

2022 VET Delivered to Secondary Students

(also called VETiS)

Edition 1



**MELBOURNE
POLYTECHNIC**



Never stop learning

Melbourne Polytechnic offers a different way to learn. In 1910, we began training; delivering courses that saw graduates build upon the industries we see today. In 2021, our courses are just as hands-on and highly regarded as they were more than a century ago.

As Australia's first true polytechnic, we offer you the chance to learn from esteemed professionals in your chosen industry. A Melbourne Polytechnic qualification can help you get ahead, but also lead the way. We teach you the necessary theory and knowledge to better establish your own career.

Whatever you choose to study, our graduates are known to be capable and work-ready. Many of our courses offer work placements, exciting networking opportunities and modern training facilities that are industry-standard.

Are you still in school?

If you're a secondary student, you can combine your senior studies with a Vocational Education and Training (VET) program – and get a head start in the workplace.

Earn a practical, industry-recognised qualification while still at school and in most cases gain credit towards your VCE or VCAL. We have 13 courses on offer.

Our teachers are here to help you achieve your best, and they also understand that circumstances can change. If you face barriers to study, we can accommodate by offering personalized pathways, flexible study options and learning support.

With certificate level qualifications through to master degrees, Melbourne Polytechnic can pave the way to further study and help you to grow as a professional. Our teachers are passionate and established in their fields, ready to guide you in yours.

You'll have access to modern training facilities and excellent campus services at Melbourne Polytechnic and a guaranteed pathway into study when school ends.

Read on to find a course that's right for you. See you on campus!



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 **LOADING ZONE**

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What is VET delivered to secondary students?

Melbourne Polytechnic's VET in Schools program allows students to complete a nationally recognised vocational qualification (like a TAFE certificate) while earning credit towards the VCE or VCAL.

With 13 direct delivery VET programs on offer, secondary students are invited to study on campus, learn from industry professionals and develop practical skills in workplace training facilities.

Most VET programs at Melbourne Polytechnic include a work placement called Structured Workplace Learning. Work placements offer students the chance to develop their confidence and newfound skills on the job.

Successful completion of a VET program also provides students with a guaranteed pathway into a Melbourne Polytechnic TAFE course after school, and the possibility of credit recognition* for the units they've completed.

*Check this arrangement with each course.

Why study at Melbourne Polytechnic?

At Melbourne Polytechnic, our VET programs are designed to appeal to secondary students, meet current and future skills shortages and cater to emerging industries.

All of our courses offer pathways into employment and further study. As one of Victoria's largest education providers, we collaborate with secondary schools and employers, to offer as many programs as we can each year.

Our VETiS program is designed to make life easier for schools, students and parents. Some of the benefits of studying at Melbourne Polytechnic include:

- ▶ a dedicated online portal for school coordinators
- ▶ a centralised enrolment process regardless of campus or course
- ▶ free access to Studiosity – an online tutorial program that offers real-time support if students need help with VET or school tasks
- ▶ pathways into TAFE or Higher Education programs after school
- ▶ professional teaching staff committed to engaging all students.



Campuses

Greensborough

- ▶ Newly refurbished campus, less than 40 minutes north of the CBD.
- ▶ State-of-the-art simulation suites for health programs and high-tech fit-out for business studies, with great student breakout and activity areas.
- ▶ New bus route, nearby facilities and Greensborough train station.

Preston

- ▶ Nine kilometres north of Melbourne CBD and a five-minute walk from Preston train station, easy access to Preston Market and high street.
- ▶ Excellent hospitality facilities, including St Georges Restaurant.
- ▶ Library, fitness centre and cafeteria.

Fairfield

- ▶ Heritage listed campus set in stunning parklands by the Yarra River.
- ▶ Home to Horticulture, Creative Arts and Performing Arts programs.
- ▶ Library, gallery, Yarra Edge Music Centre, Yarra Edge Nursery Cafe.
- ▶ Yarra House and on-campus accommodation.

Prahran

- ▶ A creative campus and precinct, located near Prahran Market.
- ▶ Multiple train, tram, and bus lines nearby.
- ▶ The Apprentice Restaurant, David Williamson Theatre, library, caféteria, creative spaces and venues.

