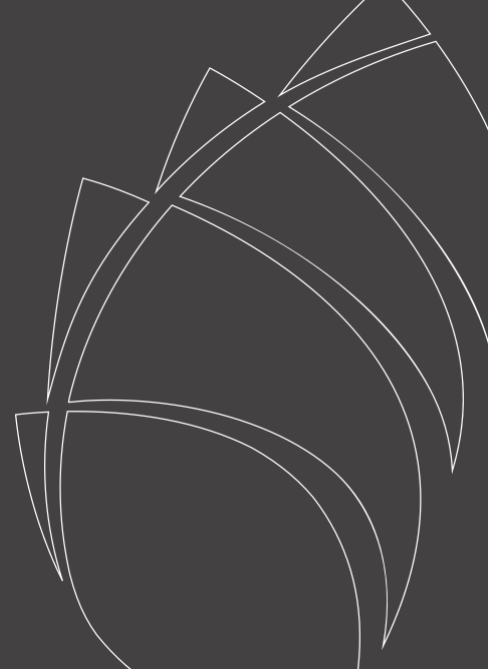# SUNITAFE
SWAN HILL CAMPUS

VET DELIVERED TO SECONDARY STUDENTS

2025 PROGRAM HANDBOOK

PROGRAM INFORMATION

VET DELIVERED TO SECONDARY STUDENTS (VDSS) BENEFITS?

VDSS is a great opportunity for you to explore a career option you may be considering.

Students successfully completing a VDSS 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 VDSS 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 VDSS 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 VDSS program, then see your VET/Careers/ Home Group Coordinator to find out more information.

HOW WILL MY VDSS 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 VDSS 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 VDSS subject.

Your SWL placement can be in a different industry to your VDSS 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 VDSS 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 VDSS 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 VDSS 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 VDSS 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 VDSS 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:
- Driver's 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 an 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 it 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 DISCLAIMER
SuniTAFE reserve the right to alter or cancel courses, change course modules, fees, materials or teachers due to any unforeseen circumstances – they are subject to change without notice. Students will be notified of any relevant changes.

Courses are subject to a 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.

FURTHER INFORMATION
If you would like more information about VDSS programs please speak to your VET/Careers/Home Group Coordinator at your home school.

SuniTAFE
Nicole Wright – School Coordinator
E: skillsandjobs@sunitafe.edu.au

AUTOMOTIVE AND ENGINEERING

AUR20720 Certificate II in Automotive Vocational Preparation
*TBC – pending teacher capacity

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

AURAEA002	Follow environmental and sustainability best practice
AURAFA103	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

AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURETR046	Construct and test basic electronic circuits
AURAFA104	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

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

PROGRAM LENGTH
2 Years

PROGRAM CONTENT
15 Units

MODE
Face to face classroom delivery

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

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

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

SuniTAFE   TAFE VICTORIA

AUTOMOTIVE AND ENGINEERING

MEM20422 Certificate II in Engineering Pathways

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

MEM13015	Work safely and effectively in manufacturing and engineering
MEM11011	Undertake manual handling
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MSMSUP106	Work in a team
MSMENV272	Participate in environmentally sustainable work practices
MEM16006	Organise and communicate information

YEAR TWO

MEMPE006	Undertake a basic engineering project
MEMPE002	Use electric welding machines
MEMPE001	Use engineering workshop machines
MEMPE004	Use fabrication equipment
MEMPE005	Develop a career plan for the engineering and manufacturing industries

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

PROGRAM LENGTH
2 Years

PROGRAM CONTENT
12 Units

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.

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

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

SuniTAFE   TAFE VICTORIA

HEALTH

CHC30121 Certificate III in Early Childhood Education and Care
*Partial completion only

COURSE AIMS

This course is intended for people seeking to work in the early childhood education and care sector. It provides the skills and knowledge required to assist in the design and implementation of the curriculum and care programs, in early childhood education and care services. It will supply all the necessary understanding of how to work with learning frameworks so that upon implementation, they meet the requirements of the education and care services National Regulations and the National Quality Standards.

COURSE ASSESSMENT METHOD

Knowledge questions, projects, portfolios, observations and role plays.

CERTIFICATION

This course is partial completion only. Please note that additional units are required to complete the Certificate III after the 2 years. Successful year 1 students will receive a Statement of Results. Successful year 2 students will receive a Statement of Results. SuniTAFE is responsible for issuing statements of attainment associated with this course.

ADDITIONAL INFORMATION

- Working with children check required prior to enrolment
- Required to complete placement hours in a registered early years' service
- Group work required
- Some online learning
- Access to internet and computer required

UNITS OF COMPETENCY

YEAR ONE

CHCECE056	Work effectively in children's education and care
CHCECE030	Support inclusion and diversity
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people

YEAR TWO

BSBPEF403	Lead personal development
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE034	Use an approved learning framework to guide practice
CHCECE037	Support children to connect with the natural environment

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

PROGRAM LENGTH
2 Years

PROGRAM CONTENT
8 Units

MODE
Face to face classroom delivery

WORK PLACEMENT
Required

PATHWAYS
On the completion of the Certificate III students will be able to enrol in the Diploma of Early Childhood Education and Care course.

EMPLOYMENT OPTIONS
Early Years Educator

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

SuniTAFE   TAFE VICTORIA

INFORMATION TECHNOLOGY

ICT30120 Certificate III in Information Technology
*TBC – Alternative delivery model

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

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 TWO

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

*DISCLAIMER
This program will be transitioning to an alternative delivery model, to open up new opportunities for students in Swan Hill and surrounding areas to access education remotely. Adjusting units of competency may be required to help tailor the program to better meet the needs of students and align with the new delivery format, to further enhance the students learning experience – more information to be provided, once transition is finalised.

LOCATION
SuniTAFE Swan Hill Campus, online
Friday, TBC

PROGRAM LENGTH
2 Years

PROGRAM CONTENT
12 Units

MODE
Face to face classroom delivery and online

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.

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

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

SWAN HILL
Expression of interest forms due:
Friday 13 September 2024

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.

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
Nicole Wright – School Coordinator
Email: skillsandjobs@sunitafe.edu.au

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T (03) 5022 3666

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