VET Delivered to Secondary Students

2019
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As one of Victoria’s largest regional TAFEs, The Gordon has been helping people gain real skills for real jobs for 130 years.

We focus on practical training; less theory, more experience.

We have a widely known reputation for quality, trusted in Australia and overseas.

We offer international study tours to broaden your experience and give you the chance to make contacts overseas.

Small class sizes and more contact hours means lots of face-to-face time with your teachers, and less time required for independent study at home.

Our diplomas and advanced diplomas can give you credits and guaranteed pathways into degrees at other universities and TAFEs.

A high graduate employment rate and strong industry connections means you have a good chance of gaining employment when you finish your studies.

Why choose The Gordon?
Despite this industry being physically and mentally demanding, I was drawn to this challenging yet fulfilling career path. I have gained an understanding of the work carried out in the electrical trade and the different career paths. The training has prepared me mentally for the workload trade school will have and has shown me early on that the trade was suited to me.

Peter Rotiroti
Certificate II in Electrotechnology Studies (Pre-vocational)

The VET Delivered to Secondary Students engineering course taught me so much in such little time. I have gained confidence in myself in trying new things. My training has also taught me life skills of connecting with people who I would not normally converse with. My training at The Gordon will give me a head start over others who haven’t yet had experience in the engineering industry.

William Rowe
Certificate II in Engineering Studies (Mechanical)

Studying a VET course allowed me to complete learning that was directly linked to my pathway goal. It also helped me approach all of my subjects at school with the same attitude, understanding that all learning has value.

Annie-Jayne Beckley
Certificate II in Building and Construction (Painting and Decorating) Pre-apprenticeship
What is VET Delivered to Secondary Students?

VET Delivered to Secondary Students (VETDSS) allows you to combine your senior secondary studies with a Vocational Education and Training (VET) program. The Gordon has delivered VETDSS programs for more than 20 years, with more than 1,000 students from 78 secondary colleges participating each year.

How does it work?
You can undertake a VETDSS program alongside your:
• VCE, or
• VCAL

VETDSS programs are run over one or two years, which you complete during Years 10, 11 and/or 12 depending on when you start.

Programs are generally conducted on a Wednesday or Friday afternoon/early evening during term from February to November. Some programs may require attendance during school holiday periods, particularly for the Structured work placement (SWP) component.

What are the benefits?
VETDSS is a unique opportunity for you to experience a career you may be considering.

As a result, you can:
• Contribute to the eligibility requirements for VCE or VCAL.
• Contribute to your ATAR score.
• Develop ‘job ready’ skills and experience in your chosen industry.
• Receive a nationally accredited qualification.
• Achieve a pathway and credits towards higher level courses.
• Gain credit into apprenticeships and possibly reduce the duration of an apprenticeship.

Guaranteed pathways
The Gordon offers guaranteed places from 15 VETDSS programs into higher level pathway courses at The Gordon. So if you successfully complete an eligible VETDSS course through The Gordon, you can be sure to gain a place in a pathway course - giving you more certainty and less stress when it comes to your study choices after secondary school.
Contribution to VCE and VCAL

Every VETDSS program provides a certain amount of credit towards your VCE and VCAL.

VCE

It may contribute up to 13 of the 16 units required for satisfactory completion of VCE, and many of the programs have scored assessment which can be counted within your ‘primary four’ studies for calculation of your ATAR. Others may provide for one ATAR increment; calculated as ten per cent of the lowest study score of the primary four – a 10 per cent bonus to your ATAR score!

VCAL

Contribution to VCAL is determined by the number of units successfully completed. When you have been assessed as competent in units totalling 100 nominal hours, this will contribute one VCAL unit towards satisfactory completion of VCAL. This program will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands of VCAL at the Foundation, Intermediate or Senior levels.

We recommend you speak with your VET Coordinator and your year level coordinator about the combination of subject selections including a VETDSS program, and the credits it provides toward VCE or VCAL.

Structured Work Placement (SWP)

Real life training and experience is a beneficial part of VETDSS. Each program has either mandatory or recommended SWP, which varies between 10 – 20 days over the duration of the program.

This is most commonly arranged during term holidays, and your secondary college will work in conjunction with workplace agencies to coordinate the SWP on your behalf.

You are only eligible to undertake SWP after you have successfully completed all mandatory occupational health and safety requirements of your VETDSS program.

Did you know?

Many students who do work placement are offered ongoing employment by their host employer.

How do I get the most out of VET Delivered to Secondary Students?

Here are some tips from previous VETDSS students:

- Be enthusiastic and motivated.
- You need to be organised and manage your time.
- Be willing to make sacrifices i.e. undertaking work placement during holiday times.
- Be flexible and open to new approaches – the training is different to what you will be used to, and the teachers are the same as those who teach apprentices.
- You will need good communication skills.
- Be willing to make new friends – students in the program will come from many schools in Geelong, Werribee and Colac/Otway regions.
- Ensure you work out the balance of VCE/VCAL study, your VETDSS program, work placement, part-time work and sport and social commitment.

Did you know?

Many students who do work placement are offered ongoing employment by their host employer.
Our training locations

Depending on your school and the program you choose, you may attend one of the following training venues or an alternate school location.

**Geelong**

**Geelong City**
Located on the edge of Geelong CBD and opposite the Geelong Railway Station, our Geelong City Campus is home to The Gordon’s first building built in 1887 (now the Davidson Restaurant). You may study here if you choose a course in:
- Art and Design
- Community Services and Early Childhood
- Health and Science
- Events, Hospitality and Tourism
- Hair, Beauty and Make-up

**East Geelong**
Our East Geelong Campus is one of Geelong’s best kept secrets and home to our state-of-the-art trade training facilities. You may study here if you choose a course in:
- Animal Care
- Automotive
- Business
- Construction and Licensed Trades (Electrotechnology, Plumbing)
- Engineering and Metal Trades
- Horticulture
- Information Technology

**Wyndham**

With two new campuses in Wyndham, you now have even more choice on where to complete your course. Each location features state-of-the-art training facilities and equipment for specific industries.
- **Werribee Campus**
  Watton St (Allied Health)
- **Hoppers Crossing Trades Centre**
  Old Geelong Road (Civil Construction)
- **Manor Lakes P-12 College**
  (Animal Studies)
- **The Grange P12 College**
  (Automotive)
- **Thomas Carr College**
  (Bricklaying, Carpentry, Furniture Making)
- **Wyndham Central College**
  (Electrotechnology and Plumbing)

**Colac**

The Colac Trade Training is located at Colac Secondary College, and is equipped with specialist facilities and equipment for training in:
- Animal Studies
- Automotive
- Carpentry
- Kitchen Operations
1. Is VET Delivered to Secondary Students an extra program on top of my VCE/VCAL studies?
No. Your VETDSS program is part of your VCE or VCAL and will be one of your elective choices. For example, selecting VET in Applied Fashion Design during Year 10, Year 11 and/or Year 12 will give you four units at Level 1-2, and a unit 3-4 sequence towards your VCE, a 10% ATAR increment, plus a nationally recognised Certificate II in Applied Fashion Design and Technology.