Heidelberg

- ▶ Located 30 minutes northeast of Melbourne's CBD.
- ▶ One of Victoria's major training centres in building trades, electronics and engineering, robotics, and industrial design.
- ▶ Technical Education Centre (TEC) and library.

Collingwood

- ▶ Inner suburb campus, 3km from Melbourne's CBD.
- ▶ Accessible by train, tram, and bus.

Epping

- ▶ Leading industrial facilities in agriculture, aquaculture, meat processing, viticulture and winemaking.
- ▶ Green Skills Centre of Excellence, five-star energy rated building.
- ▶ Cafeteria and library. Accessible by train and bus.



FAQs

How does VET work?

Students enrol in a VET program (vocational education and training) alongside, or as part of, the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

VET programs are approved by the Victorian Curriculum and Assessment Authority (VCAA) and recognised within Units 1 to 4 at Year 11 and 12. Some VET programs contribute towards satisfactory completion of the VCE.

What's a host school?

VETDSS courses will be offered at a Melbourne Polytechnic campus. In some cases, the institute collaborates with other schools or groups to offer additional courses at host schools.

Who's eligible?

Students must be at least 15 years of age and enrolled in Year 10, 11 or 12.

How does VET fit with VCE?

Some VET in VCE programs have been approved to offer a study score component, so they can contribute directly to the ATAR either as one of the student's best four studies (the primary four), or as a fifth or sixth study.

The study score is calculated using assessments of each student's levels of performance, based on evidence from coursework tasks set by the assessor and an examination set by VCAA.

Please note: Units 3 and 4 sequence VET in VCE programs are not designed as stand-alone studies. Students are advised to complete Units 1 and 2 first.

What are block credits?

If a course has not been approved as a VCE VET program, students will be eligible for block credits instead, which can be used towards further study.

Victorian Curriculum Assessment Authority (VCAA) recently reviewed and updated the rules governing block credits.

The rules are as follows:

- ▶ Certificate I qualifications do not provide any credit into the VCE.
- ▶ Certificate II qualifications provide credit at VCE Units 1 to 2 level only. Each completed 90 hours of training provides one VCE unit of credit. Credit accrues in the following sequences: Units 1, 2; and Units 1 and 2 up to a maximum of six VCE units.
- ▶ Certificate III qualifications provide credit at VCE Units 1 to 4 level. Each completed 90 hours of training provides one VCE unit of credit. Credit accrues in the following sequences: Units 1, 2, 3, 4; and Units 3 and 4 up to a maximum of six VCE units.

For more information visit www.vcaa.vic.edu.au

What is Structured Workplace Learning?

Structured Workplace Learning (SWL) is the opportunity to undertake a work placement in your industry, while earning credits towards your program.

As a valuable component of all VCE VET programs, SWL involves on-the-job training where students are required to practice a designated set of skills and competencies related to VCE VET programs.

Coordinators within each LLEN work with secondary schools, RTOs, Technical and Further Education (TAFE) institutes, Adult and Community Education providers, and local employers to coordinate work placements for school-based apprenticeships and traineeships, SWL and work experience.

How does VET fit with VCAL?

Within VCAL, VET programs satisfy the Industry Specific Skills Strand requirements. If a student completes a full VET program (Units 1 to 4), they should achieve 4 units' credit towards their VCAL certificate.

How do secondary students enrol in Melbourne Polytechnic VET program?

Schools can submit VET applications using our secure online school portal. Students may be required to attend an information session and/or interview.

Schools will receive an email to confirm applications have been accepted and then, students and schools will be emailed enrolment procedures. Once enrolled, VET school coordinators can use the portal to monitor their students' attendance and progress.

For access to Melbourne Polytechnic's dedicated school portal, phone **03 9269 1292** or email **vetis@melbournepolytechnic.edu.au**

To book an appointment to talk to a representative from Melbourne Polytechnic, contact The Future Students Department on **03 9269 8467** or **futurestudents@melbournepolytechnic.edu.au**

When are applications accepted?

Applications open Monday 6 September 2021.

Will all VET programs run?

Classes run subject to student numbers. We notify schools as soon as we know if classes are not running.

How are fees processed and paid?

All fees for VET delivered to secondary students are invoiced directly to schools, usually early in Term 2. Students have four weeks in which they can choose to withdraw.

