Eastern
Metropolitan
VET Cluster

2027 EMVC
VDSS Course Guide

Acknowledgement of Country

We acknowledge the Traditional Custodians of the land on which we all work and live.

We recognise their continuing connection to land, water, and community and pay respects to Elders past, present, and emerging.

We acknowledge that sovereignty was never ceded.

This always was, and always will be Aboriginal Land.

Eastern Metropolitan VET Cluster

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ACM20121 Certificate II in Animal Care

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140 and off-site TBC

Class Day and Time

Wednesday 9:00am – 2:00pm

Course Summary

Love working with animals and want to turn that passion into a career?

This entry level qualification opens the door to the animal care and management industry, supporting pathways into roles across animal shelters, kennels, catteries, sanctuaries and veterinary clinics.

You'll build the practical skills and knowledge to care for animals in a workplace setting, learning how to work safely and confidently under supervision. Training focuses on routine care tasks and day to day responsibilities, giving you a solid foundation for future opportunities in the sector.

This qualification prepares you for entry level and support roles where you can begin making a meaningful contribution to animal wellbeing, while exploring your pathway in a growing and rewarding industry.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification is an **entry-level pathway** into the animal care and related industries.

Career Outcomes

A range of employment opportunities including:

Animal Care & Welfare

- Animal attendant (shelters, pounds, rescue centres)
- Kennel or cattery assistant
- Pet shop assistant
- Animal care assistant in boarding facilities

Veterinary & Pet Services

- Veterinary clinic assistant (support role only)
- Grooming assistant
- Dog day-care attendant
- Pet boarding assistant

Agriculture & Animal Services

- Stable hand / equine assistant
- Farm hand (with animal handling responsibilities)
- Wildlife or conservation assistant (entry-level, often volunteer-based initially)

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Title	Hours
ACMWHS201	Participate in workplace health and safety processes	40
ACMGEN201	Work in the animal care industry	30
ACMGEN203	Feed and water animals	40
ACMSPE320	Provide general care of mammals	40
BSBCMM211	Apply communication skills	40
ACMVET201	Assist with veterinary nursing reception duties	40

Year 2 (2028)

Unit Code	Unit Title	Hours
ACMGEN205	Source and provide information for animal care needs	40
ACMBEH302	Provide enrichment for animals	40
ACMGEN202	Complete animal care hygiene routines	30
ACMSUS201	Participate in environmentally sustainable work practices	20
ACMGEN204	Assist in health care of animals	40
ACMGEN309	Provide basic animal first aid	40

AVI50222 Diploma of Aviation (Commercial Pilot Licence) (partial completion)

School/RTO

TRISTAR AVIATION RTO No. 22509

Course Duration

Two years part time

Campus Location

Brentwood Secondary College 65-71 Watsons Rd, Glen Waverley VIC 3150

Class Day and Time

Wednesday 1.30pm - 4.30pm

Course Summary

Satisfactory completion of this two year program entitles the student to a partial Diploma of Aviation, AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane).

Entry Requirements

Over 15 years of age, CASA Class 1 or 2 Medical.

Study Pathways

Private Pilot Licence (PPL) completion, Commercial Pilot Licence, Diploma of Aviation, Advanced Diploma of Aviation, Bachelor of Aviation, Other Bachelor Courses.

Career Outcomes

Emergency Services Pilot

Airline Pilot

Flying Instructor

Air Force Pilot

Airline Flight Planner

Agricultural Pilot (crop duster)

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator.

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Name	Hours
AVIE0006	Maintain aircraft radio communication	20
AVIW0029	Manage pre-and post-flight actions	40
AVIY0054	Control aeroplane on the ground	20
AVIY0055	Take off aeroplane	30
AVIY0056	Control aeroplane in normal flight	60
AVIY0057	Land aeroplane	40

Year 2

Unit Code	Unit Name	Hours
AVIF0030	Manage Safe flight operations	30
AVIY0035	Operate in Class G airspace	50
AVIY0036	Operate at non-towered aerodromes	40
AVIY0037	Operate at a controlled aerodrome	40
AVIY0058	Manage aircraft fuel	20

SHB30121 Certificate III in Beauty Services

School/RTO

AIET RTO 121314

Course Duration

Two years part time

Campus Location

Emmaus College – Burwood Campus 285 Warrigal Road, Burwood, VIC, 3125

Class Day and Time

Year 1: Wednesday 8:45am – 3.15pm

Course Summary

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement are required and are responsible for their own outputs. This includes client consultation on beauty products and services.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification provides a pathway to further education in the beauty and Hairdressing industries. Completion of this certificate may provide credit transfers into the SHB40121 Certificate IV in beauty services or higher.