2. How will I be assessed for my VET Delivered to Secondary Students studies?
Your teachers will use a range of assessment tasks to ensure you have achieved competency, e.g., written tests, skills demonstration, and workplace assessment. In some programs such as hospitality, Scored Assessment is available i.e. you are assessed like any other VCE subject at 3 – 4 level.

3. What if I change my mind about this career path and drop out?
• You will receive a Statement of Attainment for completed modules/units, many of which are relevant to a range of courses.

4. How will I fit Structured Work Placement into my schedule?
Most work placements occur in term holidays. Special arrangements may be possible during term e.g. one day a week, particularly for VCAL students.

5. Will my part-time job count for structured workplace learning?
Yes, more than half of students go on to TAFE and/or university. The subjects you do in your VETDSS program may also give you credits and guaranteed pathways to other courses.

6. When do I have to make a decision about doing a VET Delivered to Secondary Students program?
There are a series of taster programs and information briefings conducted in Geelong and Colac in July and you will then apply as part of your VCE/VCAL selection.

7. Does a VET Delivered to Secondary Students program help me if I want to go on to further study?
Most work placements occur in term holidays. Special arrangements may be possible during term e.g. one day a week, particularly for VCAL students.

8. Do I have to select compatible VCE/VCAL subjects that relate to my VET program?
It depends. Consult the VET Coordinator from your secondary college for recommendations.

9. How do I decide if I should do a VET Delivered to Secondary Students program?
• Speak with your VET Coordinator and careers teacher at school.
• Talk to family or friends who work in the field you are considering.
• Participate in a taster program. If after all that, you decide you want to do a VETDSS program, then see your VET Coordinator and complete the application process.
ACM20110
Certificate II in Animal Studies

Program description
This course will equip you with skills and knowledge to care for animals in a range of environments. Major areas of study include working in the animal care industry, assisting with general care of animals, first aid for animals, veterinary reception duties, daily clinic routine and assisting with surgery preparations. The course will also develop your skills to provide information on animal welfare products and services to the public.

Program content
This program consists of a minimum of 13 units:
• Work in the animal care industry
• Participate in workplace communications
• Complete animal care hygiene routines
• Feed and water animals
• Participate in OHS processes
• Participate in environmentally sustainable work practices
• Provide reception services for an animal care facility
• Provide information on companion animals, products and services
• Assist in the health care of animals
• Provide basic first aid for animals
• Provide basic care of dogs
• Provide basic care of domestic cats

Contribution to VCE
Upon successful completion of the program, you will be eligible for two units at 1 – 2 level, a unit 3 – 4 sequence and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this qualification you can receive a guaranteed place into ACM30110 Certificate III in Animal Studies or ACM30410 Certificate III in Companion Animal Services at The Gordon. Successful completion of this program can also lead you to a range of entry-level employment opportunities. This may be in veterinary clinics, animal shelters, pet shops, companion animal services or animal training whilst under the direction and supervision of a qualified instructor.

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $225
• Second year $235
Fees may be subject to change.

Additional purchases
There are currently no additional items to purchase for this program in 2019. Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.

Further study options

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<td>Diploma of Veterinary Nursing - Dental</td>
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= guaranteed place

For the latest information visit thegordon.edu.au | Call 5225 0600
Program description
This course provides you with an excellent introduction to fashion design and related industries, covering basic knowledge and skills in pattern making, garment design and garment construction for the creation of your own items.

Program content
This program consists of 13 units:
- Apply quality standards
- Use a sewing machine for fashion design
- Draw and interpret a basic sketch
- Sew components, complex tasks
- Identify design process for fashion designs
- Operate computing technology in a TCF workplace
- Modify patterns to create basic styles
- Participate in environmentally sustainable work practices
- Work Safely
- Produce a simple textile fabric or product
- Work in a team
- Design and produce simple garments
- Produce a simple garment

Contribution to VCE
Upon successful completion of the program, you are eligible to apply for up to four units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into MST60116 Advanced Diploma of Applied Fashion Design and Merchandising at The Gordon.

Successful completion of this program can also lead you to a range of entry-level employment opportunities in the clothing industry, within small businesses as well as larger design and/or clothing manufacturers.

The need-to-know stuff:

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $360
- Second year $360

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.

The indicative costs for these items for 2019 are:
- First year $90
- Second year $50

Details of these items will be provided with letters sent to successful applicants.

Further study options

MST20616 Certificate II in Applied Fashion Design and Technology
MST50116 Diploma of Applied Fashion Design and Merchandising
MST60116 Advanced Diploma of Applied Fashion Design and Merchandising
Bachelor of Applied Science - Fashion Technology
Bachelor of Design (Fashion)
Program description
This course will equip you with entry-level training in the exciting medium of digital technology within the interactive digital media industries. During the program you will be exposed to the roles performed by editing assistants and interactive media author assistants, with a focus on 2D digital art, photography and animation.

Program content
This program consists of 11 units:
• Develop and extend critical and creative thinking skills
• Produce and prepare photo images
• Maintain interactive content
• Work effectively in the creative arts industry
• Create 2D digital animations
• Write content for a range of media
• Explore and apply the creative design process to 2D forms
• Author interactive sequences
• Create visual design components
• Contribute to health and safety of others
• Follow a design process

Contribution to VCE
Upon successful completion of the program, you are eligible for credit of up to four units at 1 - 2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program, you will be prepared for entry-level employment in the interactive digital media industry. This qualification also has pathways into other nationally accredited programs in the screen, interactive digital media, and scenery and set construction areas. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $150
• Second year $150

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.

The indicative costs for these items for 2019 are:
• First year $20
• Second year $20

Details of these items will be provided with letters sent to successful applicants.
Program description
This course will provide you with the core knowledge and skills to enhance your entry-level employment or further study prospects in the printing, desktop publishing and graphic arts industries. The program provides an introduction to computer-based design using industry-standard Adobe software, covering core skills in design development for commercial printing.

Program content
This program consists of 15 units:
- Inspect quality against required standards
- Maintain a safe work environment
- Communicate in the workplace
- Access and use the internet
- Develop a basic design concept
- Select and apply type
- Produce pages using a page layout application
- Produce graphics using a graphics application
- Environmentally sustainable work practices
- Capture a digital image
- Edit a digital image
- Produce PDF files for online or screen display
- Electronically combine and assemble data
- Digitise images for reproduction
- Produce a typographic image

Contribution to VCE
Upon successful completion of the program, you may be eligible for a credit of up to four units at 1-2 level and a unit 3-4 sequence. Students may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), however this will depend on your final subject selections.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into CUA50715 Diploma of Graphic Design at The Gordon.
Successful completion of this program can also lead you to a range of entry-level employment opportunities in the printing and graphic arts industry, into small or large printing and design businesses. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

Further study options
ICP20115 Certificate II in Printing and Graphic Arts (General)
CUA50715 Diploma of Graphic Design
CUA60411 Advanced Diploma of Graphic Design
Bachelor of Creative Arts (Visual Communication Design)

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $20
- Second year $20
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
- First year $20
- Second year $20
Details of these items will be provided with letters sent to successful applicants.
**Program description**
This course will equip you with broad automotive knowledge as well as entry-level skills in motor mechanics, so that you are ‘work ready’ and prepared for employment as an apprentice in the automotive or associated industries.