Melbourne Polytechnic will not directly invoice students or their parents for course-related fees for VET in Schools.



Certificate II in Agriculture (AHC20116)

Learn about livestock and cropping production at Melbourne Polytechnic's Yan Yean Farm, a mixed farming enterprise that features beef and sheep production, and pasture and fodder crops. Gain practical skills required in the workplace while you study.

Location

Yan Yean Farm

Career pathways

Become an assistant animal attendant, stockperson, assistant farm or station hand, assistant farm or station worker.

Study pathways

Certificate III in Agriculture (ACH30116)

Timetable

Wednesday 8.30am-3.30pm

Structured Workplace Learning

VCAA recommends 80 hours minimum during VCE VET Agriculture.

Tuition fees	TBA
Materials cost	Nil
Uniform requirement	TBA

Credit in VCE or VCAL

This course provides recognition of two or more units at Units 1 and 2 level and in a Units 3 and 4 sequence.

ATAR contribution

Students who study a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

This program may include the following units

Unit code	Unit title
Year 1 - Units 1 & 2	
AHCINF201	Carry out basic electric fencing operations
AHCINF202	Install, maintain and repair farm fencing
AHCLSK201	Assist with feeding in a productive system
AHCLSK202	Care for health and welfare of livestock
AHCLSK205	Handle livestock using basic techniques
AHCWRK204	Work effectively in the industry
AHCWRK205	Participate in workplace communication
AHCWHS201	Participate in work health and safety processes
Year 2 - Units 3 & 4	
AHCBIO201	Inspect and clean machinery for plant, animal and soil material
AHCBAC201	Assist agricultural crop establishment
AHCBAC203	Assist agricultural crop harvesting
AHCCCHM201	Apply chemicals under supervision
AHCMOM202	Operate tractors
AHCPMG201	Treat weeds
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWRK201	Observe and report on weather
AHCWRK209	Participate in environmentally sustainable work practices

Case study

Morgan is in Year 11 and studying the Certificate II in Agriculture as VET in Schools student at Melbourne Polytechnic.

I've always been interested in agriculture because I lived on farms my whole life. My family have our own hobby farm with animals, so it's in my blood. As I grew up, I decided that I wanted to specialise in farming and cattle. Lots of people told me to do an office job or a something more 'girly', but I'm not a 'girly' person. I learn better muddy and hands-on than over the books.

School offered us this course and suggested Melbourne Polytechnic. It was close to home for me, and I also knew family friends that worked there. I used to drive past the Yan Yean campus daily, so I always knew about it. I was nervous at first. I worried there would be people who knew more about farming than me. But you get to know people quickly because you have similar interests.

Most of the week I'm at school and do my regular subjects. On Wednesdays I come to Yan Yean and it's fun - even though I'm working hard. It's a completely different experience. On a typical day we rock up at 8:30am and spend time in the cattle yard. Sometimes we'll have theory in the afternoon or, if it's raining, we'll have it in the morning. We learn a lot on weeds, irrigation and cleaning machinery and stuff like that. We never really have the same day twice; there's always something new.

I've learnt to just go for it in this course. Our teachers help us along and give us the confidence to do what we want to do. VETiS has helped me work in new areas like fencing, or little technical things that I've never had the chance to try. Right now, we're tending to cattle; moving them to different yards, checking their eyes and weight. When I graduate school, I want a job in farming, and eventually to chase the dream of working my own cattle farm. If you're thinking about doing it, go for it. It's loads of fun, and the teachers joke around as they guide you.



Certificate III in Allied Health Assistance (partial completion) (HLT33015)

Prepare for a career in the health industry.
Develop work-related skills and learn how best to assist allied health professionals as they care for clients across a range of modalities and specialist areas.

Location

Year 1 - Greensborough campus

Year 2 - Greensborough campus

Applications are through Melbourne Polytechnic School Portal

Career pathways

Become an allied health assistant specialising in the field of nutrition, physiotherapy, speech pathology, podiatry and health assistant promotion.

Study pathways

Certificate IV in Allied Health Assistance (HLT43015)

Timetable

Wednesday 1.30-4.30pm

Structured Workplace Learning

Students must complete 80 hours of work placement in an allied health field.

