produce drawings to communicate ideas
CUADES302	Explore and apply the creative design process to 2D forms
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices
CUADES303	Explore and apply the creative design process to 3D forms
CUADIG304	Create visual design components

CODE	UNITS
CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES304	Source and apply design industry knowledge
CUAPRI211	Develop printmaking skills
CUASCU211	Develop sculptural skills
CUAPPR314	Participate in collaborative creative projects

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

12 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

Certificate IV in Visual Arts
and Certificate IV in Design.

POSSIBLE

EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Visual Artist
- Graphic Designer
- Digital Media field

FOOD AND HOSPITALITY



CERTIFICATE II IN COOKERY

SIT20421

COURSE AIMS

Provide students with an overview of the dynamic hospitality industry. The basic knowledge and skills developed in the fully functioning kitchen focusses on preparing, cooking and plating food and will receive a Food Handlers Certificate. Students will have the opportunity to work in a "live restaurant" working at a range of functions.

COURSE ASSESSMENT METHOD

- Direct observations of work practices
- Portfolio of annotated recipes and dishes
- Practical Assessments
- Topic tests 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
SITXFSA005	Use hygienic practices for food safety
SITHCCC023	Use food preparation equipment
SITXWHS005	Participate in safe work practices
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC024	Prepare and present simple dishes
SITHKOP009	Clean kitchen premises and equipment
SITXINV006	Receive, store and maintain stock
HLTAID011	Provide First Aid

YEAR 2

CODE	UNITS
SITHCCC034	Work effectively in a commercial kitchen
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITXCOM007	Show social and cultural sensitivity

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

14 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

Completing this program may assist students interested in Hospitality or Commercial Cookery traineeships, apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma or Degree courses.

POSSIBLE EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Apprentice Chef/
Apprentice Pastry Chef
- Caterer
- Food & Beverage Attendant
- Kitchen Hand
- Food Stylist

HEALTH AND COMMUNITY



CERTIFICATE III IN COMMUNITY SERVICES

CHC32015

COURSE AIMS

This qualification reflects the role of entry level for community services workers who support individuals through the provision of person centred services. Work may include day-to-day support of individuals in community settings or support of individual in community settings or support the implementation of specific community-based programs.

COURSE ASSESSMENT METHOD

Research and assignments.

CERTIFICATION

This course is partial completion only.
Successful Year 1 and 2 students will receive a Statement of Results;
SuniTAFE is responsible for issuing statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
BSBPEF202	Plan and apply time management
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS002	Follow safe work practices for direct client care
HLTWHS006	Manage personal stresses in the work environment
HLTAID011	Provide first aid
CHCDIV002	Promote Aboriginals and Torres Strait Islander cultural safety

YEAR TWO

CODE	UNITS
CHCCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies
FSKLRG011	Use routine strategies for work-related learning

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

12 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

This qualification enables students to pathway into Certificate IV in Community Services, Diploma of Community Services and Diploma of Early Childhood Education and Care.

POSSIBLE EMPLOYMENT OPTIONS

- Community Services Worker

HEALTH AND COMMUNITY



CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

HLT33015

COURSE AIMS

This qualification enables you to provide supervised assistance to allied health professionals, without conducting programs or therapeutic interventions. You will learn the skills, which will allow you to support patient therapy in a specialised area as well as all the safety, communication, and personal skills to make sure you are confident and competent in a demanding workplace.

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
BSBPEF301	Organise personal work priorities
CHCCCS002	Assist with movement
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

YEAR TWO

CODE	UNITS
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS015	Provide individualised support
CHCCCS026	Transport individuals
CHCDIV001	Work with diverse people
HLTAHA001	Assist with an allied health program

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

13 Units

LOCATION

SuniTAFE: Friday, 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

WORK PLACEMENT

80 hours of work placement required. Placement to be undertaken during school holidays (Term 1 and Term 2) where possible. NMLLEN will offer support for students to secure placement.

PATHWAYS

This qualification enables students to pathway into Certificate IV in Allied Health Assistance.

POSSIBLE EMPLOYMENT OPTIONS

- Therapy Assistant
- Physiotherapy Assistant
- Occupational Therapy Assistant
- Podiatry Assistant
- Speech Pathology

HORTICULTURE AND AGRICULTURE



CERTIFICATE II IN HORTICULTURE

AHC20416

COURSE AIMS

The Certificate II in Horticulture is your entry into the horticulture industry. You will learn a range of basic practical skills and gain knowledge you need to start your career in horticulture.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: practical assessments, assignments, completion of workbooks.

