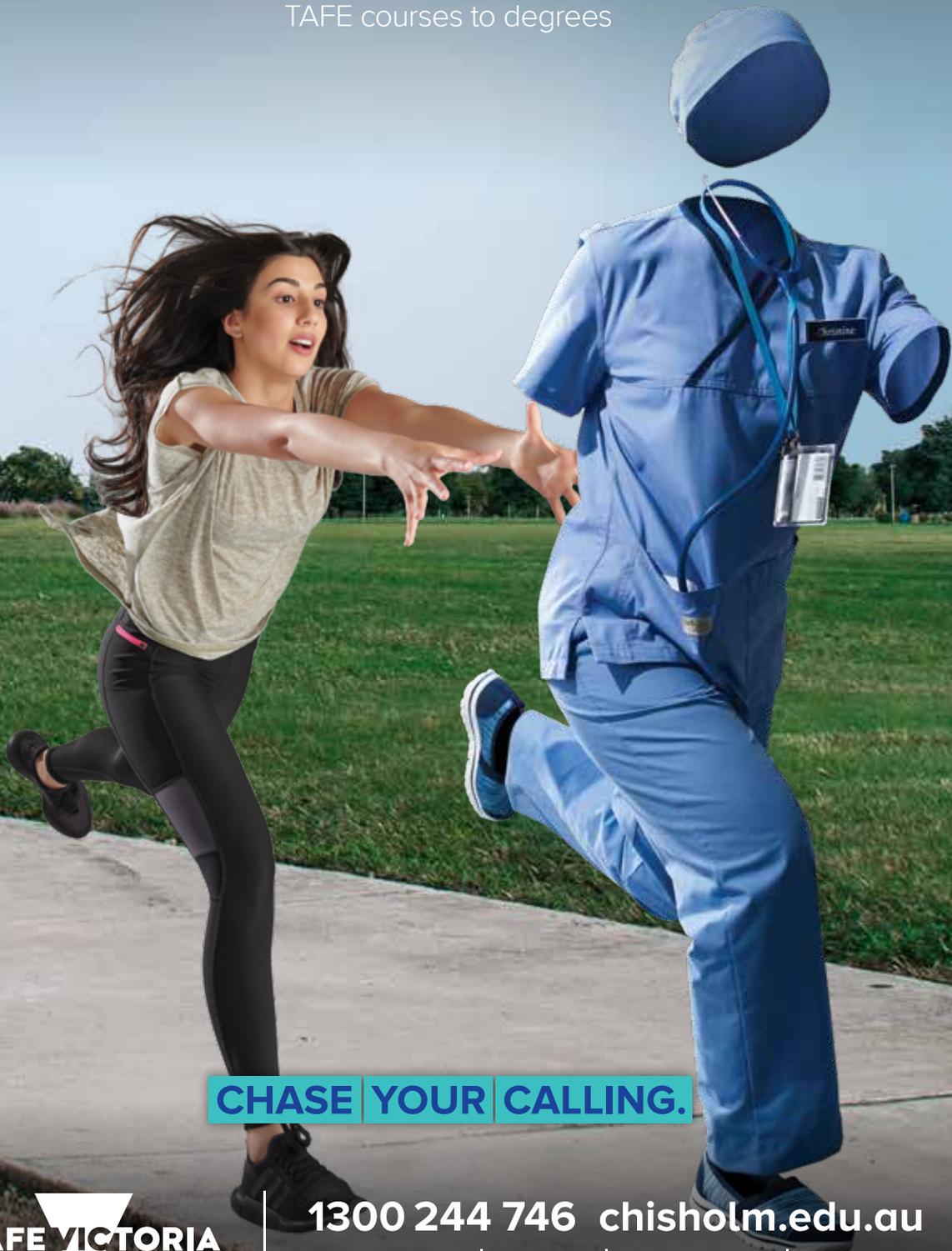


# Chisholm

## PATHFINDER 2020

TAFE courses to degrees



**CHASE YOUR CALLING.**

**TAFE VICTORIA**

**1300 244 746 [chisholm.edu.au](http://chisholm.edu.au)**

On campus | Online | Workplace | International

# WELCOME

We hope that this guide will help you discover why 35,000 students each year choose to study with us.

At Chisholm, we're proud of providing quality and practical education that changes lives and communities, and keeps up with the many rapid changes taking place in the world. We offer a range of courses from certificates to degrees, as well as a range of short courses and pathways to skill and inspire students and prepare them for lifelong careers. Our partnerships with universities, industry and the community give students options and up-to-date, relevant training.

We teach students at Dandenong, Frankston, Berwick, Cranbourne, Bass Coast, Mornington Peninsula and Springvale, as well as online and in the workplace. And we are proud to offer the security and quality that comes from being an established Victorian Government-owned TAFE provider.

At Chisholm, we're creating education for the future.

**ON CAMPUS. ONLINE.  
WORKPLACE. INTERNATIONAL.**



We are fully  
government owned



We offer over  
300 nationally  
recognised courses

# CONTENTS

How to apply	1	Certificate II in Engineering Studies (Mechanical)	21
About VET delivered to secondary students	3	Certificate II in Furniture Making Pathways	22
Pathways	5	Certificate III in Health Services Assistance	23
<b>Courses</b>		Certificate II in Horticulture	24
Certificate II in Automotive Vocational Preparation (Mechanical)	7	Certificate II in Hospitality	25
Certificate III in Beauty Services	8	Certificate III in Information, Digital Media and Technology (Cyber Security)	26
Certificate II in Building and Construction Pre-apprenticeship (Bricklaying)	9	Certificate III in Information, Digital Media and Technology (Games)	27
Certificate II in Building and Construction Pre-apprenticeship (Carpentry)	10	Certificate II in Kitchen Operations (Patisserie)	28
Certificate III in Business Administration (Legal)	11	Certificate II in Kitchen Operations	29
Certificate II in Business	12	Certificate III in Make-up	30
Certificate III in Business	13	Certificate II in Outdoor Recreation	31
Certificate II in Community Services	14	Certificate II in Plumbing (Pre-apprenticeship)	32
Certificate II in Computer Assembly and Repair	15	Certificate II in Printing and Graphic Arts	33
Certificate III in Design Fundamentals (Graphic Design)	16	Certificate II in Salon Assistant	34
Certificate III in Design Fundamentals (Photography)	17	Certificate III in Screen and Media	35
Certificate III in Early Childhood Education and Care	18	Certificate II in Sport and Recreation	36
Certificate II in Electrotechnology (Career Start)	19	Certificate III in Sport and Recreation	37
Certificate II in Engineering Studies (Fabrication)	20	Certificate III in Tourism	38
		Certificate III in Visual Arts	39
		Things you should know	40
		Learn on campus	41

1

Students select a course from the Pathfinder and discuss eligibility and costs with their School VET Coordinator.

2

The School VET Coordinator then processes VET delivered to secondary students enrolments through the Chisholm school portal.

# HOW TO APPLY

If you require a login or have other queries, please contact us:

[vetisprograms@chisholm.edu.au](mailto:vetisprograms@chisholm.edu.au)





Chisholm

# OPEN NIGHTS

Open nights take place at Chisholm locations throughout the year.  
Drop by to learn more about what Chisholm have to offer you.  
Visit our website for dates and locations.

[chisholm.edu.au/open](https://chisholm.edu.au/open)

**CHASE YOUR CALLING.**



# ABOUT VET DELIVERED TO SECONDARY STUDENTS

Previously known as VET in Schools (VETiS), VET delivered to secondary students allows students in Years 10, 11 and 12 to do accredited courses while they are still at school.

## What is VET delivered to secondary students?

VET delivered to secondary students is the same as all other VET: training that is nationally recognised and held to the same quality standards. It is designed to give students the skills that Australia's future workforce needs.

A VET qualification can help students move onto an apprenticeship, employment and further study – both in TAFE and at university. Students can also do a part-time apprenticeship as part of their studies.

At Chisholm, our VET programs are driven by the demands and latest developments in industry, and our teachers are qualified, experienced, and current in the study area. Our programs can also include excursions and visiting specialist speakers, to give students exposure to the latest innovations in industry.

## What do students get when they do VET as a secondary student?

- > A VET certificate or Statement of Attainment from Chisholm, as well as any certificate from the Victorian Curriculum and Assessment Authority (VCAA) - VCE/VCAL
- > Two Statements of Results from VCAA: one with completed VCE/VCAL units and one with completed VET units
- > A possible enhanced ATAR if doing VCE
- > Work experience through structured workplace learning
- > Pathways into employment and/or further VET qualifications.

