



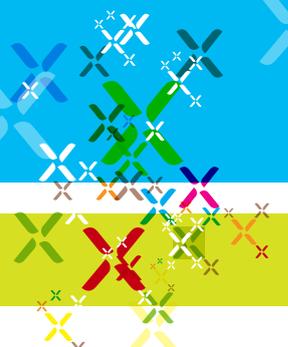
**BOX HILL
INSTITUTE**

Global Educators™

School Options

Vet in Schools
Box Hill Institute
2010

real training. extraordinary results.



Overview of VET in Schools

Box Hill Institute has demonstrated a commitment to the development of vocational skills in young people since the introduction of the dual recognition programs in 1994. In partnership with four secondary colleges, the Institute delivered dual recognition programs to a very small number of students across four study areas. Since then, the VET in Schools program has experienced enormous growth.

In partnership with over 100 secondary schools, Box Hill Institute is committed to delivering high quality, vocational programs and has put in place an infrastructure that supports successful study and social development for young people studying VCE VET and VCAL programs in 2010.

All the programs are current and relevant to industry needs, staff are highly trained and industry-experienced, and the programs lead to employment opportunities or further study options.

The following program information is provided for students undertaking secondary school study in 2010.

Program Options

VET in the VCE

VET in the VCE programs are designed to provide a more vocational VCE, to expand opportunities for senior secondary students, to link students to industry and training providers, to help meet the needs of industry and to prepare young people for the workplace of the future.

This is achieved through the provision of nationally recognised training qualifications integrated into the VCE. All training qualifications are derived from the National Training Framework, reflect specific industry competency standards, and are delivered by Box Hill Institute.

VET Block Credit programs

Students with full or partial completion of a nationally recognised Vocational Education and Training or Further Education (VET/FE) qualification may be eligible for credit towards the VCE.

Students are eligible for credit if they have completed, or are completing, training in a nationally recognised VET/FE qualification that is not included in the suite of approved VCE, VET and School Based Apprenticeships and Traineeships programs.

Credit may be available for full or partial completion of a nationally recognised qualification.

To be eligible for credit, the student must be enrolled in the VCE. Students who have been enrolled in the VCE within the previous two years may also be eligible for credit.

These programs are also available for students undertaking VCAL to meet the vocational component.

Application Form and Contact Details

In 2010 all applications will be taken online and will be the only method of applying for a VET in Schools place.

Applications can be made by visiting www.boxhill.edu.au/vetis2010 from 5 October 2009.

If you are having any difficulty with this process please contact the School Programs Coordinator at schools@boxhill.edu.au

Staff contact details from each program area are given on the relevant individual program pages.

No applications will be accepted after 31 October 2009. If further places do become available after 31 October, schools will be notified via email and an application date for those places will be given.

All applications will be considered strictly in the order in which they are received. This may mean that places could be exhausted before the official closing date.

An invoice(s) for fees listed in Box Hill Institute's fees and charges schedule will be sent to the student's named secondary school to cover all associated costs with the student's course place and application. Materials fees are to be paid by the student direct to the Institute upon enrolment.

MOU/Agreement

The Schools Program Coordinator at Box Hill Institute prepares the Memorandum of Understanding (MOU) between the secondary school and Box Hill Institute as the Registered Training Organisation (RTO). This document fully outlines and clarifies the roles and responsibilities of all parties involved in the program delivery.

The signing of the MOU by the Box Hill Institute General Manager for Students, Access and Health Sciences and the secondary school Principal formalises the partnership arrangements.

School Principals must also sign and return the Parent/Guardian Approval Verification form and VETiS Staff Compliance Checklist.

Where the documents are not signed and returned, the RTO can only recognise the training delivered by Box Hill Institute. The processing of results to secondary schools for VCE/VET, Block Credit or VCAL recognition may not be completed if there is no signed agreement in place.

Options for VET delivery in schools

Secondary schools have a range of options for the provision of VET programs. The options are non-exclusive and at any one point schools may adopt a range of models that are best suited to the needs of the school community.

The arrangements they select for each program must be dependent upon a range of factors including:

The school's ability to meet the resource requirements outlined in the Training Package

Availability of professionally trained and experienced staff in the specific industry area

Cost-effectiveness of delivery for off the job training

Ability to conduct workplace or simulated environment assessment of competencies in a cost-effective manner

Potential to expose students to a wide range of training forums.

School in partnership with an RTO

Under this option there is no need for the school to register as an RTO. This arrangement can take the form of a number of models, each developed to meet a different set of requirements.

For all partnership arrangements, clear guidelines and responsibilities will be documented in the Memorandum of Understanding (MOU). This will ensure that a clear understanding is established in the interests of all parties.

Partnership options include:

Full delivery by Box Hill Institute

Students attend classes at Box Hill Institute for the delivery of all VET training. This is an option best suited to small numbers of participating students where it is not cost effective for the school to allocate staff and resources to the delivery of any of the training.

Partial delivery by Box Hill Institute; partial delivery by school auspiced by Box Hill Institute

A school can negotiate with Box Hill Institute to deliver components of training within the school (documented in the MOU). Box Hill Institute may also auspice the school to conduct assessment of the components delivered by the school. The amount of training and assessment delivered by the RTO will vary from school to school and is often dependent on the school's ability to resource the program.

Arrangements will depend on the number of students participating in the course, geographical location and access to work placement, as well as the ability to meet Training Package requirements. Schools may deliver underpinning skills and knowledge within identified VCE classes where clear recognition is given to the requirements of the VCE VET units; or delivery may be to stand alone VET units.