Tuition fees	TBA
Materials cost	Nil
Uniform requirement	N/A

Credit in VCE or VCAL

This course provides recognition of one unit at Units 1 and 2 levels and a minimum of three units in a Units 3 and 4 sequence.

ATAR contribution

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Health must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

This program may include the following units

Unit code	Unit title
Year 1 - Units 1 & 2	
CHCCOM005	Communicate and work in health or community services
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
BSBWOR301	Organise personal work priorities and development
CHCCCS002	Assist with movement
HLTINF001	Comply with infection prevention and control policies and procedures
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
Year 2 - Units 3 & 4	
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
HLTHPS001	Take clinical measurements
CHCDIV001	Work with diverse people

Certificate II in Animal Studies (ACM20117)

Develop the skills required to work with animals in shelters and on farms. Learn through face-to-face classes, practicums and online study units. Take advantage of industry-related excursions and work placement in the field.

Location

Epping campus

Career pathways

Work as an animal attendant in shelters, pet shops, kennels, catteries and children's farms.

Study pathways

Certificate III in Companion Animal Services (ACM30417)

Certificate IV in Veterinary Nursing (ACM40418)

Diploma of Animal Technology (ACM50117)

Timetable

- ▶ Year 1 - Wednesday 1-4.30pm
- ▶ Year 2 - Wednesday 1-4.30pm

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

This course provides recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

This program may include the following units

Unit code	Unit title
Year 1	
ACMGAS205	Assist in health care of animals
ACMGAS203	Complete animal care hygiene routine
ACMGAS207	Provide reception Services for animal care facility
ACMOHS201	Participate in OH&S processes
ACMSPE304	Provide basic care of dogs
ACMSPE305	Provide basic care of domestic cats
Year 2	
ACMGAS201	Work in the animal care industry
ACMGAS202	Workplace communications
ACMGAS204	Feed and water animals
ACMGAS206	Provide basic first aid for animals
ACMGAS208	Source information for animal care needs
ACMSUS201	Participate in environmentally sustainable practices

Case study

Kirk is in Year 11 and studying Certificate III in Allied Health as a VET in Schools student at Melbourne Polytechnic.

Ever since I was young, I've always been interested in the medical field. As soon as I started high school, I tried to build on that by taking all the science classes. Allied Health is a great gateway to lots of options in medicine. When I started my placement, we were researching such a wide range of fields.

Some of my friends had previously done this course and said that the environment was really relaxed. When I first started, I was nervous, but my VETiS coordinator helped ease us into it. After a while, it felt cosy, and I got to know the small community. I've made friends and, if we ever have a problem, we help each other out.

I have my regular school throughout the week and then we leave campus on Wednesdays halfway through the day. We make our way to Melbourne Polytechnic's Greensborough campus and we start classes in the afternoon. It's a stress-relief from exams and a change of pace from regular school. It's hands-on. Lots of diagrams and equipment that we get to familiarise ourselves with.

We get to apply theory in a lot of practical research-based tasks like case studies.

Some units are more theory heavy, but in those cases our teacher likes to break it up by bringing in diagrams and skeleton structures to help us understand the concept. It's more about the skills. I'm learning that communicating with clients is just as important as knowing certain systems and structures. We have a lot of group discussions. Our shared interests make it easy to get excited about the things we learn. We all chose to be here so we're very enthusiastic about it.

When I started researching for my workplace this year, physio interested me. It covers so many areas from immunity to aged care. I'm really interested in physio treatments for cancer cases that involve amputees and understanding specialised cells. I'd love to get a job in that field. If it piques your interest at all, and you can see yourself working in the health field, give it a shot. It counts as a VCE subject as well, so it feels like doing an extra class rather than missing out.



Certificate II in Auslan (PSP20218)

Discover the signing skills needed to communicate in Auslan. You'll learn how to understand basic sentences and frequently used expressions in everyday life.