## Why should students do VET while in secondary school?

- > Explore personal interests, skills and goals
- > Find out about the world of work
- > Develop core and transferable skills for work
- > Decide on future pathways.

## What if students don't know which VET course to do?

Our open nights are a great way for students to explore their options and get more information. Students can chat with our teachers, students and qualified career counsellors, and get everything they need to make an informed career choice. For more information and dates visit [www.chisholm.edu.au/open](http://www.chisholm.edu.au/open).

## What do students need to apply?

- > A valid Unique Student Identification (USI) number. Students can find out their USI and find out more information at: [www.usi.gov.au](http://www.usi.gov.au)
- > A personal email address. To complete their enrolment Eform students need an email address they can access outside of school.

## What about fees?

All fees are invoiced to schools. Any queries about fees should be directed to the school.

## USEFUL LINKS

- > [chisholm.edu.au/vetis](http://chisholm.edu.au/vetis)
- > [www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx](http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx)
- > [www.pssfw.myskills.gov.au](http://www.pssfw.myskills.gov.au)



# PATHWAYS

If you want to become qualified for your dream job or your chosen industry, a pathway can help make your career dream a reality, sooner. A pathway is a staged learning process, where you can customise your qualifications, enhance your study experience and help you to complete your training successfully.



## WHY DO A PATHWAY?

- > Hands on – more skills towards employment
- > Gives you multiple qualifications in the same time as a degree
- > Cost effective – because you can work in your chosen field from your first certificate, you can earn while you learn
- > No ATAR required
- > Builds your employment network
- > Flexible and customisable to your life and career goals
- > Agile, up-to-date training
- > Multiple entry and exit points
- > The goal is employment – not just a degree.



# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICAL) (AUR20716)

This course is designed to introduce students to the theory and practice of automotive maintenance and repair in a hands-on learning environment, and focuses on providing students with simulated practical work experiences, employability skills and career pathways into the automotive industry as an apprentice.

## Structured Workplace Learning

160 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

12–16 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Fri 8.30am – 12.30pm,  
Wed 1pm – 5pm, Fri 1pm – 5pm

### Mid year 1st year

Fri 8am – 4.30pm

### Frankston

Wed 1pm – 5pm, Wed 8.30am – 12.30pm,  
Fri 8.30am – 12.30pm

### Mid year 1st year

Fri 8.30am – 4.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprenticeship

## Equipment/PPE

- > Full overalls
- > Safety work boots (steel cap)

## Sample units

Unit code	Unit description
AURASA002	Follow safe working practices in an automotive workplace
AURTTA027	Carry out basic vehicle servicing operations
AURETR048	Construct and test basic electronic circuits
AURTTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURTTX013	Remove and replace clutch assemblies
AURTTD006	Remove and replace vehicle front suspension springs
AURAF009	Carry out research into the automotive industry
AURAF003	Communicate effectively in an automotive workplace
AURAF004	Resolve routine problems in an automotive workplace

## Education pathways

Certificate III in Heavy Commercial Vehicle Mechanical Technology

Certificate III in Light Vehicle Mechanical Technology

Certificate III in Mobile Plant Technology

# CERTIFICATE III IN BEAUTY SERVICES (SHB30115)

This course is designed to introduce students to the theory and practice of waxing, manicure and pedicure, make-up, business communications, retail and spray tanning.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong, Frankston, Berwick and Mornington Peninsula

## Class size

14–18 students

## Proposed timetable

### Berwick

Wed 9am – 3pm, Fri 9am – 3pm

### Dandenong

Wed 9am – 3pm, Fri 9am – 3pm

### Frankston

Wed 9am – 3pm, Fri 9am – 3pm

### Mornington Peninsula

Wed 9am – 3pm

## Requirements

Year 10 Maths and English. Students must be 16 years of age on the 1 January of year of commencement. All students are required to attend a compulsory information session for their applications to be accepted.

## Possible employment outcomes

- > Beauty therapist
- > Beauty technician
- > Retail and beauty sales assistant

## Equipment/PPE

- > Covered shoes
- > Black dress pants
- > Uniform provided by Chisholm

## Sample units

Unit code	Unit description
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBNLS001	Provide manicure and pedicure services
SHBBCCS001	Advise on beauty products and services
SHBBMUP002	Design and apply make-up
SHBBFAS001	Provide lash and brow services
SHBBMUP003	Design and apply make-up for photography
SHBBNLSA004	Apply eyelash extensions
SHBXCCS002	Provide salon services to clients
SHBBHRS001	Provide waxing services

## Education pathways

Diploma of Beauty Therapy

# CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING) (22338VIC)

This program is designed to enhance students' employment prospects in the building and construction industry. It provides partial completion of Certificate II in Building and Construction (Bricklaying). Students who successfully complete the program will be provided with a Construction Induction Card from WorkSafe Victoria, which allows students to access building sites for work placement, and a Statement of Attainment. Chisholm offers pathways for students to complete the remaining units and obtain the full qualification.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years – partial completion

## Locations

Berwick TEC

## Class size

12–16 students

## Proposed timetable

### Berwick TEC

Wed 8am – 12pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice bricklayer

## Equipment/PPE

Students are required to have the following at all classes:

- > Trade-approved work pants
- > Safety work boots (steel cap)

## Sample units

Unit code	Unit description
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2006	Apply basic levelling procedures
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID002	Provide basic emergency life support
VU22014	Prepare for work in the building and construction industry
VU22015	Interpret and apply basic plans and drawings
VU22016	Erect and safely use working platforms
VU22017	Identify and handle bricklaying tools and equipment
VU22018	Apply basic bricklaying techniques

## Education pathways

Certificate II in Building and Construction (Bricklaying)

Certificate III in Bricklaying/Blocklaying (Apprenticeship)

# CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) (22338VIC)

This program is designed to enhance students' employment prospects in the building and construction industry. It provides partial completion of Certificate II in Building and Construction, and students who successfully complete the program will be provided with a Statement of Attainment. Chisholm offers pathways for students to complete the remaining units and obtain the full qualification.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years - partial completion

## Locations

Berwick TEC, Dandenong, Frankston and Mornington Peninsula

## Class size

12–16 students

## Proposed timetable

### Berwick TEC

Wed 8am – 12pm, Wed 12.30pm – 4.30pm,  
Fri 8am – 12pm, Fri 12.30pm – 4.30pm

### Dandenong

Wed 8am – 12pm, Wed 1pm – 5pm, Fri 8am – 12pm

### Mid year 1st year

Fri 8am – 4.30pm

### Frankston

Wed 8am – 12pm, Wed 1pm – 5pm, Fri 8am – 12pm,  
Fri 1pm – 5pm

### Mid year 1st year

Fri 8am – 4.30pm

### Mornington Peninsula

Wed 8am – 12pm, Wed 12.30pm – 4.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice carpenter
- > Labourer on site

## Equipment/PPE

- > Sleeveless overalls (beige) or pants (no shorts)
- > Safety work boots (steel cap)
- > Lined notepad/workbook
- > Pens and pencils
- > 1 metre folding rule

## Sample units

Unit code	Unit description
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2006	Apply basic levelling procedures
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
VU22014	Prepare for work in the building and construction industry
VU22015	Interpret and apply basic plans and drawings

## Education pathways

Certificate III in Carpentry and Joinery

Certificate IV in Building and Construction (Building)

Diploma of Building and Construction (Building)

# CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL) (BSB31015)

This two-year program provides an entry level qualification for those wishing to work in the private or public sectors of the legal system, while providing a pathway to Certificate IV, Diploma and Advanced Diploma qualifications in legal and justice.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Frankston

## Class size

12–20 students

## Proposed timetable

### Frankston

Wed 9am – 3.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Legal assistant
- > Legal support officer
- > Legal receptionist
- > Legal secretary

## Equipment/PPE

- > Pen and notebook

## Sample units

Unit code	Unit description
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU307	Develop keyboarding speed and accuracy
BSBLEG304	Apply the principles of confidentiality and security within the legal environment
BSBLEG306	Maintain records for time and disbursements in a legal practice
BSBLEG308	Assist in prioritising and planning activities in a legal practice
BSBITU304	Produce spreadsheets
BSBLEG416	Apply the principles of the law of torts
BSBWHS201	Contribute to health and safety of self and others
BSBLEG305	Use legal terminology in order to carry out tasks
BSBLEG301	Apply knowledge of the legal system to complete tasks
BSBWRT301	Write simple documents
BSBLEG413	Identify and apply the legal framework