**Program content**
This program consists of 16 units:
- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components
- Use and maintain tools and equipment in an automotive workplace
- Remove and refit vehicle batteries
- Dismantle and assemble single cylinder four-stroke petrol engines
- Remove and replace wheel and tyre assemblies
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- Carry out basic vehicle servicing operations
- Remove and replace brake assemblies
- Remove and replace radiators
- Remove and replace vehicle front suspension springs
- Remove and replace steering assemblies

**Contribution to VCE**
Upon successful completion of the program, you will receive two units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

**Contribution to VCAL**
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

**Pathways/career opportunities**
Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry in repair, service and retail sectors. It can also provide credit towards an apprenticeship qualification. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

**The need-to-know stuff:**

**Structured work placement**
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

**Compulsory information session**
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

**Tuition fees**
Refer to secondary college for confirmation of tuition fees.

**Ancillary fees**
Ancillary fees payable to your secondary college for 2019 are:
- First year $200 inc resource books
- Second year $200 inc resource books
Fees may be subject to change.

**Additional purchases**
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
- First year $160 (protective clothing)
- Second year $NIL
Details of these items will be provided with letters sent to successful applicants.

**Further study options**
AUR20716 Certificate II in Automotive Vocational Preparation “Motor Mechanics”
- Certificate III apprenticeship course in:
  - Light or Heavy Vehicle Mechanics
  - Motorcycle Mechanics
  - Outdoor Power Equipment
  - Automotive Sales
AUR40216 Certificate IV in Automotive Mechanical Diagnosis
Program description
This course will equip you with broad automotive knowledge as well as entry-level skills in paint and panel work (vehicle body), so that you are ‘work ready’ and prepared for employment as an apprentice in the automotive or associated industries. The program covers essential skills in spray painting, panel beating, welding steel and plastic coating, metal finishing and car detailing.

Program content
This program consists of 12 units:
- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- Use and maintain tools and equipment in an automotive workplace
- Remove and realign vehicle body panels
- Carry out basic repairs to vehicle body panels
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components
- Apply refinishing primers to vehicle surfaces
- Apply paint to vehicle body panels
- Set up and use welding equipment

Contribution to VCE
Upon successful completion of the program, you will receive two units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry - paint and panel sector. It can also provide credit towards an apprenticeship qualification. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $200 inc resources
- Second year $200 inc resources
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
- First year $160 (protective clothing)
- Second year $NIL
Details of these items will be provided with letters sent to successful applicants.

Further study options
Certificate III apprenticeship course in:
- Automotive Body Repair
- Automotive Refinishing
- Automotive Glazing
- Automotive sales

Certificate IV in Automotive Body Repair Technology
Program description
This course will assist you to develop a broad range of business skills and knowledge, and prepare you for work in a variety of business environments. It covers core skills in customer service, administration and business processes, as well as team work and time management that could be used in a variety of small or large businesses.

Program content
This program consists of 12 units:
- Apply knowledge of WHS legislation in the workplace
- Produce spreadsheets
- Write simple documents
- Work effectively with diversity
- Process customer complaints
- Promote innovation in a team environment
- Maintain business resources
- Deliver and monitor a service to customers
- Organise workplace information
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development

Contribution to VCE
Upon successful completion of the program, you will receive four units at 1-2 level and a unit 3-4 sequence. You will have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
This qualifications provides you with a broad range of knowledge and skills to pursue a career or further training in business. The course also provides a pathway for students who wish to continue with their business studies at a higher level.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $100
- Second year $100

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
- First year $50
- Second year $10

Details of these items will be provided with letters sent to successful applicants.
The Gordon is required to abide by the regulations contained with the Occupational Health and Safety Act 2004. These regulations, together with the requirements of The Gordon, demand that minimum standards are to be observed by students when attending workshop classes at The Gordon.

**Personal Protective Equipment (PPE)**

Specific standards to be observed by students attending classes include:

- Safety glasses and hearing protection must be worn in designated areas. These areas are clearly identified by signage and instruction by teaching staff.
- Approved safety footwear must be worn at all times. Footwear such as thongs, sandals, sneakers and the like are not permitted.
- Approved safety clothing (khaki overalls / work pants) must be kept in a good state of repair. Shorts and singlets are not permitted.
- All personal protective equipment (PPE) must meet the requirements of the relevant Australian Standards.

Please note: Any student who presents for class without the required clothing, PPE or drawing equipment will be sent back to the relevant secondary college.

Gordon staff will inform the secondary college VET Coordinator where such action has been taken.

**A Safe Work Method Statement (SWMS)**

SWMSs are compulsory, and are conducted prior to any task being undertaken or as directed by the teacher.

All students will have input into the development of the SWMS which will identify any hazards or risks associated with the task. The SWMS is undertaken to highlight these hazards to students in order to remove or reduce the risk factor.

**Incident/accident notification**

All incidents, accidents and near misses must be reported immediately to the relevant Gordon teacher or staff member. In the event of a serious injury, The Gordon OH&S Manager must be notified immediately to determine if the work area needs to be preserved and any specific actions that may be required.

A Health and Safety 2 form is to be completed for all incidents/accidents/near misses and then forwarded to the OH&S Manager.
Program description
This course will equip you with the basic skills and knowledge to enter the bricklaying industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

Program content
This program consists of 15 units:
• Apply OHS requirements policies and procedures in the construction industry
• Prepare to work safely in the construction industry
• Identify and handle bricklaying tools and equipment
• Conduct workplace communications
• Work effectively and sustainably in the construction industry
• Provide basic emergency life support
• Apply basic levelling procedures
• Apply basic bricklaying techniques
• Erect and safely use working platforms
• Prepare for work in the building and construction industry
• Interpret and apply basic plans and drawings
• Carry out measurements and calculations
• Apply brick veneer construction techniques

Contribution to VCE
Upon successful completion of the program, you will receive up to five units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in bricklaying or an associated building trade.

Other career pathways within the construction industry could include: site supervisor, building administration, estimation and building inspection.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $373
• Second year $130
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
• First year $240
• Second year $NIL
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the basic skills and knowledge to enter the carpentry industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

Program content
This program consists of a minimum of 20 units:
• Apply OHS requirements policies and procedures in the construction industry
• Prepare to work safely in the construction industry
• Identify and handle carpentry tools and equipment
• Carry out measurements and calculations
• Conduct workplace communications
• Work effectively and sustainably in the construction industry
• Provide basic emergency life support
• Apply basic levelling procedures
• Perform basic setting out
• Construct basic formwork for concrete
• Interpret and apply basic plans and drawings
• Construct basic sub-floor
• Construct basic wall frames
• Install basic window and door frames
• Install basic external cladding
• Install interior fixings
• Erect and safely use working platforms
• Construct a basic roof frame
• Carry out basic demolition of timber structures
• Prepare for work in the building industry

Contribution to VCE
Upon successful completion of the program, you will receive up to five units at 1-2 level, a unit 3-4 sequence, and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in carpentry or an associated building trade.
Other career pathways within the construction industry could include: site supervisor, building administration, estimation, building inspection, and drafting (architectural).