Full delivery within a school under the auspice of Box Hill Institute

This arrangement is particularly appropriate where discrete classes of students can be accommodated and where the school meets all of the requirements contained within the Training Package. In this case, however, the school may not wish to commit to ongoing delivery in the years ahead and/or does not want the responsibilities pertaining to registration.

If your school is interested in entering an auspicing arrangement with Box Hill Institute for any VET program not listed within this booklet, please contact the School Programs Coordinator on schools@boxhill.edu.au to discuss the process.

Course Exit

Any student withdrawal after lodging an application form must be submitted in writing via an official Box Hill Institute VET Student Course Exit Form. No other notification will be accepted.

Box Hill Institute's Fee Refund Policy states that fees will be refunded only if the Box Hill Institute VET Student Course Exit Form is received within four weeks of the first date of the class for the 2010 calendar year.

Note that the Certification Fee is non-refundable.

The student's nominated secondary school will still be liable for all costs associated with the student's program if a Student Withdrawal Form is not received within four weeks from the commencement of the first class.

Box Hill Institute Cost Schedule

Vocational Pathways

Vocational Pathways 2010

NB: Please note that these are indicative fees and are subject to change

A \$40.00 per student non-refundable certification fee is payable for all students in 2010.

The certification fee is calculated on a per student basis and will be invoiced to the student's school.

Service	Description	Cost
Full Delivery	<p>Students attending Box Hill Institute for delivery of course hours/units/modules or workshops.</p> <p>Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours.</p> <p>(Course commencement is subject to sufficient enrolments)</p>	\$8.00 per student per hour
<p>Auspicing</p> <p>All schools will need to provide evidence of AQTF compliance for a program to be fully or partly auspiced by Box Hill Institute.</p>		
Part Auspice/Shared Delivery	<p>Box Hill Institute delivers and assesses part of the program.</p> <p>School delivers and assesses part of the program.</p> <p>NB: Students attending Box Hill Institute for the delivery of course hours associated with shared delivery arrangements schools will be charged the standard delivery rate per student per hour.</p>	<p>\$500.00 per course per annum per school.</p> <p>Plus \$8.00 per hour per student for delivery by BHI</p>
Full Auspicing/Total School Delivery	School delivers and assesses the whole program.	\$500.00 per course per annum per school
Material Fees	Materials including required tools of trade, books and costs of licensed qualifications (e.g. First Aid Certificate).	<p>Price will vary depending on course requirements.</p> <p>Charged to the student on enrolment, unless otherwise advised by the school.</p>

Animal Care

Block Credit Program • RUV20104 Certificate II in Animal Studies

NB: This course is currently under review so course content and award titles may change

What does this course involve?

The Certificate II in Animal Studies is a general pre-vocational qualification aimed for inclusion as a school program (VCE or VCAL) or as an entry point into the industry.

This course is designed to provide you with an understanding of the basic skills and knowledge to become an animal carer while studying at a secondary school level.

It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the animal industry.

Where are the classes held?

Elgar Campus, 465 Elgar Road, Box Hill

Timetable

Wednesdays 1:00-8:00pm

Program outline

Unit Code	Unit Title
RUV2101A	Work in the animal care industry
RUV2102A	Follow OHS procedures in an animal care environment
RUV2103A	Assist with general animal care
RUV2104A	Provide food and water for animals
RUV2105A	Participate in workplace communications
RUV2106A	Assist with food preparation
RTC2704A	Provide basic first aid
RUV2401A	Prepare for and conduct a tour or presentation
RUV2501A	Provide information on companion animals, products and services
RUV2601A	Carry out vet reception duties

Special Requirements

Students *must have* completed or be about to complete 2 weeks' work experience within the animal care industry.

Students *must provide evidence of work experience* undertaken from an employer and a copy of a *current tetanus vaccination* by faxing it through to Denise Hook on (03) 8892 2119.

Please note: This information is to be faxed to Centre

when complete application online

All prospective students must attend an information session in December.

Details about the information session will be sent to prospective students once an application form has been approved

Tuition Cost

Please note that these are indicative fees and are subject to change

200 hours x \$8.00 = \$1600.00

Material Costs

The materials cost for this course is \$326.

The student pays all materials costs on enrolment in December.

Uniform Requirements

Closed in shoes are essential at all times.

Lab coats will be provided when needed.

Training and employment outcomes

The Certificate II in Animal Studies could lead to jobs in:

- Welfare organisations
- Animal rescue centres
- Pet retail shops
- Pet boarding facilities
- Pet grooming services

After completing this course, students may be eligible to continue on to study:

- Certificate III in Animal Technology.
- Certificate III in Companion Animal Services
- Certificate III in Captive Animals
- Certificate IV in Veterinary Nursing

Contribution to the VCE /VCAL

VCAL – Accredited Vocational Training, approximately 2 credits.

VCE – Secondary schools will need to apply to the VCAA for recognition of this program as Block Credit towards the student's VCE. For further information and an application form please see the VCAA website.

Box Hill Institute Contact Person

Animal Care Administrative Officer – Tel No: (03) 8892 2051

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Automotive

VCE VET Program • 21560 VIC – Certificate II in Automotive Mechanics

NB: This course is currently under review so course content and award titles may change

What does this course involve?

This is a fully recognised program within the Unit 1-4 structure that may contribute towards satisfactory completion of the VCE and VCAL.

The program is designed to accommodate pre-apprenticeship pathways and therefore reduce the time served as an apprentice to three years.

The program has been blended with a 'hands on' approach to learning. It consists of 80% practical work and 20% theory study.

Where are the classes held?