## Education pathways

Certificate IV in Legal Services

Diploma of Justice

Advanced Diploma of Justice

# CERTIFICATE II IN BUSINESS (BSB20115)

This course is designed to introduce students to the theories and practices necessary to develop skills for employment in an office environment.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

1 year

## Locations

Dandenong and Frankston

## Class size

12–20 students

## Proposed timetable

### Dandenong

Wed 1pm – 5pm

### Frankston

Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Administration assistant
- > Office junior

## Equipment/PPE

- > Notebook, pen and USB

## Sample units

Unit code	Unit description
BSBWHS201	Contribute to health and safety of self and others
BSBINM201	Process and maintain workplace information
BSBCMM201	Communicate in the workplace
BSBITU211	Produce digital text documents 2016 version
BSBITU212	Create and use spreadsheets 2010 version
BSBWOR202	Organise and complete daily work activities
BSBITU213	Use digital technologies to communicate remotely
BSBSUS201	Participate in environmentally sustainable work practices

## Education pathways

Certificate III in Business (Education)

Certificate IV in Business

# CERTIFICATE III IN BUSINESS (BSB30115)



This course is designed to provide students with the opportunity to develop a broad range of skills and knowledge to work in a variety of work contexts. It provides partial completion of Certificate III in Business, Units 3 and 4 sequence of VCE VET Business, and is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2 (Certificate II in Business – BSB20115).

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

1 year - partial completion

## Locations

Frankston

## Class size

8–18 students

## Proposed timetable

### Frankston

Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Administration officer
- > Customer service officer
- > Secretary
- > Receptionist
- > Data entry administrator
- > Accounts clerk

## Equipment/PPE

- > Notebook, pen and USB

## Sample units

Unit code	Unit description
-----------	------------------

BSBCUS301	Deliver and monitor a service to customers
-----------	--

BSBITU306	Design and produce business documents
-----------	---------------------------------------

BSBWOR301	Organise personal work priorities and development
-----------	---

BSBINM301	Organise workplace information
-----------	--------------------------------

BSBPRO301	Recommend products and service
-----------	--------------------------------

## Education pathways

Certificate IV in Business

Diploma of Business Administration

# CERTIFICATE II IN COMMUNITY SERVICES (CHC22015)



This scored VCE VET course is designed to introduce students to the theories and practices necessary to enhance their future studies and employment prospects in the community services sector. This will include a language, literacy and numeracy assessment, and there is project work in both first and second years of the course.

**Note:** The course also covers sensitive areas and issues which may trigger learners who have experience of the issues covered.

## Structured Workplace Learning

120 hours recommended but not mandatory

## Duration

2 years

## Locations

Berwick and Frankston

## Class size

14–20 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

All students must be a minimum of 16 years of age in January of the year of course commencement and must attend a compulsory information session for their applications to be accepted.

## Possible employment outcomes

Minimum qualifications for work in the industry are at Certificate III and above.

## Equipment/PPE

> Pen and notebook

## Sample units

Unit code	Unit description
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
HLTWHS006	Manage personal stressors in the work environment
CHCCOM001	Provide first point of contact
HLTAID003	Provide first aid
FSKRG09	Use strategies to respond to routine workplace problems
CHCCCS016	Respond to client needs
CHCDE004	Implement participation and engagement strategies

## Education pathways

Certificate III in Community Services

Certificate III in Early Childhood Education and Care

Certificate IV in Youth work

Certificate IV in Mental Health/Alcohol and Other Drugs

Diploma of Community Services

# CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR (UEE20511)

This course is designed to introduce students to the theory and practice of selecting components and assembling computers to customer specification, and carrying out routine hardware repairs.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Berwick and Frankston

## Class size

14–20 students

## Proposed timetable

### Frankston

Wed 1pm – 5pm

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Computer repairer
- > Computer support

## Equipment/PPE

- > 1 TB portable hard drive
- > Neat dress including covered shoes (no singlet tops)
- > USB stick min 16 GB to use as a backup
- > Pen and paper

## Sample units

Unit code	Unit description
UEENEE143A	Install and configure a client computer operating system and software
UEENEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A	Assemble, set-up and test computing devices
UEENEE137A	Document and apply measures to control OHS risks associated with electrotechnology work
UEENEE101A	Use computer applications relevant to a workplace
UEENEE038B	Participate and follow a personal competency development plan
UEENEE146A	Set up and configure a local area network
UEENEE142A	Apply environmentally and sustainable procedures in the energy sector
ICTTEN2207A	Install and configure a home or small office network

## Education pathways

Certificate IV in Information Technology

Certificate IV in Information Technology Networking

Certificate IV in Cyber Security

Certificate IV in Information Technology Support

# CERTIFICATE III IN DESIGN FUNDAMENTALS (GRAPHIC DESIGN) (CUA30715)

This course is designed to introduce students to the theories and practices of creative arts industries, including those using emerging technology. Students will study skills in photo imaging and 3D printing common to screen and media, interactive games, graphic design and visual arts.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Berwick, Dandenong and Frankston

## Class size

12–20 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Dandenong

Tues 4pm – 8pm

### Frankston

Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Product designer
- > Graphic designer
- > Product designer assistant
- > Graphic designer assistant
- > Web designer assistant
- > Advertising assistant
- > Multimedia assistant

## Equipment/PPE

- > Pen
- > USB stick
- > A4 notebook
- > Folder

## Sample units

Unit code	Unit description
BSBDES201	Follow a design process
CUAACD301	Produce drawings to communicate ideas
BSBDES304	Source and apply design industry knowledge
CUAACD304	Make scale models
BSBDES302	Explore and apply the creative design process to 2D forms
BSBDES301	Explore the use of colour
BSBDES303	Explore and apply the creative design process to 3D forms
CUAACD302	Produce computer-aided drawings
CUAGRD302	Use typography techniques
BSBWHS201	Contribute to health and safety of self and others

## Education pathways

Certificate IV in Design

Certificate IV in Visual Arts

Diploma of Graphic Design

# CERTIFICATE III IN DESIGN FUNDAMENTALS (PHOTOGRAPHY) (CUA30715)

This course is designed for students who wish to pursue a photographic career. It is designed build the theoretical and practical skills required to develop photographic expertise both in the studio and on location, and helps students explore their creativity and develop their photographic eye for capturing and enhancing dynamic photography.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

12–20 students

## Proposed timetable

### Frankston

Wed 9am – 1pm

### Dandenong

Wed 9am – 1pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Visual artist
- > Graphic designer
- > Photographer
- > Photo store specialist
- > Photo lab technician
- > Retail photography studio assistant
- > Photography assistant
- > Photographer
- > Digital photography technician
- > Studio assistant
- > Commercial photographer
- > Freelance photographer

## Equipment/PPE

- > Pen and pencil
- > A4 notebook
- > USB stick – 32 GB or larger
- > Eraser and sharpener
- > A4 and A3 pocket sleeve folder
- > SLR camera or mobile phone preferred but not mandatory

## Sample units

Unit code	Unit description
BSBDES301	Explore the use of colour
BSBWHS201	Contribute to health and safety of self and others
BSBDES201	Follow a design process
BSBDES302	Explore and apply the creative design process to 2D forms
CUAACD301	Produce drawings to communicate ideas
BSBDES303	Explore and apply the creative design process to 3D forms
BSBDES304	Source and apply design industry knowledge

## Education pathways

Certificate IV in Design

Certificate IV in Photography and Photo Imaging

Certificate IV in Visual Arts

Diploma in Graphic Design

Diploma of Photography

Diploma of Visual Arts

# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)

This course offers the minimum qualification required to work in early childhood education and care settings with babies and children up to six years of age. It prepares students for centre-based, out-of-school hours, family day care and nanny roles and covers child development and how to foster and support children's emotional and educational wellbeing.

We offer full completion of the Certificate III in Early Childhood Education and Care over two years of study.

## Structured Workplace Learning

Minimum 120 hours mandatory

## Duration

2 years

## Locations

Bass Coast, Berwick, Dandenong, Frankston and Mornington Peninsula

## Class size

14–25 students

## Proposed timetable

### Bass Coast

Wed 9am – 3pm

### Berwick

Wed 9am – 3pm, Fri 9am – 3pm

### Dandenong

Wed 9am – 3pm

### Frankston

Wed 9am – 3pm

### Mornington Peninsula

Wed 9am – 3pm

## Requirements

Students must be 16 years old on 1 February of the commencing year and have Year 10 Maths and English. They will also need to attend a compulsory information session for their applications to be accepted and obtain a current Volunteer Working with Children Check.