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $393
• Second year $160
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
• First year $325
• Second year $NIL
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the basic skills and knowledge to enter the painting and decorating industry or other building trades, and is designed to enhance your apprenticeship prospects. The course provides an introduction to the industry, specific trade skills including the use of hand and power tools, and also the requirements of occupational health and safety procedures within the industry.

Program content
This program consists of 22 units:
• Conduct workplace communication
• Carry out measurements and calculations
• Apply basic levelling procedures
• Apply OHS requirements policies and procedures in the construction industry
• Prepare to work safely in the construction industry
• Provide basic emergency life support
• Prepare for work in the building industry
• Interpret and apply basic plans and drawings
• Erect and safely use working platforms
• Identify and handle painting and decorating tools and equipment
• Apply basic surface preparation skills for painting and decorating
• Develop basic paint application techniques
• Work Effectively and sustainably in the construction industry

Further study options
22338VIC Certificate II in Building and Construction (Painting and Decorating) Pre-apprenticeship

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $370
• Second year $150

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
• First year $225
• Second year $NIL

Details of these items will be provided with letters sent to successful applicants.
Program description
This course will prepare you with the core skills and knowledge to work in an operational role within the civil construction industry. You will learn a range of hands-on construction techniques, as well as theoretical and safety knowledge to prepare you for working in the industry.

Program content
This program consists of 17 units:
• Plan and organise work
• Carry out measurements and calculations
• Read and interpret plans and specifications
• Carry out manual excavation
• Communicate in the workplace
• Work safely and follow WHS policies and procedures
• Use hand and power tools
• Work safely in the construction industry
• Identify, locate and protect underground services
• Spread and compact materials manually
• Operate small plant and equipment
• Carry out concrete works
• Lay pipes
• Control traffic with stop-slow bat
• Carry out basic levelling
• Drain and dewater civil construction site
• Support plant operations

Contribution to VCE
Upon successful completion of the program, you will receive four units at 1-2 level.
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $200
• Second year $200
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
• First year $200
• Second year $50
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the basic skills and knowledge to enhance your employment prospects in the electrical industry, and is designed to increase your opportunity to gain an electrical apprenticeship. The program also provides experiences in, and knowledge of, a range of occupations at electrotechnology trade level, helping you to make more informed choices about your career path.

Program content
This program consists of 10 core units and elective units up to 120 hours:

• Work safely in the construction industry
• Provide basic emergency life support
• Apply OHS regulations, codes and practices in the workplace
• Fabricate, assemble and dismantle utilities industry components
• Solve problems in ELV single path circuits
• Fix and secure electrotechnology equipment
• Provide solutions and report on routine electrotechnology problems
• Produce products for carrying out energy sector work activities
• Carry out routine work activities in an energy sector environment
• Identify and select components, accessories and materials for energy sector work activities

• Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
• Use of routine equipment plant technologies in an energy sector environment
• Provide basic sustainable energy solutions for energy reduction in residential premises

Contribution to VCE
Upon successful completion of the program, you are eligible for up to three units at 1 – 2 level and a unit 3-4 sequence together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). NB. These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in electrotechnology. Other career outcomes in the industry include: refrigeration, renewable energy and general electrician

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $340
• Second year $140
• Wyndham: $400 inc excursions
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
• First year $340
• Second year $140
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the basic skills and knowledge to enter the furnishing, cabinet making and joinery industries, and is designed to enhance your apprenticeship prospects. The program covers the skills and knowledge required to work in a production environment in both the manufacturing of free-standing furniture or built-in cabinets, and to provide on-site assistance in the installation of these items.

Program content
This program consists of 14 units:
- Develop a career plan for the furnishing industry
- Participate in environmentally sustainable work practices
- Demonstrate care and apply safe practices at work
- Organise and Communicate Information
- Join materials used in furnishing
- Make simple timber joints
- Work in a team
- Prepare Surfaces
- Use furniture making sector hand and power tools
- Assemble furnishing components
- Undertake a basic furniture making project
- Make measurements and calculations

Contribution to VCE
Upon successful completion of the program, you will receive up to four units at 1-2 level and a unit 3-4 sequence. You will have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores. NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in cabinet making, joinery or an associated building trade. Other career pathways within the construction industry could include: site supervisor, building administration, estimation, building inspection, and drafting (architectural).

Further study options

- CPC31912 Certificate III in Joinery
- MSF31113 Certificate III in Cabinet Making
- CPC40110 Certificate IV in Building and Construction (Building)
- Certificate III qualification in an associated building trade

The need-to-know stuff:

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $180
- Second year $180
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
- First year $170
- Second year $NIL
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the basic skills and knowledge to enter the plumbing or associated building industries, and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

Program content
This program consists of 19 units:
• Carry out measures and calculations
• Read and interpret plans and specifications
• Work safely in the construction industry
• Apply OHS requirements, policies and procedures in the construction industry
• Produce technical drawings
• Provide basic emergency life support
• Carry out interactive workplace communication
• Prepare to work in the plumbing industry
• Use basic electric welding equipment and techniques
• Use plumbing pipes, fittings & fixtures to simulate plumbing installations
• Fabricate simple plumbing pipe systems
• Identify career pathways in the plumbing industry
• Write simple documents
• Perform basic oxy-acetylene welding and cutting
• Use and apply basic levelling equipment for plumbing
• Use basic plumbing hand tools
• Use basic power tools
• Cut and penetrate building materials and structures
• Apply basic sheet metal practices

Contribution to VCE
Upon successful completion of the program, you are eligible for up to five units at 1-2 level. NB: These credits must be confirmed with the VET Coordinator at your school. There is no ATAR contribution or ATAR increment available on completion of this program.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more details.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in plumbing. You will need to secure an employer before you continue your training as an apprentice.

Structured work placement
A minimum of 10 days' work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $463
• Second year $220

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.

Further study options
- 22304VIC Certificate II in Plumbing (Pre-Apprenticeship)
- CPC32413 Certificate III in Plumbing
- Certificate III in an associated building trade
- CPC40912 Certificate IV in Plumbing and Services
- 22304VIC Certificate II in Plumbing (Pre-Apprenticeship)
Program description
This course will equip you with the entry level skills and knowledge to work in the engineering industry and increase your opportunities to enter into an apprenticeship in the metal fabrication field.

Program content
This program consists of 14 units:
- Apply principles of OHS in the work environment
- Organise and communicate information
- Interact with computing technology
- Use hand tools
- Use power tools/hand held operations
- Develop an individual career plan for the engineering industry
- Perform computations
- Participate in environmentally sustainable work practices
- Produce basic engineering sketches and drawings
- Apply SS procedures
- Handle engineering materials
- Perform basic machining processes
- Apply basic fabrication techniques
- Perform basic welding and thermal cutting processes to fabricate engineering structures

Contribution to VCE
Upon successful completion of the program, you will receive up to two units at 1 - 2 level, and a level 3-4 sequence. You have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores. NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways / career opportunities
The direct career pathway from this program is into a full-time apprenticeship in fabrication which can lead to careers as a boilermaker, welder, or fabricator. There are also post-trade study options as outlined in the diagram, which can lead to a Bachelor of Engineering.