Elgar Campus, 465 Elgar Road, Box Hill

Timetable

Wednesdays 9.00am – 3.00pm

Program Outline

Units 1&2

Unit Code	Unit Title
VBN644	Carry out industry research
AURC270103A	Apply safe working practices
NCS003	Job seeking skills
AURT270278A	Use and maintain workplace tools and equipment
VBN653	Remove and replace engine cylinder head
VBN652	Dismantle and assemble engine, four stroke-multi cylinder petrol
VBN655	Dismantle and assemble carburettor
VBN657	Dismantle and assemble fuel pumps
VBN666	Remove and replace wheel assemblies

Units 3&4

Unit Code	Unit Title
VBN659	Dismantle and assemble transmission manual (conventional)
VBN662	Remove and replace clutch assembly
VBN692	Remove and replace steering assembly
VBN663	Remove and replace front suspension, front springs
VBN675	Recharge batteries

VBN668	Operate electrical test equipment
VBN676	Construct basic electronic circuits

Special Requirements

This program is **not designed** for school based new apprenticeship students.

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 200 hours x \$8.00=\$1600.00

Units 3&4 – 210 hours x \$8.00=\$1680.00

Material Costs

Units 1&2 – \$110

Units 3&4 – \$110

The student is required to pay all material costs on enrolment.

Uniform Requirements

Steel cap boots and full length overalls.

Training and Employment Outcomes

This program offers students the opportunity to incorporate a VET Certificate II qualification with their VCE studies. The program is aimed for those students who wish to progress onto an automotive apprenticeship.

Full completion of the program will enable the student to progress to an automotive apprenticeship with a reduction in the time served to three years. This will also advantage the student in that they will then be entitled to commence an apprenticeship on a second year apprentice salary.

Career paths/further training within the automotive industry are, automotive pre- apprenticeship and apprenticeship. It also provides a reduction in apprenticeship vocational training.

Contribution to the VCE

One increment to the ENTER

Box Hill Institute Contact Person

Youth Programs Manager – Tel No: (03) 9286 9204

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Building and Construction (Carpentry)

VCE VET Program • 21844VIC – Certificate II in Building Construction Carpentry – Pre-Apprenticeship (Partial Completion)

What does this course involve?

In this course students will cover a range of basic skills and theoretical aspects of the construction industry as required by the Certificate II in Building Construction pre apprenticeship. Upon completion of the VCE VET program, students would have achieved approximately two-thirds of the pre-apprenticeship certificate, comprising the certificate core and some stream specific units.

Students wishing to complete the entire pre-apprenticeship certificate will need to undertake units beyond the requirements of the VCE VET program.

Campus where classes will be conducted

Elgar Campus, 465 Elgar Road, Box Hill.

Timetable

Units 1&2

Wednesdays 4.30 – 8.00pm

Students are required to attend a five day block in the first term break and a three day block in the second term break.

Units 3&4

Wednesdays 4.30 – 8.00pm

Students are required to attend a four day block in the first and second term breaks of 2010.

Program outline

Units 1&2

Unit Code	Unit Title
VBQM706	Quality principles for the building industry
VBQM697	Workplace safety and industry induction
VBQM698	Workplace Procedures for Environmental Sustainability
VBQM699	Basic first aid
VBQM705	Levelling
VBQM707	Safe handling and use of plant and power tools
VBQM714	Carpentry hand tools
VBQM704	Introduction to scaffolding

Units 3&4

Unit Code	Unit Title
VBQM708	Workplace documents and plans
VBQM700	Building structures
VBQM701	Calculations for the building industry
VBQM716	Basic setting out
VBQM717	Sub floor framing
VBQM718	Wall framing

VBQM719	Roof framing
VBQM720	External cladding

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 200 hours x \$8.00 = \$1600.00

Units 3&4 – 220 hours x \$8.00 = \$1760.00

Material costs

Units 1&2 –\$140.00

Units 3&4 –\$129.40

The student is required to pay all material costs on enrolment.

Students will be required to purchase a copy of the Basic Building and Construction Skills (3rd Edition) book. Further details regarding this book will be given to students at a later date.

Uniform Requirements

Students will be required to have the following items:

- Solid leather work boots
- Overalls or khaki work pants
- One pair of safety glasses
- One pair of ear muffs or plugs
- Firm fitting top with no loose cords

Training and Employment Outcomes

Upon completion of the VET in the VCE program, students who wish to complete the remaining three weeks of the Certificate II in Building and Construction (pre-apprenticeship) will need to enrol in a gap program before proceeding to the appropriate apprenticeship qualification.

Career paths/further training within the Construction Industry include:

Working on domestic or commercial sites.

- Carpenter
- Stair building
- Shopfitter
- Cabinet-maker
- Design drafting

Contribution to the VCE

One increment to the ENTER

Box Hill Institute Contact Person

Building and Construction Coordinator – Tel No: (03) 9286 9205

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Business Administration

VCE VET Program • BSB20107 Certificate II in Business with selected units of competence from BSB30107 Certificate III in Business Administration

Please note this course is offered as an Auspice Arrangement only

What does this course involve?

This course aims to give you skills in communication, teamwork, use of business technology and information handling.

This course delivers foundation knowledge and skills required to enter employment as a clerical administrative worker across all industries.

Campus where classes will be conducted

Classes will be conducted in the school under quality assurance guidelines as set by the *Australian Quality Training Framework* (AQTF) and monitored by BHI.

Program outline

This course has some flexibility in what is delivered by the secondary school and therefore can vary between secondary school.

Auspicing Cost

Please note that these are indicative fees and are subject to change

\$500.00 Auspicing charge per group, per annum.