## Possible employment outcomes

- > Early childhood educator
- > Kindergarten assistant (co-educator)
- > Nanny
- > Family day care educator

## Equipment/PPE

- > Pen and notebook

## Sample units

Unit code	Unit description
CHCECE002	Ensure the health and safety of children
CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
HLTWHS001	Participate in workplace health and safety
CHCECE010	Support the holistic development of children in early childhood
CHCLEG001	Work legally and ethically
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCDIV001	Work with diverse people

## Education pathways

Diploma of Early Childhood Education and Care /  
Diploma of School Aged Education and Care

Bachelor of Early Childhood / Primary Teaching

Bachelor of Early Learning

# CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START) (UEE22011)



This course is designed to introduce students to the various careers available in electrotechnology through project-based, hands-on experience in the workshop. These careers include electrical, electronics, renewable energy and telecommunications. Students who complete both years of the program will have completed a nationally recognised pre-vocational qualification for careers in this industry.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Berwick, Dandenong, Frankston and Mornington Peninsula

## Class size

14–16 students

## Proposed timetable

### Berwick

Wed 8am – 12pm, Wed 12.30pm – 4.30pm,  
Fri 8am – 12pm

### Dandenong

Wed 8am – 12pm, Wed 12.30pm – 4.30pm,  
Fri 8am – 12pm

### Frankston

Wed 8am – 12pm, Wed 12.30pm – 4.30pm,  
Wed 5pm – 9pm, Fri 8am – 12pm, Fri 12.30pm – 4.30pm

### Mornington Peninsula

Fri 8.30am – 12.30pm, Fri 1pm – 5pm

## Requirements

Year 10 Maths and English is recommended. All students are required to attend a compulsory information session for their applications to be accepted.

## Possible employment outcomes

- > Electronics testing
- > Electronics servicing
- > Apprentice electrician
- > Telecommunications technician trainee

## Equipment/PPE

- > Laptop
- > Safety work boots/shoes
- > Short/long sleeved shirt (no singlets)
- > Chisholm will provide safety glasses

## Sample units

Unit code	Unit description
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector environment
UEENEEE148A	Carry out routine work activities in an energy sector environment
CPCCWHS1001A	Work safely in the construction industry
UEENEEE101A	Apply Occupational Health and Safety regulation, codes and practices in the workplace
UEENEEE104A	Solve problems in d.c. circuits
UEENEEE141A	Use routine equipment/plant/technologies in an energy sector environment
UEENEEE179A	Identify and select components, accessories and material for energy sector work activities
UEENEEK142A	Apply environmentally and sustainable energy procedures in the energy sector.

## Education pathways

Certificate III in Electrical Fitting

Certificate III in Electrotechnology Electrician

Certificate III in Telecommunications Technology

# CERTIFICATE II IN ENGINEERING STUDIES (FABRICATION) (22470VIC)

This scored VCE VET course is designed to introduce students to the theories and practices necessary to enhance their future studies and employment prospects in the engineering or engineering related industries. It introduces students to mechanical and thermal cutting, marking out, welding principles, fabrication, forming and shaping techniques, general machining, computing and computer-aided drafting, and workplace safety.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

10–16 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice

## Equipment/PPE

- > Full overalls
- > Safety glasses
- > Welding helmet and welding gloves
- > Safety work boots

## Sample units

Unit code	Unit description
MEM13014A	Apply principles of Occupational Health and Safety in work environment
MEM18001C	Use hand tools
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries
VU22330	Select and interpret drawings and prepare 3D sketches and drawings
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques
MEM18002B	Use power tools/hand held operations
VU223339	Create engineering drawings using computer aided systems
MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22337	Perform basic welding and thermal cutting processes to fabricate engineering structures

## Education pathways

Certificate III in Engineering Fabrication

Certificate III in Engineering Mechanical Trade

Certificate IV in Engineering

Diploma of Engineering Technology

# CERTIFICATE II IN ENGINEERING STUDIES (MECHANICAL) (22470VIC)

This scored VCE VET course is designed to introduce students to the theories and practices necessary to enhance their future studies and employment prospects in the engineering or engineering related industries. It introduces students to emerging technologies in engineering, and the design of new projects focuses on the knowledge and skills needed to move into the programming and robotics industry.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

10–16 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprenticeships

## Equipment/PPE

- > Full overalls (blue)
- > Safety glasses
- > Safety work boots

## Sample units

Unit code	Unit description
MEM13014A	Apply principles of Occupational Health and Safety in work environment
MEM18001C	Use hand tools
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries
VU22330	Select and interpret drawings and prepare 3D sketches and drawings
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques
MEM18002B	Use power tools/hand held operations
VU223339	Create engineering drawings using computer aided systems
MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22338	Configure and program a basic robotic system

## Education pathways

Certificate III in Engineering Fabrication

Certificate III in Engineering Mechanical Trade

Certificate IV in Engineering

Diploma of Engineering Technology

# CERTIFICATE II IN FURNITURE MAKING PATHWAYS (MSF20516)

This scored VCE VET course is designed to introduce students to the theories and practices necessary to enhance their future studies and employment prospects in the furnishing industry.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

14–16 students

## Proposed timetable

### Dandenong

Wed 1pm – 6pm

### Frankston

Wed 1pm – 6pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice furniture maker

## Equipment/PPE

- > Sleeveless overalls (beige)
- > Long or short sleeved shirt under overalls
- > Safety work boots
- > Ear muffs AS/NZS 1269.3 Class 5+
- > Safety glasses AS/NZS 1337
- > Students with long hair are required to supply a suitable hair restraint
- > Ear muffs and safety glasses can be provided by student or can be purchased from Chisholm

## Sample units

Unit code	Unit description
MSFFP2004	Apply domestic surface coatings
MSFFM2002	Assemble furnishing components
MSFFP2002	Develop a career plan for the furnishing industry
MSFFP2005	Join materials used in furnishing
MSMPC1103	Demonstrate care and apply safe practices at work
MSFFP2006	Make a basic upholstery product
MSFFP2006	Make simple timber joints
MSMENV272	Participate in environmentally sustainable work practices
MSFFP2003	Prepare surfaces
MSFFP2001	Undertake a basic furniture making project
MSFGN2001	Make measurements and calculations
MSFFM2001	Use furniture making sector hand and power tools

## Education pathways

Certificate III in Furniture Making

# CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (HLT33115)



This course covers a wide range of areas within the health industry and is designed to provide students with the skills and knowledge required to work in an entry-level role within a range of fields, depending on the electives and focus of the program undertaken. Students will be trained by industry professionals who have many years' experience working in these sectors and will learn in our specialised training facilities and simulation laboratories.

This is a scored VCE VET program.

## Structured Workplace Learning

Mandatory 80 hours of paid or voluntary work within the health/community care industry.

## Duration

2 years

## Locations

Berwick, Frankston and Mornington Peninsula

## Class size

14–25 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm,  
Fri 8.30am – 12.30pm

### Frankston

Wed 1pm – 5pm

### Mornington Peninsula

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Health support services attendant
- > Allied health assistant

## Equipment/PPE

- > Pen and notebook

## Sample units

Unit code	Unit description
HLTCSD304D	Support the care of clients
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTMS208D	Handle waste in a health care environment
CHCDIS301C	Work effectively with people with a disability
HLTCSD208D	Transport clients
HLTWS200A	Participate in WHS processes
HLTAID003	Provide first aid
BSBMED301B	Interpret and apply medical terminology appropriately
HLTCSD201D	Maintain high standard of client service
CHCMH301C	Work effectively in mental health

## Education pathways

Certificate IV in Mental Health

Diploma of Alcohol and Other Drugs

Diploma of Mental Health

# CERTIFICATE II IN HORTICULTURE (AHC20416)

This course is designed to introduce students to the theories and practices necessary to prepare them for entry into this dynamic industry. It provides exposure to the main facets of the parks, nursery and landscape industries, contained within the general sphere of horticulture.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Cranbourne and Mornington Peninsula

## Class size

14–16 students

## Proposed timetable

### Cranbourne

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Mornington Peninsula

Fri 8.30am – 12.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice landscape gardener