CERTIFICATION

Students will be issued a certificate upon successful completion of the units of competence outlined below. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
AHCPMG201	Treat weeds
AHCPMG202	Treat plant pests, diseases and disorders
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWHS201	Participate in work health and safety processes
AHCCHM201	Apply chemicals under supervision
AHCIRG217	Assist with pressurised irrigation operations
AHCNSY203	Undertake propagation activities

YEAR TWO

CODE	UNITS
AHPCPM201	Recognise plants
AHCMOM202	Operate tractors
AHCMOM204	Undertake operational maintenance of machinery
AHCNSY201	Pot up plants
AHCNSY202	Care for nursery plants
AHPCPM202	Collect, prepare and preserve plant specimens
AHCWRK204	Work effectively in the industry

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

14 Units

LOCATION

SuniTAFE: Friday 9am-3pm,
SMART Farm

MODE

Face to face
Classroom delivery

PATHWAYS

Successful completion of this course will give you a great start of moving onto studying Certificate III in Horticulture or to start an apprenticeship in this field.

POSSIBLE EMPLOYMENT OPTIONS

This qualification could lead to employment as an assistant or labourer in the horticultural setting.

HORTICULTURE AND AGRICULTURE



CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT

AHC20120

COURSE AIMS

This qualification provides the skills and knowledge required for work in a defined context and/or for further study in conservation and ecosystem management. Work would be carried out under general guidance and supervision. The qualification enables individuals to select and develop basic factual, technical and procedural knowledge in conservation and ecosystem management for Indigenous land management, lands, parks and wildlife services and the restoration and rehabilitation of ecosystems.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, practical skill assessments and completion of workbooks.

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
AHCNSY207	Undertake propagation activities
AHCPCM204	Recognise plants
AHCECR201	Capture digital media for fieldwork
AHCPMG201	Treat weeds
AHCMOM203	Operate basic machinery and equipment
AHCWHS201	Participate in work health and safety processes
AHCWRK205	Participate in workplace communications
AHCNAR305	Collect native seed

YEAR TWO

CODE	UNITS
AHCCHM201	Apply chemicals under supervision
HLTAID011	Provide first aid
AHCWRK204	Work effectively in the industry
AHCWRK209	Participate in environmentally sustainable work practices
AHCPCM202	Collect, prepare and preserve plant specimens
AHCPGD201	Plant trees and shrubs
AHCFAU202	Recognise Fauna

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

15 Units

LOCATION

SuniTAFE: Friday 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

Completion of this qualification can lead to further studies in Certificate III, Certificate IV or Diploma in Conservation and Ecosystem Management.

POSSIBLE EMPLOYMENT OPTIONS AFTER FURTHER STUDY

- Indigenous land management
- Lands, parks and wildlife roles
- Project firefighter

INFORMATION TECHNOLOGY

CERTIFICATE III IN INFORMATION TECHNOLOGY

ICT30120

COURSE AIMS

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: observation and oral questioning, project work, practical task, role play/simulation, knowledge based test, written task.

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
BSBCRT301	Develop and extend critical and creative thinking skills
ICTSAS310	Install, configure and secure a small office or home office network
BSBXCS303	Securely manage personally identifiable information and workplace information
ICTWEB431	Create and style simple markup language documents
BSBXTW301	Work in a team
ICTICT312	Use advanced features of applications

YEAR 2

CODE	UNITS
ICTICT313	Identify IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS305	Provide ICT advice to clients
ICTSAS312	Provide basic system administration
ICTICT309	Create ICT user documentation
ICTCLD301	Evaluate characteristics of cloud computing solutions and services

PROGRAM LENGTH

2 Years

PROGRAM CONTENT

12 Units

LOCATION

SuniTAFE: 9am-3pm,
Mildura Campus

MODE

Face to face
Classroom delivery

PATHWAYS

By completing this qualification you will gain employable skills in this area. Students may choose to extend their skills set and undertake Certificate IV or Diploma studies.

POSSIBLE EMPLOYMENT OPTIONS

This qualification could lead to employment working in an office environment such as Help Desk Officer, Client Support Officer, ICT Operations Support.

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

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T (03) 5022 3666

Swan Hill Campus

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Swan Hill VIC 3585
T (03) 5036 0220