Career Outcomes

This qualification provides a pathway to work typically in the beauty salon industry, waxing, brow, tanning and nail salons

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All tuition and essential material fees are invoiced to the student's secondary school.

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Name	Hours
SHBBBOS007	Apply cosmetic tanning products	20
SHBBRES003	Research and apply beauty industry information	20
SHBXCCS007	Conduct salon financial transactions	25
SHBBMUP009	Design and apply make-up	45
SHBBMUP010	Design and apply make-up for photography	30
SHBBINF002	Maintain infection control standards	75
SHBXWHS003	Apply safe hygiene, health and work practices	60
SHBBCCS005	Advise on beauty products and services	30
SHBBFAS004	Provide lash and brow services	30
SHBXIND003	Comply with organisational requirements within a personal services environment	45

Year 2 (2028)

Unit Code	Unit Name	Hours
SHBBNLS011	Use electric file equipment for nail services	30
SHBBNLS007	Provide manicure and pedicare services	60
SIRXSLS001	Sell to the retail customer	20
SHBBHRS010	Provide waxing services	100
SHBXCCS008	Provide salon services to clients	30
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50
SHBBMUP008	Apply eyelash extensions	40
SHBHBAS002	Provide head, neck and shoulder massages for relaxation	20

22614VIC Certificate II in Building and Construction (Pre-apprenticeship)

School/RTO

AIET RTO No. 121314

Course Duration

Two years part time

Campus Location

Box Hill Senior Secondary College 19 Dunloe Ave, Mont Albert North VIC 3129

Class Day and Time

Year 1: Wednesday 11:15am – 3.15pm

Year 2: Thursday 8:15am – 12.15pm

Course Summary

The Certificate II in Building and Construction Pre-apprenticeship (Carpentry) provides students with basic industry specific skills and knowledge to enable transition into an carpentry apprenticeship.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

CPC30220 Certificate III in Carpentry CPC50220 Diploma of Building and Construction (Building)

Career Outcomes

- Carpenter
- Cabinet Maker
- Construction Industry Pathways

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Units will be delivered over two years

Unit Code	Unit Title	Hours
CPCCOM1014	Conduct workplace communication	20
CPCCOM1015	Carry out measurements and calculations	20
CPCCCM2006	Apply basic levelling procedures	8
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID010	Provide basic emergency life support	12
VU23312	Prepare for work in the building and construction Industry	18
VU23313	Interpret and apply basic plans and drawings	25
VU23314	Erect and safely use working platforms	24
VU23327	Install interior fixings	40
VU23320	Identify and handle carpentry tools and equipment	100
VU23321	Perform basic setting out	24
VU23322	Construct basic subfloor	48
VU23323	Construct basic wall frames	48
VU23324	Construct a basic roof frame	40
VU23325	Install basic external cladding	24
VU23326	Install basic window and door frames	24
VU23327	Install interior fixings	40
VU23328	Dismantle basic timber structures	20
VU23329	Construct basic formwork for concreting	40

BSB30120 Certificate III in Business

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140

Class Day and Time

Year 1: Wednesday 9.00am - 12.30pm

Year 2: Wednesday 9.00am - 12.30pm (2028)

Course Summary

This course provides students with knowledge and skills across various business service areas. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

In this course, you will engage in a variety of learning activities designed to build practical skills and knowledge. These include hands-on practical tasks, research and project work, written exercises such as multiple-choice questions, oral presentations and verbal assessments, as well as collaborative group work that emphasises teamwork and communication.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification offers a pathway into employment and further study within the community services sector.

Graduates may choose to expand their skills and career options by pursuing additional qualifications such as the Certificate IV in Business (Administration), Certificate IV in Business (Operations), or Certificate IV in Accounting and Bookkeeping.