## Equipment/PPE

- > Safety footwear
- > Sunscreen
- > Hat

## Sample units

Unit code	Unit description
AHCCHM201	Apply chemicals under supervision
AHCLSC201	Assist with landscape construction work
AHCMOM203	Operate basic machinery and equipment
AHCWHS201	Participate in work health and safety processes
AHCWRK209	Participate in environmentally sustainable work practices
AHCNSY203	Undertake propagation activities
AHCPMG202	Treat plant pests, diseases and disorders
AHCPGD201	Plant trees and shrubs
AHCWRK201	Observe and report on weather
AHCINF203	Maintain properties and structures
AHCPGD203	Prune shrubs and small trees
AHCPMG201	Treat weeds

## Education pathways

Certificate III Production and Nursery

Certificate III Horticulture

Certificate III in Landscape Construction

Certificate III in Parks and Gardens

Certificate III in Sports Turf Management

# CERTIFICATE II IN HOSPITALITY (SIT20316)

This scored VCE VET course is designed to introduce students to the theories and practices for a range of tasks in hospitality establishments.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong, Frankston and Mornington Peninsula

## Class size

16–18 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Mornington Peninsula

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Catering assistant
- > Porter
- > Food and beverage attendant
- > Bar attendant

## Equipment/PPE

Details will be provided prior to commencement

## Sample units

Unit code	Unit description
BSBWOR203	Work effectively with others
SITHCCC003	Prepare and present sandwiches
SITXINV002	Maintain the quality of perishable items
SITHFAB002	Provide responsible service of alcohol
SITHCCC002	Prepare and present simple dishes
SITXFSA001	Use hygienic practices for food safety
SITXCCS003	Interact with customers
SITHIND003	Use hospitality skills effectively

## Education pathways

Certificate IV in Hospitality

Diploma of Hospitality Management

# CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (CYBER SECURITY) (ICT30115)

This course is designed to introduce students who are enthusiastic and passionate about IT to network administration. The course covers IT hardware, operating systems and the fundamentals of network administration within the context of cyber security.

**Note:** This is a partial completion of the Certificate III in Information, Digital Media and Technology and does not carry scored assessment.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years – partial completion

## Locations

Berwick, Dandenong and Frankston

## Class size

14–20 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm

### Dandenong

Wed 8.30am – 12.30pm

### Frankston

Wed 8.30am – 12.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > ICT technician
- > Network support officer

## Equipment/PPE

- > USB stick – 4 GB minimum

## Sample units

Unit code	Unit description
ICTSAS301	Run standard diagnostic tests
ICTNWK305	Install and manage network protocols
ICTICT302	Install and optimise operating system software
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure small office or home office network
ICTNWK302	Determine and action network problems
ICTSAS303	Care for computer hardware
ICTSAS304	Provide basic system administration
ICAICT202A	Work and communicate effectively in an IT environment
ICTWEB201	Use social media tools for collaboration and engagement

## Education pathways

Certificate IV in Cyber Security

Certificate IV in Information Technology Networking /  
Certificate IV in Information Technology Support

Certificate IV in Information Technology

# CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (GAMES) (ICT30115)



This course is designed to introduce students who are enthusiastic and passionate about gaming to the video games industry. The course covers IT hardware, digital imaging, animation, principles of game design, and interactive gaming and industry tools such as Unreal Development Kit. Students will be taught some advanced features of Microsoft Office. At this level, the emphasis is on simple game design.

**Note:** This is a partial completion of the Certificate III in Information, Digital Media and Technology and does not carry scored assessment.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years – partial completion

## Locations

Dandenong and Frankston

## Class size

14–20 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm,  
Fri 8.30am – 12.30pm

### Frankston

Wed 1pm – 5pm, Fri 8.30am – 12.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Support games developer
- > Mobile games programmer
- > Games designer
- > Games developer

## Equipment/PPE

- > USB stick – 16 GB minimum

## Sample units

Unit code	Unit description
ICTGAM302	Design and apply simple textures to digital art
ICTGAM301	Apply simple modelling techniques
ICTGAM303	Review and apply the principles of animation
ICTGAM402	Identify and apply principles of games design and game playing
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTGAM406	Create visual design components for interactive games
ICTSAS301	Run standard diagnostic tests
ICTGAM403	Create design documents for interactive games
ICTICT202	Work and communicate effectively in an IT environment
ICTWEB303	Produce digital images for the web

## Education pathways

Certificate IV in Digital Media Technologies / Diploma of Digital Interactive Games

Certificate IV in Information Technology

# CERTIFICATE II IN KITCHEN OPERATIONS (PATISSERIE) (SIT20416)

This course is designed to introduce students to patisserie (cakes and pastries) cooking and provide the skills to work in a range of hospitality establishments.

**Note:** The second year of this program does not carry scored assessment.

## Structured Workplace Learning

80 hours recommended but not mandatory. In the second year of the program students are required to complete 12 service sessions and complete a log book. It is strongly advised that students complete at least some of this in the workplace, which can include Chisholm student restaurants.

## Duration

2 years

## Locations

Dandenong, Frankston and Mornington Peninsula

## Class size

12–16 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Mornington Peninsula

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Patisserie assistant
- > Cookery apprentice
- > Sandwich hand

## Equipment/PPE

Details of equipment and PPE will be provided prior to commencement

## Sample units

Unit code	Unit description
SITHCCC002	Prepare and present simple dishes
SITHPAT004	Produce yeast-based bakery products
BSBWOR203	Work effectively with others
SITXFSA001	Use hygienic practices for food safety
SITHCCC005	Prepare dishes using basic methods of cookery
SITHPAT001	Produce cakes
SITXWHS001	Participate in safe work practices
SITHCCC001	Use food preparation equipment
SITHPAT003	Produce pastries

## Education pathways

Certificate III in Patisserie

Certificate IV in Patisserie

Diploma of Hospitality Management

# CERTIFICATE II IN KITCHEN OPERATIONS (SIT20416)

This scored VCE VET course is designed to introduce students to the role of employees who perform a range of tasks in hospitality establishments, particularly cooking.

## Structured Workplace Learning

80 hours recommended but not mandatory In the second year of the program students are required to complete 12 service sessions and complete a log book. It is strongly advised that students complete at least some of this in the workplace, which can include Chisholm student restaurants.

## Duration

2 years

## Locations

Dandenong, Frankston and Mornington Peninsula

## Class size

16–18 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Mornington Peninsula

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Breakfast cook
- > Cookery apprentice
- > Sandwich hand

## Equipment/PPE

Details of equipment and PPE will be provided prior to commencement

## Sample units

Unit code	Unit description
SBWOR203	Work effectively with others
SITXCOM002	Show social and cultural sensitivity
SITXFSA001	Use hygienic practices for food safety
SITHKOP001	Clean kitchen premises and equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC001	Use food preparation equipment
SITXWHS001	Participate in safe work practices

## Education pathways

Certificate III in Commercial Cookery

Certificate IV in Commercial Cookery

Diploma of Hospitality Management

# CERTIFICATE III IN MAKE-UP (SHB30215)

This course introduces students to the theories and practices necessary for a vocation in make-up. The first year covers design, applying and removing make-up, photography and camouflage make-up and providing service to clients. The second year covers eyelash extensions, fantasy make-up, airbrushing and the running of a business. The student kits have industry standard professional make-up and tools which they are encouraged to use on models outside school time.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Berwick, Dandenong and Frankston

## Class size

14–18 students

## Proposed timetable

### Berwick

Wed 9am – 3pm, Fri 9am – 3pm

### Dandenong

Wed 9am – 3pm, Fri 9am – 3pm

### Frankston

Wed 9am – 3pm, Fri 9am – 3pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Make-up artist
- > Beauty therapist

## Equipment/PPE

- > Covered shoes
- > Black dress pants
- > T-shirt provided by Chisholm

## Sample units

Unit code	Unit description
SHBBMUP001	Apply eyelash extensions
SHBBCCS001	Advise on beauty products and services
SHBBMUP003	Design and apply make-up for photography
SHBBMUP002	Design and apply make-up
SHBBMUP005	Apply airbrushed make-up
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP006	Design and apply creative make-up
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXCCS002	Provide salon services to clients
SHBBRES001	Research and apply beauty industry information
CUAPPM407	Create storyboards
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBMUP007	Work collaboratively on make-up productions
BSBSNB404	Undertake small business planning
SHBXCCS001	Conduct salon financial transactions

## Education pathways

Certificate IV in Screen and Media

Diploma of Screen and Media

# CERTIFICATE II IN OUTDOOR RECREATION (SIS20213)

This course is designed to introduce students to employment and educational opportunities within the outdoor recreation industry. The focus is on developing the skills, knowledge and confidence to work in the area of outdoor recreation. Students work on developing leadership and organisational skills through theory and practical sessions in the classroom, the workplace and on a camp. Activities include surfing, snorkelling, rock-climbing and bushwalking. After successful completion of the program, students can proceed to the VCE VET scored Certificate III in Sport and Recreation in their second year.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