Further study options
- 22209VIC Certificate II in Engineering Studies “Fabrication”
- MEM30305 Certificate III in Engineering – Fabrication Trade
- Course in Trade Welding (From MEM40105 Certificate IV in Engineering)
- MEM50212 Diploma of Engineering – Technical
- Bachelor of Engineering (Honours):
  - Civil
  - Electrical and Electronics
  - Mechanical
  - Mechatronics

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $150
- Second year $150
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
- First year $150
- Second year $50
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the entry level skills and knowledge to work in the engineering industry, and increase your opportunities to enter into an apprenticeship in the mechanical engineering field.

Program content
This program consists of 14 units:
• Apply principles of OHS in the work environment
• Organise and communicate information
• Interact with computing technology
• Use hand tools
• Use power tools/hand held operations
• Develop an individual career plan for the engineering industry
• Perform computations
• Participate in environmentally sustainable work practices
• Produce basic engineering sketches and drawings
• Apply SS procedures
• Handle engineering materials
• Perform basic machining processes
• Perform cutting, grinding and turning operations
• Apply basic fabrication techniques

Contribution to VCE
Upon successful completion of the program, you will receive up to two units at 1 – 2 level, and a level 3-4 sequence. You have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment, if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
The direct career pathway from this program is into a full-time apprenticeship in mechanical engineering which can lead to careers as a fitter and turner, maintenance fitter, or tool maker. There are also post-trade study options as outlined in the diagram, which can lead to a Bachelor of Engineering.

Further study options
22209VIC Certificate II in Engineering Studies “Mechanical”
MEM30205 Certificate III in Engineering – Mechanical Trade
MEM50212 Diploma of Engineering – Technical
Bachelor of Engineering (Honours):
- Civil
- Electrical and Electronics
- Mechanical
- Mechatronics

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $150
• Second year $150

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
• First year $150
• Second year $50

Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the skills and knowledge to enter the early childhood sector as a trained assistant. The program encompasses health, education and sociological aspects to prepare you for work in a range of environments. During the program you’ll learn how to use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes as required under the national framework.

Program content
This program consists of 11 units:
• Ensure the health and safety of children
• Provide care for children
• Develop positive and respectful relationships with children
• Work legally and ethically
• Provide an emergency first aid response in an education and care setting
• Use an approved learning framework to guide practice
• Identify and respond to children and young people at risk
• Promote Aboriginal and/or Torres Strait Islander cultural safety
• Develop cultural competence
• Promote and provide healthy food and drinks

Contribution to VCE
Upon successful completion of the program, you are eligible for two unit 1-2 sequences and two unit 3-4 sequences. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), however this will depend on your final subject selections.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, you will receive a guaranteed place into CHC30113 Certificate III in Early Childhood Education and Care or CHC50113 Diploma of Early Childhood Education and Care at The Gordon, along with credit for common units. Pathway to a school-based apprenticeship or traineeship
Successful completion of this program can also lead you to a range of entry-level employment opportunities which may include working as a childcare assistant, family day carer, nanny, and out of school care assistant.

Further study options

CHC30113 Certificate III in Early Childhood Education and Care (SBAT or Traineeship)  CHC50113 Diploma of Early Childhood Education and Care  Bachelor of Education (Early Years)

= guaranteed place
Program description
This course will equip you with entry-level skills and knowledge for employment or further study in the community services sector. The program covers areas such as communication, occupational health and safety, first aid, casework, and needs identification.

Program content
This program consists of 16 units:
• Prepare for work in the community sector
• Communicate with people accessing the services of the organisation
• Follow policies, procedures and programs of the organisation
• Work with others
• Participate in WHS processes
• Apply first aid
• Undertake basic administrative duties
• Work effectively in the community sector
• Support the activities of existing groups
• Work effectively in the leisure and health industry
• Undertake community sector work within own community
• Advocate for clients
• Operate under a casework framework
• Support community resources
• Respond effectively to difficult or challenging behaviour
• Follow safe work practices for direct client care

Contribution to VCE
Upon successful completion of the program, you will receive up to three units at 1-2 level (depending on the electives chosen) and two units at 3-4 level. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of the first year, you will receive a full Certificate II qualification and the full Certificate III qualification after the second year. You may choose to go on to further study in youth work/community services, disability or aged care.
You may also gain access to a range of entry-level employment opportunities within the following fields: youth work, aged care work, disability services and community development. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

Further study options

| CHC32015 Certificate III in Community Services | CHC40415 Certificate IV in Youth Work |
| CHC33015 Certificate III in Individual Support | CHC43015 Certificate IV in Ageing Support |
| CHC42015 Certificate IV in Community Services | CHC52015 Diploma of Community Services |

The need-to-know stuff:

Structured work placement
Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $170
• Second year $20
Fees may be subject to change.

Additional purchases
There are currently no additional items to purchase for this program in 2019. Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.
Program description
This course provides you with foundation skills and knowledge to work in Allied Health Industries under the supervision of a qualified Allied Health professional.

Program content
This program consists of 11 units:
• Communicate and work in health or community services
• Comply with infection and prevention control policies and procedures
• Participate in Workplace Health and Safety
• Recognise healthy body systems
• Interpret and apply medical terminology appropriately
• Assist with movement
• Organise personal work priorities and development
• Maintain high standard service
• Respond effectively to behaviours of concern
• Take clinical measurements

Contribution to VCE
Upon successful completion of the program, you may be eligible for up to one unit at 1-2 level and a minimum of three units at 3-4 level, together with an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken). You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion, you will be prepared for further training to establish your career a range of health fields. This course has pathways, and possible credit, into further study in allied health, remedial massage and nursing.

The need-to-know stuff:
Structured work placement
Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $100
• Second year $145

Fees may be subject to change.

Additional purchases
There are currently no additional items to purchase for this program in 2019. Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.
Program description
This course equips you with the skills and knowledge to work in scientific laboratories or in scientific monitoring of processes.

Program content
This program consists of 13 units:
• Participate in environmentally sustainable work practices
• Communicate with other people
• Plan and conduct laboratory/field work
• Record and present data
• Participate in laboratory/field work place safety
• Maintain a laboratory fit for purpose
• Contribute to the achievement of quality objectives
• Perform aseptic techniques
• Prepare working solutions
• Perform microscopic examination
• Perform basic tests
• Receive and prepare samples for testing
• Prepare culture media

Contribution to VCE
Upon successful completion of the program, you are eligible for four units at 1-2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon you can receive a guaranteed place into MSL40116 Certificate IV in Laboratory Techniques at The Gordon. Successful completion of this program can also lead you to a range of entry-level employment opportunities as an assistant or attendant in laboratories or enterprises including pathology, food, biological, environmental, process and manufacturing sectors.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $150
• Second year $150
Fees may be subject to change.

Additional purchases
There are currently no additional items to purchase for this program in 2019. Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.

Further study options
- MSL30116 Certificate III in Laboratory Skills
- MSL40116 Certificate IV in Laboratory Techniques
- MSL50116 Diploma of Laboratory Technology
- Bachelor of Science

= guaranteed place
Program description
This course will provide you with the skills and knowledge to build a career in the exciting events industry, which is recognised world-wide as a rapidly developing area. Throughout the program you’ll get to work on real events and develop core skills in event management processes, communication, planning and organisation, with real experience to add to your résumé.