Career Outcomes

A range of employment opportunities including:

- Administrative Assistant
- Office Assistant
- Customer Service Representative
- Receptionist

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
BSBTWK301	Use inclusive work practices	30
BSBPEF201	Support personal wellbeing in the workplace	50
BSBPEF301	Organise personal work priorities	30
BSBTEC404	Use digital technologies to collaborate in a work environment	50
BSBCRT311	Apply critical thinking skills in a team environment	40
BSBSUS211	Participate in sustainable work practices	20
BSBWHS311	Assist with maintaining workplace safety	40

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
BSBTEC203	Research using the internet	30
BSBXCM301	Engage in workplace communication	40
SIRXMKT001*	Support marketing and promotional activities	30
SIRXPDK001	Advise on products and services	30
BSBTEC301	Design and produce business documents	80
BSBOPS304	Deliver and monitor a service to customers	35

CHC32015 Certificate III in Community Services

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140

Class Day and Time

Year 1: Wednesday 9.00am - 12.30pm or 1.00pm – 4:30pm

Year 2: Wednesday 9.00am - 12.30pm or 1.00pm – 4:30pm

Course Summary

This course offers students the opportunity to learn about the community services sector and explore specific contexts of work. Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and responding to clients.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification offers a pathway into employment and further study within the community services sector.

Graduates may choose to continue their education through a range of specialised courses, including the Certificate IV in Community Services, Certificate IV in Disability, Certificate III in Individual Support, or the Diploma of Community Services.

For those seeking advanced academic and professional opportunities, progression to a Bachelor of Social Work is also possible.

Career Outcomes

A range of employment opportunities including:

- Aged Care Attendant
- Healthcare Counsellor
- Youth Worker
- Community Developer
- Case Manager

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS002	Follow safe work practices for direct client care	25
HLTWHS006	Manage personal stressors in the workplace	25
CHCCOM001	Provide first point of contact	35
CHCGRP001	Support group activities	30

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
CHCCCS016	Respond to client needs	60
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85
CHCCOM002	Use communication to build relationships	55
BSBPEF202	Plan and apply time management	20
BSBWOR301	Organise personal work priorities and development	30

SIT20421 Certificate II in Cookery

School/RTO

IVET RTO No. 40548

Course Duration

Two years part time

Campus Location

Box Hill Senior Secondary College 19 Dunloe Ave, Mont Albert North VIC 3129

Class Day and Time

Year 1: Wednesday 8:30am – 12.30pm

Year 2: Thursday 8:30am – 12.30pm

Course Summary

Students will develop a range of food preparation and cookery skills to prepare menu items. The course emulates the role of a cook working in a kitchen, under the direct supervision of a chef and focuses on the back-of-house skills typically used in a restaurant or food outlet. Students will learn hygienic practices in food preparation and the skills to prepare and present simple dishes

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

Career Outcomes

- Chef
- Hospitality

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
SITXFSA005	Use hygienic practices for food safety	15
SITXWHS005	Participate in safe work practices	12
SITHKOP009	Clean kitchen premises and equipment	13
SITHCCC023	Use food preparation equipment	25
SITHCCC024*	Prepare and present simple dishes	25
SITXINV006	Receive, store and maintain stock	20
SITHCCC025*	Prepare and present sandwiches	10
SITXCOM007	Show social and cultural sensitivity	20
SITXFSA006*	Participate in safe food handling practices	40

Year 2

Unit Code	Title of Unit of Competency (UOC)	Hours
SITHCCC028*	Prepare appetisers and salads	25
SITHCCC029*	Prepare stocks, sauces and soups	35
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	50
SITHCCC034	Work effectively in a commercial kitchen	60

*Prerequisite: SITXFSA101 Use hygiene practices for food safety

SIT20421 Certificate II in Cookery

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Croydon Community School

Class Day and Time

Year 1: Wednesday 9.00am - 12.30pm

Year 2: Wednesday 9.00am - 12.30pm or 1.00pm - 4.30pm

Course Summary

This qualification provides students with the knowledge and skills across a variety of hospitality areas leaving flexibility in the field students can gain employment. Students will learn how to carry out a range of hands-on practical skills to prepare them for working in the industry. In this course, you will complete a variety of learning activities, including practical tasks, research and project work, written exercises such as multiple-choice questions, oral presentations and verbal assessments, as well as collaborative team-based activities.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification provides a pathway to employment and further study in the cookery sector.

Graduates may choose to continue their education with courses such as the Certificate III in Commercial Cookery or the Certificate IV in Kitchen Management.