\$40.00 Certification fee per student who is on the original auspice form. Additional fees will apply for any students who join the group after the auspice form has been submitted to the School Programs Coordinator.

Training and employment outcomes

On completion of this two-year course, participants will be issued with the Certificate II in Business Administration with selected units of competence from the Certificate III in Business Administration.

Career paths/further training within the business administration industry are:

- Completion of Certificate III in Business Administration
- Certificate IV in Business
- Diploma of Business

Contribution to the VCE

Students who complete only the Certificate II in Business qualification will be eligible for up to three units' credit at Unit 1–2 towards their VCE.

Students who complete the Certificate II in Business with additional units of competence from Certificate III in Business Administration will be eligible for four units credit towards their VCE.

Box Hill Institute contact person

Business Programs Coordinator: – Tel No: (03) 8892 2148

How do students apply?

Student cannot apply online for this course.

Schools must already be in an auspicing partnership with Box Hill Institute.

CISCO Networking Academy Program

VCE VET Program

What does this course involve?

The total Box Hill Institute Cisco CCNA (Cisco Certified Networking Associate) program is designed to provide students with the required skills in designing, configuring, troubleshooting and implementing computer internetworks, using equipment such as Personal Computers, routers, hubs and switches.

Box Hill Institute's CCNA program offers the following subjects:

- Internetworking 1
- Internetworking 2
- Internetworking 3
- Internetworking 4

BHI recognises that some secondary schools may only want the Internetworking 1 and Internetworking 2 subjects (run at Box Hill Institute) as part of their student's VCE studies.

Therefore students undertaking Internetworking 1 and Internetworking 2 at Box Hill Institute can attain the required knowledge as part of their VCE studies that can prepare them for Cisco System's internationally recognised INTRO (Introduction to Cisco Networking Technologies) certification exam.

The INTRO exam equates to the first half of the CCNA certification.

Campus where classes will be conducted

Nelson Campus, 853 Whitehorse Road, Box Hill.

Timetable

Students join in with other Box Hill Institute Cisco students and access Cisco classes that are normally outside general business hours such as weekends or night classes.

Access to these subjects will depend on factors such as availability of courses and sustainable class size numbers being met.

Program outline

CISCO's CCNA

- NEED004B Use Engineering application software – 40 hrs
- NEED046B Set up and configure basic local area network – 40 hrs
- NEED017B Install and configure internetworking systems – 120 hrs

These competencies cover the Internetworking 1 and Internetworking 2 subjects: and provides the VCE Units 3&4 sequence.

For schools that want to complete all their CCNA training with Box Hill Institute, the following competency is also required:

- NEEH088B Design and develop electronics/computer systems project – 40 hrs
- NEED018B Design and implement internetworking systems – 120 hrs

These competencies cover the Internetworking 3 and Internetworking 4 subjects and provides the VCE Units 1&2 sequence.

Cost

Please note that these are indicative fees and are subject to change

This program does not follow the fee schedule for VCE VET courses.

Cost for each subject is \$649 (GST Exempt).

Students will need to attend day classes at Box Hill Institute subject to availability.

Recurrent funding will apply.

Material costs

Material costs are integrated into the above course cost.

Training and employment outcomes

Upon completion of the Internetworking 1 competencies, students should have gained relevant knowledge to later sit for the CCNA's (Cisco Certified Networking Associate's) INTRO exam.

Career paths/further training upon completion of the Internetworking 1 competency include:

- Bachelor of Computer Systems (Networking)
- Advanced Diploma of Computer Systems, Engineering
- Certificate III and/or IV in Information Technology
- Networking career at entry-level in industry.

Contribution to the VCE

VCE VET Units 3&4 are awarded to successful students who complete the Internetworking 1 competencies are units of the Certificate IV in Computer Systems Engineering (National course code: UEE40107) Internetworking 2 competencies are units of the Advanced Diploma in Computer Systems Engineering (National course code: UEE60407) and attracts a 10% increment towards their ENTER .

Box Hill Institute Contact Person

VETIS Coordinator – Tel No: (03) 9286 9881

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Community Services

Community Work Stream and Children's Services Stream

VCE VET Program • CHC20202 Certificate II in Community Services Work with selected units of competency from CHC30802 Certificate III in Community Services or CHC30402 Certificate III in Children's Services

What does this course involve?

This course is an introduction to the community services industry. Students complete a set of core modules which form a framework for community services work. They also choose a set of electives from **either** the Community Services Stream or the Children's Services Stream.

Please note, although this course includes some introductory units specific to child care, students **will need to undertake further training** to be able to seek employment as a level two child care worker.

Campus where classes will be conducted

Elgar Campus, 465 Elgar Road Box Hill 3128

Timetable

Wednesdays 1.30pm – 4.30pm

Program outline

Units 1&2

Core Modules

Unit Code	Unit Title
CHCCS201A	Prepare for work in the Community Services industry
CHCCOM1B	Communicate with people accessing the services of the organisation
CHCORG1B	Follow the organisation's policies, procedures and programs
CHCORG2B	Work with others
CHCOHS201A	Follow OHS procedures
HLTFA301B	Apply first aid

Community Work Stream: Elective modules

Unit Code	Unit Title
CHCAC3C	Orientation to aged care work
CHCCD7B	Support community resources
CHCCS5B	Identify and address specific client needs

Children's Services Stream: Elective modules

Unit Code	Unit Title
CHCFC1C	Support the development of children in the service
CHCICAB	Communicate with children
CHCCN1D	Ensure children's health and safety

Units 3&4

Core modules

Unit Code	Unit Title
CHCYTH1C	Work effectively with young people
CHCGROUP2C	Support group activities
CHCRH1B	Orientation to work in the leisure and health industry
CHCCW1B	Operate under a case work framework

Community Work Stream: Elective modules

Unit Code	Unit Title
CHCAD1C	Advocate for clients
CHCCD12D	Apply a community development framework

Children's Services Stream: Elective modules

Unit Code	Unit Title
CHCPR3C	Develop an understanding of children's interests and developmental needs
CHCPR1C	Deliver services/activities to stimulate children's development and enhance their leisure

Special requirements

Students must undertake up to two weeks of work experience in a community services field.