Program content
This program includes the following units:
- Process and monitor event registration
- Work effectively with others
- Source and use information on the events industry
- Provide service to customers
- Participate in safe work practices
- Show social and cultural sensitivity
- Enhance customer service experiences
- Identify hazards, assess and control safety risks
- Coordinate on-site event registrations
- Provide event staging support
- Monitor work operations
- Coach others in job skills
- Design and produce business documents

Contribution to VCE
Upon successful completion of the program, you may be eligible for one unit 1, one unit 3, as well as a unit 3-4 sequence. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), however this will depend on your final subject selections.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into SIT50516 Diploma of Event Management at The Gordon.

Successful completion of this program can lead you to a range of entry-level employment opportunities as an event assistant, event administrative assistant, conference assistant or exhibitions assistant.

You may also gain employment across several industries including government, corporate business and public services, in areas such as marketing, public relations, hospitality, community development, tourism, and welfare organisations.

Further study options

- SIT30516 Certificate III in Events
- SIT50516 Diploma of Event Management
- Bachelor of Management or Bachelor of Commerce

= guaranteed place

The need-to-know stuff:

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $175
- Second year $140

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.

The indicative costs for these items for 2019 are:
- First year $70
- Second year $25

Details of these items will be provided with letters sent to successful applicants.
SIT20416
Certificate II in Kitchen Operations

Program description
This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands-on program you will develop food handling, preparation skills and further hospitality industry knowledge, and will put your skills into practice at The Gordon’s training venue – the Davidson Restaurant.

Program content
This program consists of 15 units:
• Work effectively with others
• Prepare and present simple dishes
• Use hygienic practices for food safety
• Maintain the quality of perishable items
• Participate in safe work practices
• Use food preparation equipment
• Clean kitchen premises and equipment
• Prepare appetisers and salads
• Prepare stocks, sauces and soups
• Prepare vegetable, fruit, egg and farinaceous dishes
• Use cookery skills effectively
• Prepare and present sandwiches
• Prepare dishes using basic methods of cookery
• Provide first aid
• Prepare poultry dishes

Contribution to VCE
Upon successful completion of this program, you will be eligible for up to three units at 1-2 level, and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into the SIT30816 Certificate III in Commercial Cookery or SIT30116 Certificate III in Patisserie (studied on-campus) at The Gordon.

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification. Successful completion of this program can also lead you to a range of entry-level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

Further study options

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SIT20416</td>
<td>Certificate II in Kitchen Operations</td>
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<tr>
<td>SIT30116</td>
<td>Certificate III in Patisserie</td>
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</tr>
<tr>
<td>SIT30816</td>
<td>Certificate III in Commercial Cookery</td>
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<td>SIT40516</td>
<td>Certificate IV in Commercial Cookery</td>
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<tr>
<td>SIT40716</td>
<td>Certificate IV in Patisserie</td>
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</tr>
</tbody>
</table>

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $455
• Second year $185

Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
• First year $90
• Second year $70

Details of these items will be provided with letters sent to successful applicants.
**Program description**
This course will equip you with the basic operational knowledge and practical skills to pursue a career in various roles within the hospitality industry. This hands-on course focuses on basic skills such as food and beverage service, working behind a bar and making espresso coffee, and you will put your skills into practice at The Gordon’s training venue – the Davidson Restaurant.

**Program content**
This program consists of 17 units:
- Work effectively with others
- Prepare and present simple dishes
- Source and use information on the hospitality industry
- Use hygienic practices for food safety
- Participate in safe work practices
- Provide responsible service of alcohol
- Prepare and present sandwiches
- Use hospitality skills effectively
- Interact with customers
- Show social and cultural sensitivity
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee
- Serve food and beverage
- Provide advice on food
- Process financial transactions
- Provide first aid
- Clean kitchen premises and equipment

**Contribution to VCE**
Upon successful completion of both years of this program, you will be eligible for three units at 1 - 2 level and a unit 3 - 4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

**Contribution to VCAL**
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

**Pathways/career opportunities**
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into a variety of cookery, tourism or events courses studied on-campus at The Gordon. Successful completion of this program can also lead you to a range of entry-level employment opportunities in food and beverage service within cafes, bistros, hotels, clubs and function houses. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

**Further study options**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SIT20316</td>
<td>Certificate II in Hospitality</td>
</tr>
<tr>
<td>SIT50316</td>
<td>Diploma of Event Management</td>
</tr>
</tbody>
</table>

Courses in Commercial Cookery or Pâtisserie

**The need-to-know stuff:**

**Structured work placement**
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

**Compulsory information session**
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

**Tuition fees**
Refer to secondary college for confirmation of tuition fees.

**Ancillary fees**
Ancillary fees payable to your secondary college for 2019 are:
- First year $475
- Second year $140

Fees may be subject to change.

**Additional purchases**
This program requires the purchase of additional items, which remain the property of the student.

The indicative costs for these items for 2019 are:
- First year $100
- Second year $100

Details of these items will be provided with letters sent to successful applicants.
Program description
Tourism is one of the most diverse, exciting, challenging and important industries in Australia, offering a wide range of career options. This course is designed to give you the relevant skills and knowledge to enter various tourism operational roles, including airlines. Throughout the program you will gain a good working knowledge and understanding of many sectors of the tourism industry including an emphasis on sustainable tourism.

Program content
This program consists of 16 units:
• Source and use information on the tourism and travel industry
• Provide Service to Customers
• Show social and cultural sensitivity
• Participate in safe work practices
• Provide visitor information
• Provide advice on Australian destinations
• Sell tourism products and services
• Provide specialist advice on cruises
• Access and interpret product information
• Provide advice on international destinations
• Participate in environmentally sustainable work practices
• Provide first aid
• Lead Tour Groups
• Process and monitor event registrations
• Prepare & present tour commentaries or activities
• Manage conflict

Contribution to VCE
Upon successful completion of the program, you may be eligible for two units at 1-2 level and two units at 3-4 level. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), however this will depend on your final subject selections.

NB: These credits must be confirmed with VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/Career Opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into SIT40116 Certificate IV in Travel and Tourism which follows into SIT50116 Diploma of Travel and Tourism Management at The Gordon. Successful completion of this program can also lead you to a range of entry-level employment opportunities including flight attendant, airport operations, information officer, sales and reservations, and customer service.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $250
• Second year $325
Fees may be subject to change.

Additional purchases
There are currently no additional items to purchase for this program in 2019. Any changes will be communicated to your secondary college and provided with letters sent to successful applicants.
Program description
This course will equip you with the hands-on skills and knowledge required to work in a salon and provide core beauty services including manicures, pedicures, make-up services, lash and brow treatments, and tanning services. Participants will also gain skills in merchandising, sales, customer service, and housekeeping duties.