Location

Preston Campus

All applications are through Melbourne Polytechnic School Portal

Study pathways

Certificate III in Auslan

Timetable

Wednesday 1.30-4.30pm

This program may include the following units

Unit code	Unit title	Nominal Hours
Year 1		
PSPLAN001	Converse in Auslan at a basic user level (delivered over two years)	370
PSPLAN003	Source information on Deaf culture and communicate according to Deaf protocol	100
Year 2		
PSPLAN001	Converse in Auslan at a basic user level	370
PSPLAN002	Compare the fundamental differences between Auslan and English structure	50

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

This course contributes to the Industry Specific Skills in VCAL. For VCE this course provides credits at Units 1 and 2 level.

ATAR contribution

N/A



Certificate II in Building and Construction (Painting and Decorating) Pre-Apprenticeship (partial completion) (22338VIC)

Learn about surface preparation, brush and roller skills and workplace safety as you build the skills to become an apprentice painter and/or decorator. Earn your Construction Induction Card (White Card) as you study.

Location

Epping campus

Career and Study pathways

Gain employment as an apprentice Painter and Decorator by undertaking Certificate III in Painting and Decorating (CPC30620).

Timetable

Wednesday 8am–4.30pm

Structured Workplace Learning

Encouraged but not a requirement.

Tuition fees	\$2450
Materials cost	\$109
Uniform requirement	TBA

Credit in VCE or VCAL

Successful completion of this program may provide recognition of two or more units in Units 1 and 2. This course does not offer scored assessment.

ATAR contribution

N/A

This program may include the following units

Unit code	Unit title
Year 1	
CPCCOHS1001A	Work safely in the construction industry
VU22033	Apply basic surface preparation
VU22034	Mix basic paint colours
VU22035	Develop basic paint application techniques elective
VU22032	Identify and handle painting & decorating tools and equipment
Year 2 N/A	



Case study

Sebastian studied Certificate III in Early Childhood Education and Care in 2020 as a VET in Schools student at Melbourne Polytechnic. Sebastian is now employed by the childcare centre where he completed his work placement.

My dad owns a childcare centre, and my mum works in a school. So, it's sort of been there the whole time. I never really fell out of touch with it. The way children learn has always intrigued me.

My original course wasn't at Melbourne Polytechnic. It was very 'question-answer', with no work placements or set activities. My school arranged for us to change to Melbourne Polytechnic's VETiS course instead. When I shifted to this course, it was much easier. We went through the key knowledge and everyone in the class had great conversations about what they wanted to do. It was one hundred percent more practical. We had a childcare play area on-site where we would practice and set up activities.

When we started our work placements it was interesting to see what each childcare centre had set up. Obviously, different places have different policies. I had to adapt, but I'm good at that. I love on-the-fly and spontaneous work, which comes with the territory of young kids.

There were a lot of times where I thought the kids would enjoy something but then they'd be at it for a minute and say, "I'm bored of this already!". If the kids aren't engaged, you have to present it to them in a way that they'll enjoy.

It's one big team at a childcare centre. Everyone gives input and everyone has their own standard of knowledge. I'm the only guy working there now, but they have been really welcoming to me. On a good day, I get really into it. Easter just passed and I dressed up as the Easter bunny. I was bouncing around and all the kids were bouncing along too. There's been days where I haven't noticed the time pass and I forget to take my break.

I'd love to be a kindergarten teacher one day. I'm trying to push for more visual kinds of teaching because there are a lot of kids who find this helpful or are non-verbal. I'd even like to bring in new forms of communication like AUSLAN that I grew up learning. If you're passionate about teaching and helping kids grow and change, I recommend this course. I was so grateful to be hired as soon as I completed my work placement. I took the opportunity that was there, and I've loved every moment of it.



Certificate II in Computer Assembly and Repair (UEE20511)

Build a computer from scratch and learn how to find faults, set up a local area network (LAN) using hardwired and wireless technologies, and load and configure a variety of operating systems. This course includes embedded Cisco IT Essentials Certification Training sought after by employers.

Class delivery Location

Epping campus

Career pathways

Work in the computer industry, building, maintaining and upgrading hardware and operating systems.

Study pathways

This qualification provides the opportunity to progress into Certificate IV in Information Technology (ICT40115). Credits may also be available.

Timetable

Wednesday 1-5pm

Structured Workplace Learning

N/A

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

VCAL - This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE - Block credit arrangements are available for this program for Units 1 and 2. This course does not offer scored assessment.