It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 111 hours x \$8.00 = \$888.00

Units 3&4 – 108 hours x \$8.00 = \$864.00

Material costs

Units 1&2 – \$85

Units 3&4 – \$90

(Students are required to pay all materials costs on enrolment)

Training and employment outcomes

On successful completion of the certificate, participants will be issued with either the Certificate II in Community Services Work (Community Services Stream) or Certificate II in Community Services Work (Children's Services Stream).

Further training within the community services industries include:

- Diploma of Applied Learning – Specialisation in Early Childhood Education
- Diploma of Children's Services
- Diploma of Remedial Massage
- Certificate IV in Aged Care Work
- Certificate IV Community Services(Lifestyle and Leisure)
- Certificate IV in Disability Work
- Certificate IV in Health (Enrolled/Division 2 Nursing)
- Certificate IV in Massage Therapy Practice
- Certificate IV in Youth Work
- Certificate 111 in Aged Care/Home and Community Care
- Certificate 111 in Children's Services
- Certificate 111 in Health Service Assistance(Client/ Patient Services)
- Certificate 111 in Hospital/Health Services Pharmacy Support

Contribution to the VCE

One increment to the ENTER

Box Hill Institute Contact Person

Community Services VETiS Coordinator – Tel No: (03) 9286 9141

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Engineering

VCE VET Program • 21566VIC /21565VIC Certificate II and III in Engineering Studies

NB: This course is currently under review so course content and award titles may change

What does this course involve?

This is a practically based, 'hands on' program specifically designed to allow transition for students who choose engineering as a career path, or wish to develop skills to allow a progression into other streams of engineering, such as automotive. A skills shortage currently exists in the engineering and manufacturing sector and the course includes a wide range of the skills to provide a good foundation of engineering practices with industry-recognised competencies.

Note: Students on completion of units 1&2 may select for units 3&4 a progression to either, Certificate II or Certificate III as per 21566VIC / 21565VIC document.

We do not offer a scored assessment with this program.

Campus where classes will be conducted

Elgar Campus 465 Elgar Road Box Hill 3128.

Timetable

Wednesdays 9.00am – 3.00pm

Program outline

Units 1&2

Unit Code	Unit Title
MEM1.2FA	Apply principles of Occupational Health and Safety in work environment
VBN768	Develop an individual career plan for the engineering industry
VBN769	Perform basic machining process
VBN770	Apply basic fabrication techniques
VBN772	Use computers for engineering related work activities
VBN774	Apply basic computational principles in engineering work activities
MEM18.1AB	Use hand tools
MEM18.2AA	Use power tools/hand held operation

Units 3&4

Unit Code	Unit Title
VBN771	Apply electrotechnology principles in an engineering work environment
VBN773	Produce basic engineering sketches and drawings
VBN787	Apply mathematical principles to engineering designs
VBN788	Design and prototype components and/or small structures using engineering design principles

Plus one elective

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 200 hours x \$8.00 = \$1600.00

Units 3&4 – 200 hours x \$8.00= \$1600.00

Material costs

Units 1&2 \$110

Units 3&4 \$110

Students are required to pay materials costs on enrolment

Uniform requirements

Steel cap boots and full length overalls.

Training and employment outcomes

This program offers the student the opportunity to incorporate a VET Certificate II or III qualification with their VCE studies. On completion of the two-year program, Box Hill Institute will issue students with the appropriate Certificate applicable, in engineering studies. (21566VIC / 21565VIC)

Career paths/further training within the Engineering Industry are:

- Engineering Pre-Apprenticeships
- Engineering Traineeships
- Certificate III/Engineering Apprenticeship

Box Hill Institute Contact Person

Youth Programs Manager – Tel No: (03) 9286 9528

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Equine Industry

VCE VET Program • 219087VIC Certificate II in Equine Industry

What does this course involve?

The aims of the equine industry program are to give students an overview of the equine industry and to improve their equine skills and knowledge with a view to future employment in the equine or equine related industries.

Campus where classes will be conducted

Elgar Campus, 465 Elgar Road, Box Hill 3128
Glenbrae Equestrian Centre, Victoria Rd; Wandin 3139
Ivanhoe Grammar, Mernda Campus, Mernda 3754

Timetable

Students choose one of the following sessions:

Mondays (Box Hill Institute) 4:00 – 7:30pm

Wednesdays (Box Hill Institute) 2:00 – 5:30pm
4:00 – 7:30pm

(Glenbrae Equestrian Centre) 2:00 – 5:30pm

Fridays (Ivanhoe Grammar) 1:00 – 5:00pm

Program outline

Units 1&2

Unit Code	Unit Title
RTC2705A	Work effectively in the equine industry
VBM657	Identify and develop a career path in the equine industry
HLTFA201A	Provide Basic Emergency Life Support
RTE2121A	Provide Daily Care for Horses
VPAU321	Work in an Equine Organisation
SROEQO008A	Handle horses safely
VBM709	Assist in preparation of a horse for competition
VBM660	Horse riding or driving skills 1
VBM664	Assist in the Conduct of an Event

Units 3&4

Unit Code	Unit Title
VPAU322	Respond to Equine Injury and Disease
VPAM323	Equine Form and Function
RTE2104A	Carry out regular horse observation
VPAM325	Equine Anatomy and Physiology
SROEQO008A	Determine nutritional requirements for horses

Special requirements

All prospective students must attend an information session in December.