Program content
This program consists of 15 units:
- Apply cosmetic tanning products
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Conduct salon financial transactions
- Apply safe hygiene, health and work practices
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up
- Provide lash and brow services
- Provide waxing services
- Comply with organisational requirements within a personal services environment
- Advise on beauty products and services
- Provide salon services to clients
- Apply eyelash extensions
- Use social media tools for collaboration and engagement

Contribution to VCE
Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence. You may receive one ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken), however this will depend on your final subject selections.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this qualification through The Gordon, you can receive a guaranteed place into SHB40115 Certificate IV in Beauty Therapy or SHB50115 Diploma of Beauty Therapy. Successful completion of this program can also lead you to a range of entry-level employment opportunities in the beauty therapy or related cosmetic industries, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
- First year $345
- Second year $345
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
- First year $410
- Second year $235
Details of these items will be provided with letters sent to successful applicants.
Program description
This course equips you with the foundation knowledge and skills required for a career in the hairdressing industry, and is designed to enhance your opportunities for a hairdressing apprenticeship. The program provides basic training in key areas in order to provide assistance to other team members and perform a range of duties under supervision including a limited range of hairdressing tasks, customer service, and developing hairdressing industry knowledge.

Program content
This program consists of 12 units:
• Contribute to health and safety of self and others
• Provide shampoo and basin services
• Dry hair to shape
• Maintain and organise tools, equipment and work areas
• Conduct salon financial transactions
• Greet and prepare clients for salon services
• Comply with organisational requirements within a personal services environment
• Communicate as part of a salon team
• Recommend products and services
• Braid hair
• Research and use hairdressing industry information
• Produce visual merchandise displays

Contribution to VCE
Upon successful completion, you will be eligible for up to four units at 1-2 level. NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this qualification through The Gordon, you can receive a guaranteed place into a range of hair, beauty therapy or make-up courses at The Gordon. This program also has a direct pathway into a hairdressing apprenticeship and upon successful completion you may receive credit towards an apprenticeship qualification.

Structured work placement
Work placement is mandatory for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $180
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
• First year $500
Details of these items will be provided with letters sent to successful applicants.

Further study options

- SHB20216 Certificate II in Salon Assistant (Hairdressing)
- SHB30415 Certificate III in Hairdressing
- CUA41215 Certificate IV in Screen and Media “Specialist Make-up Services”
- CUA51015 Diploma of Screen and Media “Specialist Make-up Services”
- SHB40115 Certificate IV in Beauty Therapy
- SHB50115 Diploma of Beauty Therapy
Program description
This course equips you with the knowledge and skills to enhance your employment prospects in the hair and beauty industry. The program covers topics such as demonstrating and selling make-up and retail skincare products, and also develops your communication and customer service skills to prepare you for performing routine salon and store functions. It also equips you with the skills to perform make-up applications and pursue a career in make-up artistry.

Program content
This program consists of 15 units:
• Contribute to health and safety of self and others
• Conduct salon financial transactions
• Communicate as part of a salon team
• Design and apply make-up
• Recommend products and services
• Sell to the retail customer
• Participate in environmentally sustainable work practices
• Research and apply beauty industry information
• Design and apply make-up for photography
• Advise on beauty products and services
• Receive and handle stock
• Apply cosmetic tanning products
• Comply with organisational requirements within a personal services environment
• Produce visual merchandise displays
• Organise personal work requirements

Contribution to VCE
Upon successful completion, you will be eligible for up to five units at 1-2 level. There is no ATAR contribution or ATAR increment available on completion of this program.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this qualification through The Gordon, you can receive a guaranteed place into the SHB40115 Certificate IV in Beauty Therapy, at The Gordon.
Successful completion of this program can also lead you to a range of entry-level employment opportunities in the beauty industry, particularly in the area of make-up. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

Further study options
- SHB20116 Certificate II in Retail Cosmetics
- SHB30416 Certificate III in Hairdressing
- CUA42115 Certificate IV in Screen and Media “Specialist Make-up Services”
- CUA51015 Diploma of Screen and Media “Specialist Make-up Services”
- SHB40115 Certificate IV in Beauty Therapy
- SHB50115 Diploma of Beauty Therapy

The need-to-know stuff:
- Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

- Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

- Tuition fees
Refer to secondary college for confirmation of tuition fees.

- Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $345
Fees may be subject to change.

- Additional purchases
This program requires the purchase of additional items, which remain the property of the student.
The indicative costs for these items for 2019 are:
• First year $400
Details of these items will be provided with letters sent to successful applicants.
Program description
This course will equip you with the hands-on skills and knowledge required to provide make-up services in a salon or as a freelance artist. The program covers topics such as demonstrating and selling make-up and retail skincare products, and also develops your communication and customer service skills to prepare you to perform routine salon and store functions.

Program content
This program consists of 15 units:
• Design and apply make-up
• Design and apply remedial camouflage make-up
• Research and apply beauty industry information
• Comply with organisational requirements within a personal services environment
• Apply safe hygiene, health and work practices
• Apply cosmetic tanning products
• Advise on beauty products and services (clustered with both make-up units individually)
• Provide lash and brow services
• Conduct salon financial transactions
• Design and apply make-up for photography
• Apply airbrushed make-up
• Design and apply creative make-up
• Provide salon services to clients
• Market the small business
• Undertake small business planning

Contribution to VCE
Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence.
NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
This qualification leads to a range of entry-level employment opportunities in the make-up industry, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

Further study options

<table>
<thead>
<tr>
<th>Certificate III in Make-up</th>
<th>Certificate IV in Screen and Media “Specialist Make-up Services”</th>
<th>Diploma of Screen and Media “Specialist Make-up Services”</th>
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<tr>
<td>SHB30215</td>
<td>CUA41215</td>
<td>CUA51015</td>
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<td>SHB40115</td>
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<td>SHB30416</td>
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</table>

= guaranteed place

The need-to-know stuff:

Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $250
• Second year $310
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student. The indicative costs for these items for 2019 are:
• First year $370
• Second year $TBA
Details of these items will be provided with letters sent to successful applicants.
Program description
This course is designed to provide participants with the knowledge and skills to enhance their employment prospects within the Information and Communications Technology industry.

Program content
This program consists of 13 units:
• Participate effectively in WHS communication and consultation processes
• Work and communicate effectively in an IT environment
• Run standard diagnostic tests
• Provide basic system administration
• Care for computer hardware
• Use social media tools for collaboration and engagement
• Produce digital images for the web
• Create user documentation
• Install and optimise operating system software
• Install, configure and secure a small office or home office network
• Provide IT advice to clients
• Maintain equipment and software
• Provide network systems administration

Contribution to VCE
Upon completion of this course, you will be eligible for two units at 1-2 level and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

Contribution to VCAL
Contribution to VCAL is determined by the number of units successfully completed. See page 5 for more information.

Pathways/career opportunities
Upon successful completion of this program through The Gordon, and the completion of Year 12, you can receive a guaranteed place into UEE60411 Advanced Diploma of Computer Systems Engineering at The Gordon.

This program, subject to the specialist stream studies, prepares you for entry-level work in computer sales, data entry operations, computer systems support, software applications and network administration.

The need-to-know stuff:
Structured work placement
A minimum of 10 days’ work placement spread over two years is strongly recommended for assessments within this program. Work placement may occur during the term holidays.

Compulsory information session
You will be required to attend an information session with a parent/guardian. Details will be sent to you by mail and through your secondary college VET Coordinator.

Tuition fees
Refer to secondary college for confirmation of tuition fees.

Ancillary fees
Ancillary fees payable to your secondary college for 2019 are:
• First year $65
• Second year $65
Fees may be subject to change.

Additional purchases
This program requires the purchase of additional items, which remain the property of the student.