ATAR contribution

There is no ATAR contribution for this program.

This program may include the following units

Unit code	Unit title
Year 1	
UEENEE038B	Participate in development and follow a personal competency development plan
UEENEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEE137A	Document and apply measures to control OHS risks associated with electro technology work
UEENEEK142A	Apply environmentally and sustainable procedures in the energy sector
UEENEEH102A	Repair basic electronic apparatus faults by replacement of components
Year 2	
UEENED102A	Assemble, set-up and test computing devices
UEENEEA101A	Assemble electronic components
UEENED146A	Set-up and configure basic local area network (LAN)
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications

Certificate III in Early Childhood Education and Care (partial completion) (CHC30113)

Develop foundation skills and knowledge related to childhood development and caring for children. Learn about the social, emotional, physical and educational needs of infants and young children.

Location

Preston Campus. All applications are through the Melbourne Polytechnic School VETDSS Portal.

Career pathways

Students will need to complete the full qualification to obtain employment in childcare, family day care, out-of-hours school care or other related setting.

Study pathways

On completion of this program, students can apply for Diploma of Early Childhood Education and Care (CHC50113).

Timetable

Wednesday 1.30–4.30pm

Structured Workplace Learning

This program requires the completion of 120 hours' work placement.

Tuition fees	TBA
Materials cost	TBA
Uniform requirement	TBA

Credit in VCE or VCAL

This program provides recognition of up to two units at Units 1 and 2 and two units at a Units 3 and 4 sequence.

ATAR contribution

Students who receive one or more Units 3 and 4 sequences from Certificate III in Early Childhood Education and Care (CHC30113) will be eligible for up to two increments towards their ATAR - to be awarded by the Victorian Tertiary Admissions Centre (VTAC).

This course does not offer scored assessment.

This program may include the following units

Unit code	Unit title
Year 1	
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE005	Provide care for babies and toddlers
CHCLEG001	Work legally and ethically
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCDIV001	Work with diverse people
Year 2	
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE011	Provide experiences to support children's play and learning
HLTFSE001	Follow basic food safety practices
CHCECE013	Use information about children to inform practice
CHCECE012	Support children to connect with their world

Certificate II in Floristry (assistant) (partial completion) (SFL20115)

Develop your trade skills and let your creativity bloom. This course will give you the skills to work as a florist in a shop or studio. You will learn flower and foliage identification, hands on practical techniques, design and display processes as well as retail skills and customer service.

Location

Fairfield campus, Epping Campus

Career pathways

Floristry is a dynamic and thriving industry with varied employment opportunities that include: florist owner/operator, retail florist, events florist (weddings, corporate) and studio florist.

Study Pathways

Certificate III in Floristry SFL30215

Timetable

Fairfield: Friday 9.30am-3.30pm

Epping: Wednesday 9.30am-3.30pm

Structured Workplace Learning

Encouraged but not mandatory

Tuition fees	TBA
Uniform requirement	N/A

Credit in VCE or VCAL

This course contributes to the Industry Specific Skills in VCAL.

For VCE this course provide up to 2 units of credit of up to two units' credit at Units 1 and 2.

ATAR Contribution or Scored Assessment

N/A

This program may include the following units

Unit code	Unit title
Year 1	
SFLDEC005	Assemble floristry products
SFLDEC001	Maintain floristry tools and equipment
SFLWHS001	Participate in safe work practices
AHCNSY204A	Maintain indoor plants
Year 2	
SFLSOP003	Recognise flower and plant material
SFLSOP004	Prepare and care for floristry stock
SFLSOP002	Work effectively in the floristry industry



Certificate III In Laboratory Skills (MSL30118)

Do you have an inquisitive mind? If you're driven by technical solutions and possibilities, you may be interested in the rewarding career of a Laboratory Technician. Melbourne Polytechnic's Certificate III in Laboratory Skills provides a comprehensive induction of industry-qualifying laboratory practises. You will learn to analyse data, report, and operate safely and efficiently within a professional laboratory setting.

Location

Epping Campus. All applications through the Melbourne Polytechnic VETDSS Portal

Career pathways

Graduates of this course may gain employment in science, research and educational facilities.

Technicians are employed to perform a variety of roles usually in a science laboratory at a junior level progressing, with experience and further study.