Career Outcomes

A range of employment opportunities including:

- Catering Assistant
- Food Services Assistant
- Sandwich Hand
- Barista

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
SITXFSA005	Use hygienic practices for food safety	15
SITXWHS005	Participate in safe work practices	12
SITHCCC027	Prepare dishes using basic methods of cookery	45
SITHCCC024	Prepare and present simple dishes	25
SITHCCC023	Use food preparation equipment	25
SITXINV006	Receive, store and maintain stock	20
SITHKOP009	Clean kitchen premises and equipment	13

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
SITXFSA006	Participate in safe food handling practices	40
SITHCCC034	Work effectively in a commercial kitchen	60
SITHCCC028	Prepare appetisers and salads	25
SITHCCC029	Prepare stocks, sauces and soups	35
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	50
SITHCCC025	Prepare and present sandwiches	10

CHC30125 Certificate III in Early Childhood Education and Care

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140

Class Day and Time

Partial completion

Year 1: Wednesday 9.00am - 12.30pm
Year 2: Wednesday 9.00am - 12.30pm

Full completion

Year 1: Wednesday 9.00am – 3.00pm
Year 2: Wednesday 9.00am – 3.00pm

OR

Year 1: Friday 9.00am - 3pm
Year 2: Friday 9.00am - 3pm

Course Summary

This qualification reflects the role of workers in various early childhood education settings who work within the Education and Care Services National Regulations and the National Quality Standard requirements.

Please note – this course is delivered as a partial and full qualification for VDSS. Students who enrol in the partial option will have the opportunity to complete this qualification after completing their secondary school studies. Support the implementation of an approved learning framework and children's well-being, learning, and development. Depending on the setting, educators may work under direct supervision or autonomously.

Entry Requirements

To enrol in a VET course, you must be older than 14 years and 10 months, and be enrolled as a full-time student in a secondary school.

Study Pathways

VDSS program, can apply to complete the remaining units to graduate from the CHC30125 Certificate III in Early Childhood Education and Care. The Certificate III in Early Childhood Education and Care (CHC30125) opens doors to a range of roles working with young children, including early childhood educator, family day care educator, nanny, or outside school hours care assistant. It also provides a strong foundation for further study, such as progressing to a Diploma of Early Childhood Education and Care.

Career Outcomes

A range of employment opportunities including:

- Preschool educator
- Kindergarten educator
- Long day care assistant
- Out of hours school care educator

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Partial completion

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
HLTWHS001	Participate in workplace health and safety	20
CHCECE056	Work effectively in children's education and care	65
CHCECE031	Support children's health, safety and wellbeing	160
CHCDIV001	Work with diverse people	40
	Placement - CHCECE056 & CHCECE031	

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE034	Use an approved learning framework to guide practice	80
CHCECE033	Develop positive and respectful relationships with children	100
	Placement - CHCECE033, CHCECE034 & CHCECE037	

Full completion

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
HLTWHS001	Participate in workplace health and safety	20
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE056	Work effectively in children's education and care	65
CHCECE031	Support children's health, safety and wellbeing	160
CHCECE032	Nurture babies and toddlers	108
CHCECE033	Develop positive and respectful relationships with children	100
CHCECE034	Use an approved learning framework to guide practice	80
HLTAID012	Provide First Aid in an education and care setting	22

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
CHCPRT001	Identify and respond to children and young people at risk	40
CHCECE035	Support the holistic learning and development of children	100
CHCECE038	Observe children to inform practice	40
CHCECE036	Provide experiences to support children's play and learning	75
CHCECE037	Support children to connect with the natural environment	50
CHCECE030	Support inclusion and diversity	63
CHCDIV001	Work with diverse people	40
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55
CHCPRP003	Reflect on and improve own professional practice	120

22668VIC Certificate II in Early Childhood Education and Care Pathway

School/RTO

Cire Training RTO No. 4150

Course Duration

One year part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140

Class Day and Time

Wednesday 9.00am - 12.30pm

Course Summary

Jumpstart your career in Early Childhood Education and Care with our introductory course. This program provides foundational knowledge and skills that support practices and techniques in an early childhood setting, featuring innovative learning tools such as virtual reality and our Robot Babies. Students will cover essential topics such as career planning and progression within the sector, communication and numeracy skill development, the use of digital applications, and occupational health and safety. This course is provided to offer a valuable start for those who are interested in the field. Upon completion, this serves as a stepping stone to further qualifications, such as the CHC30125 Certificate III in Early Childhood Education and Care.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification provides a pathway into further study in the early childhood sector.