The indicative costs for these items for 2019 are:
• First year $30
• Second year $100
Details of these items will be provided with letters sent to successful applicants.

Further study options

- UEE60411 Advanced Diploma of Computer Systems Engineering
- ICT60115 Advanced Diploma of Information Technology
- ICT40115 Certificate IV in Information Technology
- ICT50415 Diploma of Information Technology Networking

ICT30115 Certificate III in Information, Digital Media and Technology

(Partial qualification)

= guaranteed place
The nuts and bolts

Application and enrolment procedures
Applications are submitted directly to The Gordon, via an online form.
• Initial application forms are due to The Gordon by Friday 7 September 2018.
• Online applications are to be completed in full and include your Unique Student Identifier (USI) – refer USI section below.
• Ancillary fees must be paid to the secondary college or arrangements made for payment to occur, before the application can proceed to enrolment (speak with your VET Coordinator about these arrangements).
• You and your parents may need to attend an information evening for your chosen program.
• Some programs apply eligibility and selection criteria such as interview, aptitude tests etc.
• The Gordon will inform your secondary college of successful application.
• The Gordon will send a letter informing you of enrolment session details.
• Late applications will be accepted, however will only be considered if vacancies exist or become available at a later date.
• Unique Student Identifier (USI)
• As a VETDSS student, you must provide The Gordon with your USI which is a compulsory requirement of the Federal Government.
• If you do not already have a USI then you must access the following website and follow the instructions: usi.gov.au/Pages/default.aspx
• You are required to enter your USI in The Gordon application process, where indicated.

Enrolment procedure
Enrolments are held in December 2018 and January/February 2019.
• The Gordon will send a letter informing you of enrolment details.
• At enrolment, you will need to complete the Gordon online enrolment and obtain a Student ID Card.
• A program-specific Parent and Student Information Pack is also provided at enrolment.
• Fees and charges
• Tuition Fees
• Tuition fees vary between programs. Details of these may be sought from your secondary college VET Coordinator.
• Ancillary fees must be paid to the secondary college for tuition fees.
• You are required to enter your USI in The Gordon application process, where indicated.

Additional items to be purchased by the student/parent
Certain items are specific to particular programs and individual student needs. These include but are not limited to protective clothing, textbooks, student workbooks, kits for hairdressing and beauty programs and some minor equipment items.
• The Gordon will inform your secondary college of the details, which are also included in this guide and are provided with letters sent to successful applicants.
• These items must be purchased by the student/parent and remain the property of you/your parent and any refund sought due to withdrawal from a program must be negotiated with the respective supplier.

Student withdrawal process and fees refunds
• You have a four-week ‘grace period’ from program commencement date from which you may withdraw from your VETDSS program.
• Withdrawal within this four-week period will ensure The Gordon does not charge your secondary college for your tuition fees. The Gordon may also adjust the amount of ancillary fees to be charged to the secondary college – this depends on the program, and your individual circumstances.
• Withdrawal after the four-week period means The Gordon will charge your secondary college for the full amount of the tuition and ancillary fees.
• During any calendar year, if you transfer from your VET Delivered to Secondary Students program to an apprenticeship or traineeship in the same program area, and The Gordon is the registered training provider for that apprenticeship or traineeship program, then any adjustments to fees and charges for the VETDSS program will be determined on an individual basis, taking into account the date of transfer, results processed and any other related matters.
2019 Information sessions
If you are applying for a VETDSS program, you will be required to attend an information session with a parent/guardian. Details will be sent to you by email and through your secondary college VET Coordinator.

Student results, and reporting student progress
• Student results are sent to secondary colleges at the end of the year.
• Where a student receives an NYC (unsuccessful) result for any unit throughout the year, this will be reported to the relevant secondary college along with advice as to what the student must do to allow the result to be converted to CM (successful). It is the student’s responsibility to follow up on any NYC results.
• The ‘secondary college progress report’ format is used within the VET sector.
• The Gordon will provide a status report on an individual student’s progress to the relevant secondary college.
• Where The Gordon’s teachers have a concern over the progress of an individual student, this concern is reported to the secondary college for follow up with the student and where necessary, the parent/guardian.

Duty of care and student collection at end of class sessions
• The ultimate responsibility for student ‘duty of care’ rests with the relevant secondary college principal.
• The Gordon will at all times make every effort to ensure the safety of students.
• It is the responsibility of the parent/guardian to collect students from The Gordon at the end of class sessions. Once classes have concluded, The Gordon’s duty of care ceases and it becomes the responsibility of the parent/guardian.

Recognition of Prior Learning (RPL)
• The Gordon offers RPL to students who believe they already possess the skills and knowledge to fulfil a certain unit(s) within their program.
• See The Gordon website or speak with your Gordon teacher for more information on RPL.

Guaranteed pathway places
• Where an appropriate pathway program exists at The Gordon, a guaranteed place will be offered to students who successfully complete their VETDSS program through The Gordon.
• The Gordon’s standard enrolment conditions apply, and pathway programs will only proceed should viable numbers of applications be received.

Further information
If you’d like to know more about VET Delivered to Secondary Students, please speak with the VET Coordinator at your secondary college in the first instance. You can also contact:

Kristen Grasso
Manager
The Gordon Vocational Pathways Unit
Phone: 5225 0697
Mobile: 0418 350 228
Email: kgrasso@gordontafe.edu.au

VET Delivered to Secondary Students Coordinator
Phone: 5225 0593
Email: VETinSchools@gordontafe.edu.au
Or visit us online at thegordon.edu.au

Important notes:
Courses are subject to change without notice.
Courses are subject to minimum number of students enrolling.
Quality Training Guarantee

The Gordon’s Vision

The Gordon’s vision is to be the first choice in our markets and the leader in our field. We are committed to complying with all our regulatory requirements as a Registered Training Organisation (RTO) in the vocational education and training (VET) sector.

The VET Quality Framework

As a quality assured RTO, The Gordon has a regulatory obligation to comply with the requirements of the VET Quality Framework. The framework includes the:

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Requirements
- Data Provisions

A complete version of the VET Quality Framework is available at asqa.gov.au
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<th>Geelong</th>
<th>Wyndham</th>
<th>Colac</th>
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<td><strong>Geelong City Campus</strong></td>
<td><strong>Werribee Campus</strong></td>
<td><strong>Colac Trade Training Centre</strong></td>
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<td>2 Fenwick St, Geelong</td>
<td>24 Watton Street, Werribee</td>
<td>173 Queen St, Colac</td>
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<td><strong>East Geelong Campus</strong></td>
<td><strong>Hoppers Crossing Trades Campus</strong></td>
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<tr>
<td>Boundary Road, East Geelong</td>
<td>195 Old Geelong Rd, Hoppers</td>
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<td>Victoria, 3219</td>
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**Contact Us**

**Ph:** (03) 5225 0600

**Email:** courinfo@gordontafe.edu.au

**Mail:** Private Bag 1, Geelong Mail Centre

Victoria, Australia, 3221

Accessibility enquiries phone (03) 5225 0835 or email disabilitysupportservices@gordontafe.edu.au

**Hearing or speech impaired?**

Call us via the National Relay Service

TTY/Voice 133677, Speak & Listen (SSR) 1300 555 727