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 120 hours x \$8.00 = \$960.00

Units 3&4 – 108 hours x \$7.80 = \$864.00

Material costs

Units 1&2 – \$400

Units 3&4 – \$230

Materials fee covers course notes, handouts, first aid certificate, excursion travel, two day camp, practical demonstrations and other course related material.

Students will need to purchase the text book “**Horse Sense**” (Huntington, Myers and Owens)

Students are required to pay all materials costs on enrolment

Please note that Practical Training costs are in addition; paid to and dependent upon the venue.

Uniform requirements

- Approved riding boots
- Approved riding helmet
- Current Tetanus Vaccination: proof required at Enrolment.
- Ambulance Subscription: proof required at Enrolment

Training and employment outcomes

Upon completion of the VET in the VCE program, students will receive the Certificate II in Equine Industry issued by Box Hill Institute.

Career paths/further training within the equine industry include degrees in science, Veterinary science, agriculture, and equine nutrition.

Job opportunities exist in a wide equine related industries, including animal attendant, stable or stud hand, horse breeding racing, mounted police, veterinary nursing, retail or coaching.

Contribution to the VCE

If students wish to obtain a study score they must sit an external exam, which will contribute 34% of their assessment.

Course work will contribute 66% of their assessment. If students do not wish to obtain a study score, they will simply be awarded the Certificate II in Equine Industry by completing all course work.

Box Hill Institute Contact Person

Equine Coordinator – Tel No: (03) 8892 2059

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Fashion

VCE VET Program • LMT21707 Certificate II in Applied Fashion Design and Technology

Please note this course is offered as an Auspice Arrangement only

What does this course involve?

The program is made up of competency units from the LMT21707 Certificate II in Applied Fashion Design and Technology course with selected units from LMT31407 Certificate III in Applied Fashion Design and Technology course.

Classes will be conducted

Classes will be conducted in the school under quality assurance guidelines as set by the *Australian Quality Training Framework (AQTF)* and monitored by BHI.

Program outline

This program has been drawn from the recently endorsed LMT07 Textiles, Clothing and Footwear Training Package. The secondary school chooses the program outline that best meets their needs as long as it fulfils the requirements of the Training Package Qualification packaging guidelines.

Although the majority of the course is delivered at the school, first year students (Units 1&2) attend Box Hill Institute for one week during a school term break for the unit – Sew Components (50hours) – LMTCL2004B.

This component will incur the following costs per student:

Course Teaching Materials Fees – \$150

Tuition Fee – \$400 (50hrs x \$8.00)

Special requirements

Special requirements will be arranged and handled by the secondary school

Auspicing Cost

Please note that these are indicative fees and are subject to change

\$500.00 Auspicing charge per group, per annum.

\$40.00 Certification fee per student on the original auspice form. Additional fees will apply for any students who join the group after the auspice form has been submitted to Box Hill Institute.

Training and employment outcomes

On successful completion of the 2 year program students will eligible to be awarded the Certificate II in Applied Fashion Design and Technology Certificate.

Career paths/further training within the Clothing/Fashion Industry are:

- Employment within the clothing manufacturing industry as garment sample hands, machinists, garment maker markers and cutters, finishing operators and quality assurance officers.

- Further study towards one of the following:
Diploma of Applied Fashion Design and Technology.
(Certificate IV is stage one of the Diploma)

Associate Degree in Fashion Technology at Box Hill Institute

Contribution to the VCE

One increment to the ENTER

Box Hill Institute Contact

Fashion Program Coordinator – Tel No: (03) 9286 9654

How do students apply?

Student **cannot apply online** for this course.

Schools must already be in an auspicing partnership with Box Hill Institute.

Furnishing (Cabinet-Making)

VCE VET Program • 21278VIC – Certificate II in Furnishing /Pre-Apprenticeship in Cabinet Making Program 1

NB: This course is currently under review so course content and award titles may change

What does this course involve?

Upon completion of the VCE VET program, students would have achieved approximately 412 hours of the pre-apprenticeship Certificate II, comprising the certificate core and some stream specific units.

Students wishing to complete the entire pre-apprenticeship certificate will need to undertake competencies beyond the requirements of the VCE VET program 1.

Campus where classes will be conducted

Elgar Campus, 465 Elgar Road, Box Hill 3128

Timetable

Wednesdays 8:00 – 4:45pm

Program outline

Units 1&2

Unit Code	Unit Title
LMFCR0001A	Follow safe working policies and practices
LMFFM1001A	Construct a basic timber finishing product
LMFFM2006A	Hand make timber joints
LMFFM2005A	Join solid timber
LMFFF2004A	Prepare surfaces for finishing

Units 3&4

Unit Code	Unit Title
LMFCR0003A	Carry out measurements and calculations
LMFFM2002A	Assemble furnishing components
LMFFM2001A	Use furniture making sector hand and power tools
LMFFM3002A	Construct furniture using leg and rail method
LMFFM3012A	Prepare cutting list from plans and job specification
LMFFM2007A	Follow plans to assemble production furniture
LMFGN3001A	Read and interpret documents

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 212 hours x \$7.80 = \$1696.00

Units 3&4 – 210 hours x \$7.80 = \$1680.00

Material costs

Units 1&2 –\$116

Units 3&4 –\$115

Students will be required to purchase additional materials for project work.