Study pathways

This course is a pathway program towards the ACM50117 Diploma of Animal Technology.

Timetable

Wednesday 9:30am - 3pm

Tuition fees	TBA
Materials cost	TBA
Uniform requirement	TBA

This program may include the following units

Unit code	Unit title
Year 1	
MSL913004	Plan and conduct laboratory/field work
MSL922001	Record and present data
MSMENV272	Participate in environmentally sustainable work practices
MSL953003	Receive and prepare samples for testing
MSL973014	Prepare working solutions
MSL974022	Undertake environmental field based monitoring
MSL973019	Perform microscopic examination
MSL974021	Perform biological procedures
MSL913003	Communicate with other people
MSL933006	Contribute to the achievement of quality objectives
MSL943004	Participate in laboratory/field workplace safety
MSL973016	Perform aseptic techniques
MSL974019	Perform chemical test and procedures



Certificate II in Furniture Making Pathways (MSF20516)

Develop your skills in furniture making and prepare for the workforce. Learn craftsmanship, technical craft and expertise, organisational skills and workplace safety. This excellent introduction to the furniture industry will help you become an apprentice cabinetmaker, furniture maker or joiner.

Location

Heidelberg campus

Career pathways

Work or apprentice in cabinetmaking, joinery or a related field.

Study pathways

After completing this program, you can apply for credits in the Certificate III in Cabinet Making (MSF31113), Certificate III in Joinery (CPC31912), Certificate III in Carpentry (CPC30211) or Certificate III in Shopfitting (CPC31812).

Timetable

One day per week (4hrs)

Structured Workplace Learning

Encouraged but not required

Tuition fees	TBA
Materials cost	\$160
Uniform requirement	Overalls, work pants or work shorts, sleeved shirt or t-shirt (strictly no singlets), leather enclosed footwear (steel-capped boots not essential), clear safety glasses and hearing protection.

Credit in VCE or VCAL

This course provides recognition of two or more units at Units 1 and 2 level and Units 3 and 4 sequence.

ATAR contribution

This course offers scored assessment.

This program may include the following units

Unit code	Unit title
Year 1	
MSFFP2002	Develop a career plan for the furnishing industry
MSMENV272	Participate in environmentally sustainable work practices
MSMPCI103	Demonstrate care and apply safe practices at work
MSFFM2003	Select and apply hardware
MSFFP2003	Prepare surfaces
MSFFP2004	Apply domestic surface coatings
MSFFP2005	Join materials used in furnishing
MSFFP2006	Make simple timber joints
MSFFM2003	Select and apply hardware
Year 2	
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components
MSFFP2001	Undertake a basic furniture making project
MSFGN2001	Make measurements and calculations

Certificate II in Horticulture (AHC20416)

Build your training and industry knowledge through practical learning experiences in real-life horticulture, landscape and turf projects – skills sought after by the horticulture industry.

Location

Fairfield campus

Career pathways

Work as an apprentice, horticulture worker or assistant.

Study pathways

Certificate III in Landscape Construction (AHC30916)

Certificate III in Parks and Gardens (AHC31016)

Certificate III in Sports Turf Management (AHC31316)

Timetable

Wednesdays 9am–4pm

Structured Workplace Learning

Students must undertake 80 hours during this VCE VET program.

Tuition fees	TBA
Materials cost	\$50
Uniform requirement	TBA

Credit in VCE or VCAL

This course provides recognition of two units at Units 1 and 2 levels and a Units 3 and 4 sequence.

ATAR contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10% of the average four scaled studies). This course does not offer scored assessment.

This program may include the following units

Unit code	Unit title
Year 1	
AHCCHM201	Apply chemicals under supervision
AHCLSC201	Assist with landscape construction work
AHCPGD201	Plant trees and shrubs
AHCTRF202	Prepare turf surfaces for play
AHCTRF204	Support turf establishment
AHCLSC203	Install aggregate paths
AHCIRG217	Assist with pressurised irrigation operations
AHCLSC204	Lay paving
Year 2	
AHCMOM203	Operate basic machinery and equipment
AHCPCM201	Recognise plants
AHCPMG201	Treat weeds
AHCPMG202	Treat plant, pests, disease and disorders
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWHS201	Participate in work health and safety processes
AHCLSC202	Construct low timber or modular retaining walls

Certificate II in Hospitality (SIT20316)

Develop industry knowledge and hospitality operational skills in food and beverage service. Learn to provide customer service advice and making functional transactions.