Potential further study pathways include:

• CHC30125 Certificate III in Early Childhood Educations and Care

• CHC50121 Diploma of Early Childhood Education and Care

Career Outcomes

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

1 Year

Unit Code	Title of Unit of Competency (UOC)	Hours
VU23698	Prepare to work in the early childhood education and care sector	20
VU23699	Develop a career plan for the early childhood education and care sector	15
VU23700	Use digital devices for early childhood education and care workplace tasks	20
VU23701	Develop techniques that support children's learning and development through positive interactions	30
VU23702	Develop techniques that support children's learning and development through play	35
VU23701	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
FSKLRG018	Develop a plan to organise routine workplace tasks	15
FSKRDG010	Read and respond to routine workplace information	15
FSKNUM009	Use familiar and simple metric measurements for work	15
HLTWHS001	Participate in work health and safety	20

22682VIC Certificate II in Electrotechnology (Pre-vocational)

School/RTO

AIET RTO No. 121314

Course Duration

Two years part time

Campus Location

Box Hill Senior Secondary College 19 Dunloe Ave, Mont Albert North VIC 3129

Class Day and Time

Year 1: Thursday 11:15am – 3.15pm

Year 2: Wednesday 11:15am – 3.15pm or * Friday 8.15am – 12.15pm

Please note: 2026 Year 1 students will continue in their allocated groups (e.g. students in the Friday 8.15am – 12.15pm group will continue in the Year 2 Friday 8.15am – 12.15pm for 2027).

Course Summary

This qualification prepares students to enter the electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many electrotechnology disciplines. The training is mainly project based and gives industry relevant hands-on experience in a realistic simulated environment. It also includes training in the fundamentals of electrical, telecommunication, refrigeration, and air conditioning systems as well as workshop experience in fabrication and assembly techniques, wiring, cabling, basic installation skills and use of test equipment. Students learn how to read circuit diagrams, take electrical measurements, and perform electrical calculations.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

UEE30820 Certificate III in Electrotechnology Electrician

Career Outcomes

- Electrician

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Units will be delivered over two years

Unit Code	Unit Title	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID011	Provide first aid	18
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40
UEECD0042	Solve problems in ELV single path circuits	40
UEECD0020	Fix and secure electrotechnology equipment	20
UEERA0035	Establish the basic operating conditions of air conditioning systems	20
VU23480	Perform intermediate engineering computations	40
VU23735	Install a sustainable extra low voltage energy power system	30
VU23736	Prepare for work in the electrotechnology industry	30
VU23737	Use test instruments in the electrotechnology industry	20
VU23738	Plan and complete a basic electrotechnology project	40
VU23739	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	40
UEERL0001	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	20
VU23740	Perform energy sector installations of extra low voltage (ELV) single path circuits	40

22682VIC Certificate II in Electrotechnology (Pre-vocational)

School/RTO

AIET RTO No. 121314

Course Duration

Two years part time

Campus Location

Emmaus College – Burwood Campus 285 Warrigal Road, Burwood, VIC, 3125

Class Day and Time

Year 1: Wednesday 1:30pm – 5:30pm

Year 2: Wednesday 8:30am – 12:30pm

Course Summary

The 22682VIC Certificate II in Electrotechnology (Pre-vocational) provides students with foundation skills and knowledge for entry into the electrotechnology and energy sector industries. The course develops practical skills in electrical safety, basic circuit work, the use of tools and testing equipment and installation of extra-low voltage systems. Students gain hands-on experience while developing an understanding of workplace health and safety, industry standards and employability skills. The program supports pathways into electrical and electrotechnology apprenticeships, further training and employment within the industry.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

UEE30820 Certificate III in Electrotechnology Electrician

Career Outcomes

- Electrician

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Title	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40
UEECD0042	Solve problems in ELV single path circuits	40
UEECD0020	Fix and secure electrotechnology equipment	20
VU23480	Perform intermediate engineering computations	40
VU23736	Prepare for work in the electrotechnology industry	30
VU23737	Use test instruments in the electrotechnology industry	20

Year 2 (2028)