1 year

## Locations

Frankston

## Class size

14–22 students

## Proposed timetable

### Frankston

Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

> Assistant outdoor guide

## Equipment/PPE

- > Covered shoes
- > Sunscreen
- > Hat

## Sample units

Unit code	Unit description
SISOSRF202A	Perform basic surfing manoeuvres in controlled conditions
SISOCLA201A	Demonstrate top rope climbing skills on artificial surfaces
SISOBWG201A	Demonstrate bushwalking skills in a controlled environment
HLTAID003	Provide first aid
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOSRF201A	Demonstrate surf survival and self-rescue skills
SISOMBK201A	Demonstrate basic off-road cycling skills
SISXEMR201A	Respond to emergency situations
SISOKYS201A	Demonstrate simple sea kayaking skills
SISXCCS201A	Provide customer service

## Education pathways

Certificate IV in Outdoor Recreation

Certificate IV in Guiding

Diploma of Outdoor Recreation

# CERTIFICATE II IN PLUMBING PRE-APPRENTICESHIP (22304VIC)

This course is designed to introduce students to the basic theory and practice of plumbing in order to prepare them to enter the plumbing industry or a plumbing and gas-fitting apprenticeship.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Berwick TEC, Dandenong and Frankston

## Class size

12–16 students

## Proposed timetable

### Berwick TEC

Wed 8am – 12pm, Wed 12.30pm – 4.30, Fri 8am – 12pm,  
Fri 12.30pm – 4.30pm

### Dandenong

Wed 8am – 12pm, Wed 12.30pm – 4.30pm

### Frankston

Wed 8am – 12pm, 12.30pm – 4.30pm,  
Fri 8am – 12pm, 12.30pm – 4.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Plumbing apprentice

## Equipment/PPE

- > Pens, pencils and paper
- > Sleeveless overalls (blue) or work pants (blue) worn with shirt underneath (no singlets)
- > Safety work boots (steel cap)

## Sample units

Unit code	Unit description
VU21791	Fabricate simple plumbing pipe systems
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCOHS1001A	Work safely in the construction industry
VU21790	Cut and penetrate building materials and structures
VU21793	Perform basic oxy-acetylene welding and cutting
CPCPCM2039A	Carry out interactive workplace communication
CPCCCM2001A	Read and interpret plans and specifications
CPCCCM1015A	Carry out measurements and calculations
VU21789	Apply basic sheet metal practices
CUVACD303A	Produce technical drawings

## Education pathways

Certificate III in Plumbing

Certificate IV in Plumbing and Services

# CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (ICP20115)

This course is designed to introduce students to the theories and practices necessary to work as an assistant desktop publisher. It covers design and layout, checking proofs, liaising with commercial printers and producing materials for publication.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Dandenong

## Class size

12–20 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Sign writer
- > Graphic designer
- > Graphic artist assistant
- > Multimedia design assistant
- > Advertising design assistant
- > Print/graphic design assistant
- > Digital print operator
- > Advertising design assistant
- > Graphic design/art assistant
- > Multimedia design assistant
- > Design assistant
- > Printing machinist

## Equipment/PPE

- > Pen
- > USB stick
- > A4 notebook
- > Folder

## Sample units

Unit code	Unit description
ICPDMT263	Access and use the internet
ICPSUP216	Inspect quality against required standards
ICPPRP211	Develop a basic design concept
ICPPRP322	Digitise images for reproduction
ICPSUP262	Communicate in the workplace
ICPSUP260	Maintain a safe work environment
ICPPRP286	Scan images for reproduction
ICPPRP225	Produce graphics using a graphics application
ICPPRP224	Produce pages using a page layout application
ICPPRP221	Select and apply type
ICPPRP232	Electronically combine and assemble data
BSBSUS201	Participate in environmentally sustainable work practices
ICPSUP281	Use computer systems
ICPPRN287	Use digital processes

## Education pathways

Certificate IV in Design

Diploma of Graphic Design

# CERTIFICATE II IN SALON ASSISTANT (SHB20216)

This one-year program will offer students the training of a first-year salon apprentice in their initial six months. Training includes practical skills for styling, basin services and removal of chemicals, as well as theory studies in client communication.

## Structured Workplace Learning

40 hours mandatory If students are unable to source placement, they will be able to access Chisholm Salon days. (Salon days may not be scheduled on the same day as the VET program.)

## Duration

1 year

## Locations

Dandenong, Frankston and Mornington Peninsula

## Class size

14–18 students

## Proposed timetable

### Frankston

Wed 9am – 3pm, Fri 9am – 3pm

### Dandenong

Wed 9am – 3pm, Fri 9am – 3pm

### Mornington Peninsula

Wed 9am – 3pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Apprentice hairdresser

## Equipment/PPE

- > Covered shoes
- > Black pants or skirt with tights (no leggings or jeans)

## Sample units

Unit code	Unit description
SHBHDES001	Dry hair to shape
SHBBAS002	Provide head, neck and shoulder massages for relaxation
SHBHIND001	Maintain and organise tools, equipment and work areas
BSBWHS201	Contribute to health and safety of self and others
SHBBAS001	Provide shampoo and basin services
SHBXCCS001	Conduct salon financial transactions
SIRXSL001	Sell to the retail customer
SHBXCCS003	Greet and prepare clients for salon services
SHBHDES002	Braid hair
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products

## Education pathways

Certificate III in Barbering

Certificate III in Hairdressing

# CERTIFICATE III IN SCREEN AND MEDIA (CUA31015)



This scored VCE VET course is designed to equip students for working as assistants in the multimedia and design industries. Delivery incorporates industry-relevant computer equipment, teachers are current industry practitioners, and the course focuses on developing employability skills.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

16–21 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Tue 5pm – 9pm, Wed 5pm – 9pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Digital media artist assistant
- > Assistant animator
- > Assistant digital media developer

## Equipment/PPE

- > External video hard drive 500 GB minimum

## Sample units

Unit code	Unit description
BSBCRT301	Develop and extend critical and creative thinking skills
BSBDES201	Follow a design process
CUADIG303	Produce and prepare photo images
BSBWHS201	Contribute to health and safety of self and others
BSBDES302	Explore and apply the creative design process to 2D forms
CUADIG301	Prepare video assets
CUADIG304	Create visual design components
CUAWRT301	Write content for a range of media
CUAIND301	Work effectively in the creative arts industry
CUADIG302	Author interactive sequences
CUAANM301	Create 2D digital animations

## Education pathways

Dual Certificate IV in Digital Media Technologies / Digital and Interactive Games

Certificate IV in Design

Certificate IV in Photography

# CERTIFICATE II IN SPORT AND RECREATION (SIS20115)

This program is designed to introduce students to the sport, fitness and outdoor recreation sector.

Students develop activity specific and organisational skills through the combination of theory, practice and field trip participation

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

1 year

## Locations

Berwick and Frankston

## Class size

14–20 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Community activities assistant
- > Customer service assistant
- > Leisure assistant
- > Recreation assistant

## Equipment/PPE

- > Runners
- > PE clothes
- > Sunscreen
- > Hat

## Sample units

Unit code	Unit description
BSBWOR202	Organise and complete daily work activities
ICTWEB201	Use social media tools for collaboration and engagement
SISSBSB201A	Teach fundamental basketball skills
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development
SISSMAR201A	Teach the intermediate skills of martial arts
SISXFAC001	Maintain equipment for activities
SISXCAI001	Provide equipment for activities
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXEMR001	Respond to emergency situations
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXCAI002	Assist with activity sessions
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXCCS001	Provide quality service
SISXIND001	Work effectively in sport, fitness and recreation environments

## Education pathways

Certificate III in Fitness

Certificate IV in Fitness

Certificate IV in Guiding

Certificate IV in Outdoor Recreation

Diploma of Outdoor Recreation

Diploma of Sport Development

Diploma of Sport and Recreation Management

# CERTIFICATE III IN SPORT AND RECREATION (SIS30115)

This program is designed to further enhance the students' knowledge of the sport, fitness and outdoor recreation sector. Students develop coaching and leadership skills through the combination of theory, practice and field trip participation.