Includes training notes and associated class material e.g. timber and fixings for projects related to the VET program.

The student is required to pay all materials costs on enrolment.

Uniform requirements

Steel cap boots, overalls, safety glasses and hearing protection. One pair of safety glasses will be supplied to each student.

Training and employment outcomes

On successful completion of this course, you may be able to:

- Enter the work force as an apprentice
- Enter the work force as a trainee
- Continue in further study

Upon completion of the VET in the VCE program, you may need to complete the remainder of the Certificate II in Furnishing pre-apprenticeship before proceeding to the appropriate apprenticeship qualification.

Career paths/further training within the Furnishing industry include Certificate III in Cabinet Making.

Contribution to the VCE or VCAL

A study score is available for this program

Box Hill Institute Contact Person

Furnishing Coordinator – Tel No: (03) 9286 9218

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Hospitality

VCE VET Program • SIT20207 – Certificate II in Hospitality

What does this course involve?

The qualification is designed to reflect the role of employees who perform a range of tasks in hospitality establishments. Students who complete the full VCE/VET program will receive Certificate II in Hospitality and a Statement of Attainment for additional units of competence providing credit towards other Hospitality qualifications.

Campus where classes will be conducted

Elgar Campus, 465 Elgar Road, Box Hill.

Timetable

Units 1&2

Wednesday 9.00am – 12.00pm Theory classes

Wednesday 1.00pm – 5.00pm Practical classes

Term 1&2 only: Friday 4.30pm – 10.30pm Restaurant Classes

Units 3&4

The timetable for Units 3&4 is yet to be confirmed for 2010. Students and schools will be advised late 2009.

Program outline

Units 1&2

Unit Code	Unit Title
SITXCOM001A	Work with Colleagues and Customers
SITXCOM002A	Work in a Socially Diverse Environment
SITXOHS001A	Follow Health, Safety and Security Procedures
SITHIND001A	Develop and Update Hospitality Industry Knowledge
SITXOHS002A	Follow Workplace Hygiene Procedures
SITHCCC001A	Organise and Prepare Food
SITHCCC002A	Present Food
SITHFAB003A	Serve Food and Beverage to Customers
SITHIND002A	Apply Hospitality skills in the Workplace
SITXINV001A	Receive and Store Stock
SITXCCS002A	Provide Quality Customer Service
SITFAB001A	Clean and Tidy Bar Areas

Units 3&4

Unit Code	Unit Title
SITHFAB004A	Provide Food and Beverage Service
SITHFAB010A	Prepare and Serve Non-alcoholic Beverages
SITHFAB011A	Prepare and Serve Espresso Coffee
SITHFAB012A	Develop and Update Food and Beverage Knowledge
SITHFAB004A	Provide Responsible Service of Alcohol

Tuition Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 261 hours x \$8.00 = \$2088.00

Units 3&4 – 215 hours x \$8.00 = \$1720.00

Material Costs

Units 1&2 – \$350.00

Units 3&4 – \$86.00

The student is required to pay all material costs on enrolment.

Uniform/equipment

A uniform is required for the Kitchen / Cooking practical classes and is based on industry standards. Students will need to purchase a uniform from the Institute's supplier, Durawear. More information regarding the uniform will be provided prior to enrolment.

Training and employment outcomes

On successful completion of this course, you may be able to:

- Gain full-time or part-time employment in a wide range of hospitality venues such as cafes, restaurants, hotels, clubs and sporting venues
- Gain employment as an apprentice chef or pastry cook with credit for their Year 11 and Year 12 VET studies
- Undertake further study in hospitality and tourism studies with credit for their Year 11 and Year 12 VET studies
- Embark on an interesting and exciting career in the hospitality industry both here and overseas

Contribution to the VCE

A study score is available for this program.

Box Hill Institute Contact Person

Hospitality Coordinator – Tel No: (03) 9286 9230

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Information Technology

VCE VET Program • ICA20105 Certificate II in Information Technology • ICA30105 Certificate III in Information Technology

Please note this course is offered as an Auspice Arrangement only

What does this course involve?

The program is made up of competency units, from the VCE VET Programs for Certificate II and III in Information Technology.

Classes will be conducted

Classes will be conducted in the school under quality assurance guidelines as set by the Australian Quality Training Framework (AQTF) and monitored by BHI.

Program outline

This state project based course has some flexibility in what is delivered by the secondary school and therefore can vary between secondary school.

Program options for secondary schools include:

ICA20105 Certificate II in Information Technology

ICA30105 Certificate III in Information Technology

Special requirements

Special requirements will be arranged and handled by the secondary school.

Auspicing Cost

Please note that these are indicative fees and are subject to change

\$500.00 Auspicing charge per group, per annum.

\$40.00 Certification fee per student who is on the original auspice form. Additional fees will apply for any students who join the group after the auspice form has been submitted to the School Programs Coordinator.

Training and Employment outcomes

On completion of the two-year program students will be eligible to apply for the Certificate II or III in Information Technology issued by Box Hill Institute.

Career paths/further training within the Information Technology industry are:

- Certificate IV in Information Technology
- Diploma courses in programming or networking
- Advanced Diploma in Computer Systems Engineering
- Course in website development
- e-security

Contribution to the VCE

A study score is available for this program.

Box Hill Institute Contact Person

VETIS Coordinator – Tel No: (03) 9286 9881

How do students apply?

Student **cannot apply online** for this course.

Schools must already be in an auspicing partnership with Box Hill Institute.

Interactive Digital Media

VCE VET Program • CUF30107 Certificate III in Media

What does this course involve?