Unit Code	Unit Title	Hours
HLTAID011	Provide first aid	18
UEERA0035	Establish the basic operating conditions of air conditioning systems	20
VU23735	Install a sustainable extra low voltage energy power system	30
VU23738	Plan and complete a basic electrotechnology project	40
VU23739	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	40
VU23740	Perform energy sector installations of extra low voltage (ELV) single path circuits	40

AHC21722 Certificate II in Permaculture

School/RTO

AIET RTO No. 121314

Course Duration

Two years part time

Campus Location

Templestowe College 7 Cypress Avenue, Templestowe Lower VIC 3107

Class Day and Time

Year 1 Wednesday 2:00pm – 5:00pm

Course Summary

This qualification provides a comprehensive set of skills for students interested in sustainability, food production, and environmental management, offering a broad introduction to permaculture practices. From undertaking hands on projects in school or community gardens, students will gain practical experience in planting, soil improvement, irrigation, and harvesting, as well as developing an understanding of local ecosystems and sustainable land use.

Safety, effective communication, and teamwork are also emphasised through practical activities and group projects, demonstrating the use of tools and equipment, working with others, and applying permaculture principals in real world contexts. This qualification prepares students for entry level roles in areas such as community gardening, conservation, and agriculture, as well as pathways to further study.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

Certificates III, IV and Diploma in Permaculture, Certificates III, IV and Diploma in Agriculture, Horticulture Conservation & Land Management, Bachelor of Sustainability, Bachelor of Agricultural Science

Career Outcomes

With additional training and experience, possible future career pathways may include work in the following areas/sectors:

- Parks & Gardens Worker
- Retail Nursery
- Organic Farmer
- Waste Recovery & Recycling Worker
- Landscape Construction Apprenticeship
- Sustainability Consultant
- Commercial Compost Worker
- Sustainability Educator

Contribution to VCE, VCE VM and ATAR

This certificate provides credit at VCE units 1&2 level only. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 1, 2 up to a maximum of six VCE units.

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements TBC

Year 1

Unit Code	Unit Title	Hours
AHCWHS202	Participate in workplace health and safety processes	30
AHCECR203	Perform basic ecological works	40
AHCWRK210	Observe and report on weather	20
AHCPER222	Use and maintain basic hand tools and equipment for the garden	40
AHCPER217	Report information about the local bioregion	40
AHCOCM203	Record information about country	40
AHCWRK213	Participate in workplace communication	40

Year 2 (2028)

Unit Code	Unit Title	Hours
AHCPER221	Recognise characteristics of integrated plant and animal systems	40
AHCPER219	Plant and maintain crops in permaculture	50
AHCPER223	Produce new plants for permaculture garden system	40
AHCPER225	Assist with garden soil health and plant nutrition	30
AHCIRG219	Assist with low volume irrigation operations	40
AHCPER216	Harvest, treat and store seed	40
AHCPER220	Harvest crops in a permaculture system	30
AHCPER224	Work effectively in permaculture	20

22701VIC Certificate II in Plumbing (Pre-apprenticeship)

School/RTO

AIET RTO No. 121314

Course Duration

Two years part time

Campus Location

Box Hill Senior Secondary College 19 Dunloe Ave, Mont Albert North VIC 3129

Class Day and Time

Year 1: Wednesday 11:15am – 3.15pm

Year 2: Thursday 8:15am - 12.15pm – to be confirmed

Course Summary

This pre-apprenticeship qualification is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course equips students with the skills and knowledge to enhance their employment prospects, with a strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as provide an understanding of the nature of the work and conditions.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

22701VIC Certificate II in Plumbing (Pre-apprenticeship) will prepare graduates with the skills and knowledge for entry into an apprenticeship (CPC32420 Certificate III in Plumbing) in one of the various sectors of the plumbing industry.