## Structured Workplace Learning

80 hours recommended but not mandatory

## Duration

1 year

## Locations

Berwick and Frankston

## Class size

14–20 students

## Proposed timetable

### Berwick

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am - 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Community activities officer
- > Customer service officer
- > Leisure officer
- > Recreation officer

## Equipment/PPE

- > Runners
- > PE clothes
- > Sunscreen
- > Hat

## Sample units

Unit code	Unit description
SISSOF202	Officiate games or competitions
SISSCO101	Develop and update knowledge of coaching practices
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISXCAI004	Plan and conduct programs
SISXIND006	Conduct sport, fitness or recreation events
SISSOF101	Develop and update officiating knowledge
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups
SISSPT303A	Conduct basic warm up and cool down programs

## Education pathways

Certificate III in Fitness

Certificate IV in Fitness

Certificate IV in Guiding

Certificate IV in Outdoor Recreation

Diploma of Outdoor Recreation

Diploma of Sport Development

Diploma of Sport and Recreation Management

# CERTIFICATE III IN TOURISM (SIT30116)

This course is designed for students who want to pursue tourism services or sales. It provides an entry into many tourism industry sectors and employers including tour operators, inbound tour operators, visitor information centres, attractions, cultural and heritage sites and any small tourism business.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

14–20 students

## Proposed timetable

### Dandenong

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

### Frankston

Wed 8.30am – 12.30pm, Wed 1pm – 5pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Tour operator
- > Tourist information officer

## Equipment/PPE

Details will be provided prior to commencement

## Sample units

Unit code	Unit description
SITTTSL001	Operate online information systems
SITTIND001	Source and use information on the tourism and travel industry
SITTTSL002	Access and interpret product information
SITXWHS001	Participate in safe work practices
SITXCCS002	Provide visitor information
SITTTSL004	Provide advice on Australian destinations
SITXCOM002	Show social and cultural sensitivity
HLTAID003	Provide first aid
SITXCCS006	Provide service to customers
SITTTSL006	Prepare quotations
SITTTSL003	Provide advice on international destinations
BSBWOR203	Work effectively with others
SITHFAB002	Provide responsible service of alcohol
SITTTSL005	Sell tourism products and services
SITTTSL008	Book supplier products and services
SITTTSL009	Process travel-related documentation
SITTTSL010	Use a computerised reservations or operations system

## Education pathways

Certificate IV in Travel and Tourism

Diploma of Travel and Tourism Management

# CERTIFICATE III IN VISUAL ARTS (CUA31115)

This course is designed for further study in all visual and creative art fields, and concentrates on creative thinking, design principles and arts practice theory. It explores drawing techniques including observational drawing, 2D studies including painting and printmaking techniques, 3D studies and photo media (Adobe Photoshop). All teachers of the course are practising artists who bring years of creative thinking and practice to the classroom.

## Structured Workplace Learning

Recommended but not mandatory

## Duration

2 years

## Locations

Dandenong and Frankston

## Class size

14–18 students

## Proposed timetable

### Frankston

Wed 5pm – 9pm

### Dandenong

Tues 4pm – 8pm

## Requirements

Year 10 Maths and English

## Possible employment outcomes

- > Art assistant
- > Illustrator
- > Comic colour, background and effects artist
- > Community arts
- > Freelance artist
- > Multimedia artist
- > Painter
- > Printmaker

- > Storyboard artist
- > Tattoo artist
- > Visual arts assistant

## Equipment/PPE

- > Personal art kit (a suggested kit list will be provided)

## Sample units

Unit code	Unit description
BSBDES302	Explore and apply the creative design process to 2D forms
CUAIND304	Plan a career in the creative arts industry
CUADRA301	Produce drawings
CUARES301	Apply knowledge of history and theory to own arts practice
CUAPAI301	Produce paintings
CUAPPR301	Produce creative work

## Education pathways

Certificate IV in Visual Arts

Diploma of Visual Arts

# THINGS YOU SHOULD KNOW

## Absences

Students are required to notify their School VET Coordinator of any non-attendance, or if they need to leave class early. The Coordinator will then need to notify our administrative assistant for VET delivered to secondary students.

Programs are competency based and any absence may put the student at risk of not passing all units.

## Punctuality

Students are expected to arrive to class on time. If students arrive 10 minutes late for class, without notification from school, they will be marked as late and their school will be notified. If students do not show up in the correct PPE, schools will be notified and students may be told to go home due to Workplace Health and Safety concerns. Any lateness may impact successful completion of the program.

## Commitment forms

All students will be required to complete a commitment form as part of the enrolment process. This form outlines to the student what their responsibilities, behaviour and expectations are while doing the course. If they do not meet these requirements, they may be put on an at-risk contract and the school will be notified.

## Catch-up classes

Students with multiple absences might need to attend catch-up classes that could be held during school holidays or after school hours.

## Code of Conduct

All students are expected to behave in a respectful manner and abide by the policies that Chisholm has in place.

## Communications

Youth Program Coordinators will communicate any major issues with the school directly. Attendance and general comments as well as term reports are available on the school portal. Schools should communicate any issues that could potentially affect a student's program directly to the Youth Program Coordinator at Chisholm.

## Withdrawal

Students who want to withdraw from the program must first contact their school's VET Coordinator who will then inform the Youth Programs Coordinators at Chisholm. Depending on the course undertaken, some materials fees may apply. All applications entered on the portal incur a \$50 non-refundable admin fee. If students withdraw prior to the cut-off date (usually first week of March) only the \$50 is charged. Exceptions to this are where materials have been issued for hair, beauty and make-up courses (material fees apply). Withdrawals after the cut-off date incur full fees.



# OUR LOCATIONS

As the largest TAFE institute in Melbourne's south-east, we can offer students many locations to study from, whether it's near the beautiful beaches of Frankston, in the multicultural hub of Dandenong, in the Health and Education Precinct of Berwick, in regional Victoria, and more.

Our eight locations across Melbourne's south east feature state-of-the-art equipment, world-class facilities, modern learning environments, comprehensive libraries, and helpful support services. All campuses are conveniently located with parking and public transport access.

Find out more about our campus locations and facilities at [chisholm.edu.au/locations](https://www.chisholm.edu.au/locations).

## ON CAMPUS

### Dandenong

**121 Stud Road, Dandenong 3175**

Our largest campus, Dandenong has facilities for international and VCE students, manufacturing and robotics centre, building and construction trades centre, hi-tech automotive centre, a large library and computer lab, café, patisserie, hair and beauty salon and campus store.

### Chisholm @311

**311 Lonsdale Street, Dandenong, 3175**

Situated in the Dandenong CBD, Chisholm @311 is a contemporary, creative space boasting cutting-edge technology.

### Frankston

**Fletcher Road, Frankston 3199**

Our \$75.9 million redevelopment at the Frankston location features new state-of-the-art education and training facilities, modern library, computer labs, café, student restaurant, massage clinic, hair and beauty salon and trades facilities.

### Berwick and Berwick TEC

**25 Kangan Drive, Berwick 3806**

With an on-site beauty spa, children's services training centre and computer, engineering and electronic centre, Berwick caters to many different streams of education. Berwick also has a fully integrated trade training centre. We share this campus with Berwick TEC, a premier location for VCAL, pre-apprenticeships and apprenticeships. Other facilities include a modern sports centre, gym and fitness rooms, state-of-the-art computer labs and café.

Chisholm's new Centre for Health is situated in the heart of the emerging Berwick Health and Education Precinct and features specialised training and simulation laboratories and tailored teaching environments.

### Cranbourne

**New Holland Drive, Cranbourne 3911**

Cranbourne features a modern, large library and study area, computer lab and café as well as world-renowned facilities like our state-of-the-art greenhouses – some of the largest in the southern hemisphere – and the National Water Centre, a \$10 million water industry training facility.

### Mornington Peninsula

**Boneo Road, Rosebud 3939**

Mornington Peninsula boasts all the facilities you'd expect from Chisholm as well as a café, library, on-site restaurant and hair and beauty salon. It's also home to the Southern Peninsula Trade Training Centre.

### Bass Coast

**Corner Bass Highway and South Dudley Road, Wonthaggi 3995**

Servicing Wonthaggi and surrounding communities, Bass Coast focuses on accessible learning options for secondary and tertiary students, as well as school leavers and mature age students.

### Springvale

**Corner Boulton Street and Springvale Road, Springvale 3171**

In the heart of multicultural Springvale, this campus specialises in English language programs.

# OUR ENDORSEMENTS

Chisholm works in conjunction with many regulatory bodies, complying with all relevant legislation. Chisholm programs are conducted in line with the expectations of one or more of the following:



Our training is delivered with Victorian and Australian Government funding and oversight. This means that we work in conjunction with the state government to ensure that the education we provide suits the needs of the state and local communities.