This course provides students with the opportunity to develop introductory level skills and knowledge in a range of basic media related tasks.

The students will gain a basic understanding of principles and processes of creative interactive design. The course uses a range of software that may include; Photoshop, Illustrator, iMovie, Final Cut Pro, Flash, Fireworks and Dreamweaver.

Campus

Whitehorse Campus, – 1000 Whitehorse Road Box Hill.

Timetable

Wednesdays

8.30am – 12.30pm (Units 1&2)

1.00pm – 5.00pm (Units 3&4)

Program outline

This program has been drawn from the recently endorsed CUF07 Screen and Media Training Package.

Units 1&2

Unit Code	Unit Title
BSBCRT301A	Develop and extend critical and creative thinking skills
CUFIND301A	Work effectively in the screen and media industries
BSBOHS201A	Participate in OHS Processes
CUFANM303A	Create 3D digital models
CUFDIG303A	Produce and prepare photo images
BSBDES201A	Follow a design process

Units 3&4

Unit Code	Unit Title
CUFANM301A	Create 2D Digital Animations
CUFWRT301A	Write content for a range of Media
BSBDES302A	Explore and Apply the Creative Design Process to 2D Forms
CUFDIG302A	Author Interactive Sequences
CUFDIG301A	Prepare Video Assets
CUFDIG304A	Create Visual Design Components

Special requirements

There are no special entry requirements, however students should be aware that some design work may be non-computer oriented and may include drawing, sketching, and photography.

Cost

Please note that these are indicative fees and are subject to change

Units 1&2 – 215 hours x \$8.00 = \$1,720.00

Units 3&4 – 225 hours x \$8.00 = \$1,800.00

Material costs

Units 1&2 – \$250

Units 3&4 – \$250

The student is required to pay all material costs on enrolment

Students may be required to purchase additional CDs, drawing materials and work folders from time to time. This cost is kept to a minimum.

Training and employment outcomes

This program will offer the student the opportunity to incorporate a VET Certificate III qualification with their VCE studies. On completion of the two-year program students will be eligible to be awarded the Certificate III in Media.

Career paths/further training within the multimedia industry are

- Certificate IV in Interactive Digital Media
- Certificate IV and Diploma in Screen and Media)
- Certificate IV Design
- Diploma/Advanced Diploma of Interactive Media.

Contribution to the VCE

A study score is available for this program.

Box Hill Institute Contact

Multimedia Coordinator – Tel No: (03) 9286 9654

How do students apply?

Apply online by visiting www.bhtafe.edu.au/vetis2010

Students must have the permission of their school when lodging an application.

Sport and Recreation (Outdoor Recreation)

VCE VET Program • SRO20206 – Certificate II in Outdoor Recreation, and selected units of competence from Certificate III in Sport and Recreation qualifications

Please note this course is offered as an Auspice Arrangement only

What does this course involve?

This program is made up of competency units, from the VCE VET Programs for Certificate II in Outdoor Recreation and Certificate III in Sport and Recreation. Certificate II in Outdoor Recreation provides students with the opportunity to acquire skills to participate in outdoor recreation activities and to assist in conducting those activities. It also provides multiple activities through the choice of two activity specialisation clusters.

Classes will be conducted

Classes will be conducted in the school under quality assurance guidelines as set by the *Australian Quality Training Framework (AQTF)* and monitored by BHI.

Program outline

This state project based course has some flexibility in what is delivered by the secondary school and therefore can vary between secondary school.

Special requirements

Special requirements will be arranged and handled by the secondary school.

Auspicing Cost

Please note that these are indicative fees and are subject to change

\$500.00 Auspicing charge per group, per annum.

\$40.00 Certification fee per student who is on the original auspice form. Additional fees will apply for any students who join the group after the auspice form has been submitted to the School Programs Coordinator.

Training and employment outcomes

On completion of the **first year** students will be issued with the Certificate II in Outdoor Recreation by Box Hill Institute. Then on completion of the **second year** students will be issued with a statement of attainment for credit of units undertaken from the Certificate III in Sport and Recreation.

Career paths/further training within the Sport and Recreation industry can be obtained in the following areas:

- Certificate III to Diploma of Fitness.
- Certificate III to Advanced Diploma in Sport and Recreation
- Certificate IV to Diploma of Sport (Development)
- Certificate IV to Diploma of Sport (Coaching)

Contribution to the VCE

Students who complete only the Certificate II in Outdoor Recreation qualification will be eligible for up to three units' credit at Unit 1–2 towards their VCE.

Students who complete the Certificate II in Outdoor Recreation with additional units of competence from Certificate III In Sport and Recreation will be eligible for four units credit towards their VCE: two units at Unit 1–2 and a Unit 3–4 sequence.

Box Hill Institute contact person

Business Programs Coordinator – Tel No: (03) 8892 2163

How do students apply?

Student cannot apply online for this course.

Schools must already be in an auspicing partnership with Box Hill Institute.



**BOX HILL
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CHANGE OF PREFERENCE EVENING

Box Hill Institute will be holding a single Change of Preference event between 5pm and 7pm on Thursday 17 December at the Nelson Campus (853 Whitehorse Road, Box Hill, Victoria, Australia – corner of Nelson roads and Whitehorse roads)

The event will give students and parents the opportunity to discuss courses with centre representatives, and will also cover the range of support services we offer students. There will also be an information session repeated throughout the evening that will assist students in making educated decisions about the courses we offer and answers to frequently asked questions.

Map of Nelson Campus



**For further information:
Phone 1300 BOX HILL (1300 269 445)
Visit www.boxhill.edu.au**

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