Career Outcomes

- Plumber

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Units will be delivered over two years

Unit Code	Unit Title	Hours
CPCWHS1001	Prepare to work safely in the construction industry	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCCOM1015	Carry out measurements and calculations	20
CPCPCM2039	Carry out interactive workplace communication	10
CPCCM2001	Read and interpret plans and specifications	36
BSBWRT311	Write simple documents	30
CUAACD313	Produce technical drawings	50
HLTAID010	Provide basic emergency life support	12
VU23978	Apply basic sheet metal practices	50
VU23979	Cut and penetrate building materials and structures	30
VU23980	Fabricate simple plumbing pipe systems	30
VU23981	Identify career pathways in the plumbing industry	30
VU23982	Perform basic oxy-acetylene welding and cutting	20
VU23983	Prepare to work in the plumbing industry	20
VU23984	Use and apply basic levelling equipment for plumbing	8
VU23985	Use basic electric welding equipment and techniques	20
VU23986	Use basic plumbing hand tools	50
VU23987	Use basic power tools	20
VU23988	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30

SIR20216 Certificate II in Retail Services

School/RTO

Cire Training RTO No. 4150

Course Duration

Two years part time

Campus Location

Yarra Ranges and City of Casey locations

Class Day and Time

Year 1 Wednesday 9.00am - 12.30pm

Year 2 Wednesday 9.00am - 12.30pm

Course Summary

This course provides secondary students with a pathway to work in diverse retail settings, including specialty retailers, supermarkets, department stores and quick service restaurants.

Students holding this qualification can perform roles such as frontline team member, customer service assistant and point-of-sale operator.

Entry Requirements

To enrol in a VET course, you must be older than 14 years and 10 months, and be enrolled as a full-time student in a secondary school.

Study Pathways

This qualification provides a pathway to employment and further study within the community services sector.

Graduates may choose to continue their education through various options, including the Certificate III in Retail Operations, Certificate IV in Retail Operations, or the Diploma of Retail Operations.

Career Outcomes

A range of employment opportunities including:

- Retail Assistant
- Customer Service Assistant
- Merchandiser
- Sales Assistant
- Sales Representative

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Title of Unit of Competency (UOC)	Hours
SIRXCEG001	Engage the customer	30
SIRXCER002	Assist with customer difficulties	40
SIRXCOM001	Communicate in the workplace to support team and customer outcomes	40
SIRXIND001	Work effectively in a service environment	45
SIRXIND003	Organise personal work requirements	20
SIRXWHS002	Contribute to workplace health and safety	20

Year 2 (2028)

Unit Code	Title of Unit of Competency (UOC)	Hours
SIRXPDK001	Advise on products and services	30
SIRXRSK001	Identify and respond to security risks	30
SIRRINV001	Receive and handle retail stock	35
SIRRMER001	Produce visual merchandise displays	35
SIRXIND002	Organise and maintain the store environment	20
SIRXMKT001	Support marketing and promotional activities	30

SIS30122 Certificate III in Sport, Aquatics and Recreation

School/RTO

Savile RTO No. 45452

Course Duration

Two years part time

Campus Location

Box Hill Senior Secondary College 19 Dunloe Ave, Mont Albert North VIC 3129

Class Day and Time

Year 1 Wednesday 11.15am – 3.15pm

Year 2 – TBC (2028)

Course Summary

VCE VET Sport, Aquatics & Recreation aims to provide participants with the knowledge and skills to work in a support role in facilities such as aquatic centres, fitness and community recreation centres providing customer service and administrative roles.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

You may wish to continue studying toward the Certificate IV in Sport Development (SIS40421)

Career Outcomes

There are various employment opportunities available across sports, recreation and fitness.

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Name	Hours
HLTWHS001	Participate in workplace health and safety	20
SISXIND011	Maintain sport, fitness and recreation industry knowledge	50
HLTAID011	Provide first aid	18
HLTAID009	Provide cardiopulmonary resuscitation	4
SISXEMR003	Respond to emergency situations	20
SISXCCS004	Provide quality service	25
SISXIND009	Respond to interpersonal conflict	20
SISSPAR009	Participate in conditioning for sport	30
SISXFAC006	Maintain activity equipment	5
BSBPEF301	Organise personal work priorities	30
SISSSOF002	Continuously improve officiating skills and knowledge	20

Year 2 (2028)

Unit Code	Unit Name	Hours
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	50
SISXPLD004	Facilitate groups	25
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXPLD002	Deliver recreation sessions	60

SIS30122 Certificate III in Sport, Aquatics and Recreation

School/RTO

Savile RTO No. 45452

Course Duration

Two years part time

Campus Location

Brentwood Secondary College 65-71 Watsons Rd, Glen Waverley VIC 3150

Class Day and Time

TBC

Course Summary

VCE VET Sport, Aquatics & Recreation aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Sport, Aquatic and Recreation related industries. It also enables participants to gain a recognised credential and to make a more informed choice of vocation or career path.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