Chisholm is a Registered Training Organisation (RTO) and provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.



Registration with key governing bodies such as the Australian Skills Quality Authority ensures that Chisholm complies with Australian Government requirements, as well as operating in a way that benefits students and provides them with quality education.



This is the Victorian Government organisation that regulates to ensure provision of quality learning outcomes in safe and well governed environments. We work closely with VRQA to ensure we are performing to the highest standards.



TEQSA is Australia's independent national regulator of the higher education sector. Our degree programs are designed to meet the rigorous TEQSA standards just like Australian universities are required to.

# STAY IN TOUCH

Apart from our website and dedicated contact centre, you can connect with us on our social channels.

We regularly update our community and share exciting news, events and achievements.

This means you can start participating in Chisholm life even before you start your journey with us and stay in touch after you've completed it.



[facebook.com/chisholmInstitute](https://facebook.com/chisholmInstitute)



[youtube.com/chisholmInst](https://youtube.com/chisholmInst)



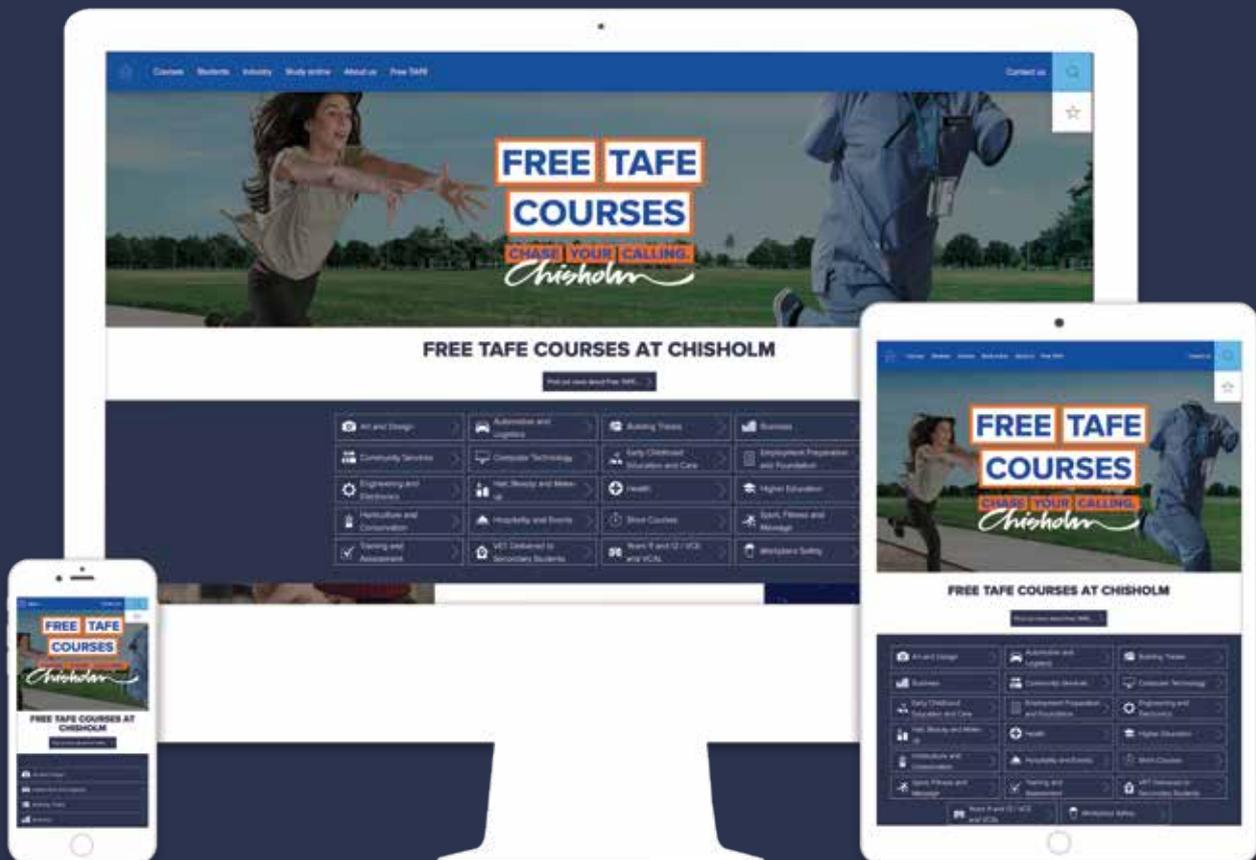
[twitter.com/chisholm\\_Inst](https://twitter.com/chisholm_Inst)



[instagram.com/chisholm\\_institute](https://instagram.com/chisholm_institute)



[linkedin.com/company/chisholm-institute](https://linkedin.com/company/chisholm-institute)



## COURSE SUMMARY

Course	Program	Duration (Years)	Location
<b>Certificate II in Automotive Vocational Preparation (Mechanical)</b> (AUR20716)	●	2	D, F
<b>Certificate III in Beauty Services</b> (SHB30115)	●	2	B, D, F, MP
<b>Certificate II in Building and Construction Pre-apprenticeship (Bricklaying)</b> (22338VIC)*	●	2	BT
<b>Certificate II in Building and Construction Pre-apprenticeship (Carpentry)</b> (22338VIC)**	●	2	BT, D, F, MP
<b>Certificate II in Business Administration (Legal)</b> (BSB31015)	●	2	F
<b>Certificate II in Business</b> (BSB20115)	●	2	D, F
<b>Certificate III in Business</b> (BSB30115)*	●	1	F
<b>Certificate II in Community Services</b> (CHC22015)	●	2	B, F
<b>Certificate II Computer Assembly and Repair</b> (JEE20511)	●	2	B, F
<b>Certificate III in Design Fundamentals (Graphic Design)</b> (CUA30715)	●	2	B, D, F
<b>Certificate III in Design Fundamentals (Photography)</b> (CUA30715)	●	2	D, F
<b>Certificate III in Early Childhood Education and Care</b> (CHC30113)	●	2	B, BC, D, F, MP
<b>Certificate II in Electrotechnology (Career Start)</b> (JEE22011)	●	2	B, D, F, MP
<b>Certificate II in Engineering Studies (Fabrication)</b> (22470VIC)	●	2	D, F
<b>Certificate II in Engineering Studies (Mechanical)</b> (22470VIC)	●	2	D, F
<b>Certificate II in Furniture Making Pathways</b> (MSF20516)	●	2	D, F
<b>Certificate III in Health Services Assistance</b> (HLT33115)	●	2	B, F, MP
<b>Certificate II in Horticulture</b> (AHC20416)	●	2	C, MP
<b>Certificate II in Hospitality (Front of House)</b> (SIT20316)	●	2	D, F, MP
<b>Certificate III in Information, Digital Media and Technology (Games)</b> (ICT30115)*	●	2	D, F
<b>Certificate III in Information, Digital Media and Technology (Cyber Security)</b> (ICT30115)*	●	2	B, D, F
<b>Certificate II in Kitchen Operations (Patisserie)</b> (SIT20416)	●	2	D, F
<b>Certificate II in Kitchen Operations</b> (SIT20416)	●	2	D, F, MP
<b>Certificate III in Make-up</b> (SHB30215)	●	2	B, D, F
<b>Certificate II in Outdoor Recreation</b> (SIS20213)	●	1	F
<b>Certificate II in Plumbing Pre-apprenticeship</b> (22304VIC)	●	2	BT, D, F
<b>Certificate II in Printing and Graphic Arts</b> (ICP20115)	●	2	D
<b>Certificate II in Salon Assistant</b> (SHB20216)	●	1	D, F, MP
<b>Certificate III in Screen and Media</b> (CUA31015)	●	2	D, F
<b>Certificate II in Sport and Recreation</b> (SIS20115)	●	1	B, F
<b>Certificate III in Sport and Recreation</b> (SIS30115)	●	1	B, F
<b>Certificate III in Tourism</b> (SIT30116)	●	2	D, F
<b>Certificate III in Visual Arts</b> (CUA31115)	●	2	D, F

**Locations:** B Berwick, BC Bass Coast, BT Berwick TEC, C Cranbourne, D Dandenong, F Frankston, MP Mornington Peninsula

**Program:** ● Scored VCE VET Program, ● Non-Scored VCE VET Program, ● Block Credit Program

\*partial completion, \*\*partial completion unless 3rd year or bridging course completed.

Please note course codes and names are subject to change due to training packaging requirement. Campus delivery is subject to change due to enrolment numbers and availability.