Location

Preston and Prahran campuses

Career pathways

Work as a hotel/motel/resort manager, front-of-house attendant or an event manager.

Study pathways

Certificate III in Hospitality (SIT30616)

Certificate IV in Hospitality (SIT40416)

Diploma Hospitality Management (SIT50416)

Timetable

Wednesday 9.30am-3.30pm

Structured Workplace Learning

Students must undertake 80 hours during this VCE VET Program

Tuition fees	\$1800
Materials cost	N/A
Uniform requirement	TBA

Credit in VCE or VCAL

This course provides recognition of two or more units at Units 1 and 2 levels and a Units 3 and 4 sequence.

ATAR contribution

Students wishing to receive an ATAR contribution for VCE VET Hospitality must undertake a scored assessment to achieve a study score. This study score can contribute directly to the ATAR as one of the primary four subjects.

This program may include the following units

Unit code	Unit title
Year 1	
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXFSA001	Use hygienic practices for food safety
SITXWHS001	Participate in safe work practices
SITXCCS006	Provide service to customers
SITXFSA002	Participate in safe food handling practices
SITXFSA002	Receive and store stock
Year 2	
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB016	Provide advice on food
SITXFIN001	Process financial transactions

Certificate II in Hospitality – Kitchen Operations (SIT20416)

Learn a range of food preparation and cookery skills to prepare food and menu items in a kitchen.

Location

Preston and Prahran campuses

Career pathways

Work as a breakfast cook, catering assistant, sandwich hand and fast food cook.

Study pathways

SIT30816 Certificate III in Commercial Cookery

SIT40516 Certificate IV in Commercial Cookery

Timetable

One day per week for 56 weeks from 9-4pm (over two years)

Structured Workplace Learning

Students must undertake 80 hours during this VCE VET Program.

Tuition fees	TBA
Materials cost	N/A
Uniform requirement	TBA

Credit in VCE or VCAL

This course provides recognition of two or more units at Units 1 and 2 levels and a Units 3 and 4 sequence.

ATAR contribution

Students wishing to receive an ATAR contribution for VCE VET Hospitality must undertake a scored assessment to achieve a study score. This study score can contribute directly to the ATAR as one of the primary four subjects.

This program may include the following units

Unit code	Unit title	Nominal Hours
Year 1 (Units 1 and 2)		
BSBWOR203	Work effectively with others	15
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Prepare dishes using basic methods of cookery	45
SITHKOP001	Clean kitchen premises and equipment	13
SITXFSA001	Use hygienic practices for food safety	15
SITXINV002	Maintain the quality of perishable items	10
SITXWHS001	Participate in safe work practices	12
BSBSUS201	Participate in environmentally sustainable work practices	20
SITHCCC002	Prepare and present simple dishes	25
Year 2 (Units 3 and 4)		
SITHCCC006	Prepare appetisers and salads	25
SITHCCC007	Prepare stocks, sauces and soups	35
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	45
SITHCCC011	Use cookery skills effectively	50
SITHCCC012	Prepare poultry dishes	25

Certificate I in Transition Education (partial completion) (22301VIC)

Gain the confidence and skills to make decisions about your future. The program has been designed to help young people with a disability and is provided through Melbourne Polytechnic's Work Education department.

Location

Preston campus

Career and Study pathways

Certificate I in Transition Education (22301VIC)

Certificate I in Work Education (22302VIC)

Timetable

Friday 9.30am-12.30pm

This program may include the following unit

Unit code	Unit title
Year 1	
VU21777	Enhance self development (150 hours)

Structured Workplace Learning

N/A

Tuition fees	\$1200
Materials cost	N/A
Uniform requirement	N/A

Credit in VCE or VCAL

VCAL - This program provides one credit towards Foundation or Intermediate VCAL.

VCE - N/A

ATAR contribution

There is no ATAR contribution for this program.





Student Centre

Information

This training may be delivered with Victorian and Commonwealth Government funding.
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