Career Outcomes

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

Year 1

Unit Code	Unit Name	Hours
BSBPEF301	Organise personal work priorities	30
HLTAID009	Provide cardiopulmonary resuscitation	4
HLTAID011	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
SISSPAR009	Participate in conditioning for sport	30
SISSSOF002	Continuously improve officiating skills and knowledge	20
SISXCCS004	Provide quality service	25
SISXEMR003	Respond to emergency situations	20
SISXFAC006	Maintain activity equipment	5
SISXIND009	Respond to interpersonal conflict	20
SISXIND011	Maintain sport, fitness and recreation industry knowledge	50

Year 2 (2028)

Unit Code	Unit Name	Hours
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXPLD002	Deliver recreation sessions	60
SISXPLD004	Facilitate groups	25

BSB20120 Certificate II in Workplace Skills

School/RTO

Cire Training RTO No. 4150

Course Duration

One year part time

Campus Location

Cire Lilydale 34-40 John Street Lilydale 3140

Class Day and Time

Wednesday 1:00pm – 4:30pm

Course Summary

This nationally recognised qualification is designed to prepare individuals for entry-level roles in business and administration. It provides a strong foundation in essential workplace practices, including communication, time management, teamwork, and customer service. Learners gain practical experience with key business software and develop the confidence to carry out routine clerical and administrative tasks under supervision.

Ideal for those new to the workforce or looking to build core business capabilities, this course equips students with the practical skills and knowledge needed to succeed in a variety of business service environments. It serves as a stepping stone towards further study or employment in the business sector.

Entry Requirements

This course can only be completed as part of your secondary school studies in years 10, 11 and 12.

Study Pathways

This qualification offers a pathway into employment and further study within the community services sector.

Graduates may choose to continue their education through a range of specialised courses, including the Certificate IV in Community Services, Certificate IV in Disability, Certificate III in Individual Support, or the Diploma of Community Services.

For those seeking advanced academic and professional opportunities, progression to a Bachelor of Social Work is also possible.

Career Outcomes

A range of employment opportunities including:

- Aged Care Attendant
- Healthcare Counsellor
- Youth Worker
- Community Developer
- Case Manager

Contribution to VCE, VCE VM and ATAR

Please speak with your school Careers' Practitioner or VET Coordinator. Further details are available on the VCAA website: https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/vce-vet-programs

Course Fees

All fees are invoiced to secondary schools

Uniform/Equipment Requirements

TBC

1 Year

Unit Code	Unit Name	Hours
BSBCMM211	Apply communication skills	40
BSBPOPS201	Work effectively in business environments	30
BSBPEF201	Support personal wellbeing in the workplace	50
BSBWHS211	Contribute to health and safety of self and others	20
BSBPEF101	Plan and prepare for work readiness	20
BSBPEF202	Plan and apply time management	20
BSBSUS211	Participate in sustainable work practices	20
BSBTEC202	Use digital technologies to communicate in a work environment	20
BSBTEC203	Research using the internet	30
BSBTWK201	Work effectively with others	40

EMVC Member Schools

Avila College

Blackburn High School

Box Hill Senior Secondary College*

Brentwood Secondary College*

Doncaster Secondary College

East Doncaster Secondary College

Emmaus College*

Forest Hill College

Glen Waverley Secondary College

Highvale Secondary College

Huntingtower School

John Monash Science School

Kingswood College

Koonung Secondary College

Marcellin College

Mazenod College

Mount Waverley Secondary College

Nunawading Christian College

Our Lady of Sion College

Salesian College

South Oakleigh Secondary College

Templestowe College*

Vermont Secondary College

Warrandyte High School

Wellington Secondary College

Wheelers Hill Secondary College

*Host School

The 2027 EMVC VDSS Course Guide has been compiled from information obtained from member schools and RTOs and is subject to change without notice. EMVC has made every reasonable effort to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

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Eastern
Metropolitan
VET Cluster

For more information on the
Eastern Metropolitan VET Cluster, visit
gatewayllen.com.au/eastern-metropolitan-vet-cluster-emvc/

PO Box 383
Box Hill VIC 3128
E | ddwyer@emvc.com.au
T | 0490 668 974