



TMG COLLEGE
A U S T R A L I A

2022

**Vocational Education
and Training Delivered
to Secondary Students**

(VETDSS)

tmg.edu.au

WELCOME

"As a nationally recognised quality Registered Training Organisation TMG College Australia is committed to students lifelong learning and ongoing skills development. At TMG College Australia we know how important it is to choose not only the right qualifications, but also the right organisation for your student experience. With career-boosting qualifications, dedicated trainers and a strong student support network, we have plenty to offer you to enhance your career opportunities. We improve productivity, respond to local, national and global competitiveness and uphold economic sustainability."

MALKA LAWRENCE

TMG College Australia
CEO



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Vocational Education and Training Delivered to Secondary Students (VETDSS)

OVERVIEW

Previously known as VET in Schools (VETiS), VET Delivered to Secondary Students is part of the Australian government's framework, Preparing Secondary Students for Work. VETDSS allows students in Years 10, 11, and 12 to receive workplace skills and knowledge through nationally-recognised qualifications from industry-developed training packages or accredited courses while still at school.

VETDSS can be used in many ways to suit the needs of secondary students.

VCE VET programs approved by the Victorian Curriculum and Assessment Authority (VCAA) are designated as VCE VET programs and are integrated into both VCE and VCAL curriculums so that upon completion of Year 12 a student will receive a VET qualification and their Senior Secondary certificate.

Block Credit Recognition

Students who undertake Vocational Education and Training (VET) or further education qualifications not included in approved VCE VET programs or school-based apprenticeships and traineeships may be eligible for credit towards their VCE or VCAL through block credit recognition. Credit may be available for full or partial completion of a nationally recognised qualification. 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.



Vocational Education and Training Delivered to Secondary Students (VETDSS)

ADVANTAGES OF VETDSS

Successful completion of VET in a senior secondary program can provide students with:



A VCE and/or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)



Two statements of results issued by the VCAA giving details of units completed in the VCE and units of competency completed in the VET qualification



An enhanced ATAR which can improve access to further education



Pathways into employment and/or further VET qualifications or training



Workplace experience gained through structured workplace learning

STUDENTS VALUE VET BECAUSE IT...

- Allows you to combine school and vocational studies which for many, provides a practical focus in a range of industry areas
- Provides applied learners' experience in the area of business and industry
- Enables you to explore training in areas that will enhance your career pathway choices.
- Provides you the skills and ability to achieve competencies which will enhance your employment and further training prospects.
- Gain 'work-ready' knowledge and skills applicable to a variety of career paths in your chosen industry.
- May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.

Vocational Education and Training Delivered to Secondary Students (VETDSS)

HOW TO APPLY

- 1 Select a Program from TMG College Australia Course Guide
- 2 Contact the VET Coordinator at your school to discuss Eligibility
- 3 Ask your school to apply to TMG College Australia on your behalf
- 4 TMG College Australia will notify your school your application result, time, campuses and required equipments. We are here to help you achieve your goals.

Learner Code of Conduct

The Learner Code of Conduct outlines the rights and responsibilities of all learners. The Code of Conduct is in place to ensure an atmosphere of respect, understanding, and professionalism for all learners.



RESPONSIBILITIES

In general it is expected that as a learner you will:

- Be responsible for your own study program;
- Treat staff and fellow learners respectfully, courteously and with consideration at all times, whilst respecting their privacy and safety;
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing as would be expected in the workplace;
- Respect TMG property, equipment, resources and facilities;
- Actively participate in the learning process
- Respect the rights of other learners and staff to have their own opinions;
- Be open to, and welcoming of, the diversity of learners on campus;
- Observe the Smoke Free policy of the college Sanctions, such as revoking computer or library privileges, and suspension or expulsion from the Institute, may be applied where learners fail to conduct themselves in an appropriate manner.

DRESS STANDARDS

Dress Standards Learners must wear clothing and footwear appropriate to the form of learning and the environment in which the learning is taking place. Where the program of learning requires specialised protective clothing to be worn, the appropriate requirements of Health and Safety Legislation must be met.

Student Stories

RHIANNON NEWBOLD

HLT23215

Certificate II in Health Support Services

"I look forward to coming into TMG's city campus; all of the students seem very mature and focused. I like how the amount of students in each class is smaller than a typical school classroom because it causes less distraction. I've had a close relationship with my trainers, they have treated me more as a friend, rather than a student, which I find is a lot more beneficial for everyone.

LILY REES

SHB30115

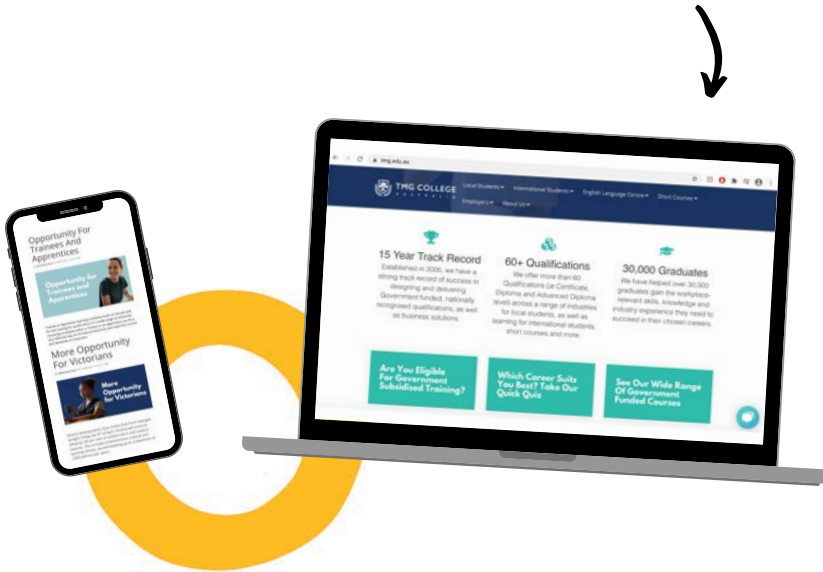
Certificate III in Beauty Services

"I've really enjoyed my time and work placement this year studying a Certificate III in Beauty Services. I've completed my work placement at Essential Beauty, and already been offered a permanent position there which is amazing! My trainer, Angela, has been the highlight of studying at TMG College Australia, as well as making a lot of great new friends! The work at TMG is well organised, and there is no clutter when it comes to the course work."

Facilities

INTERNET AND NETWORKING SERVICES

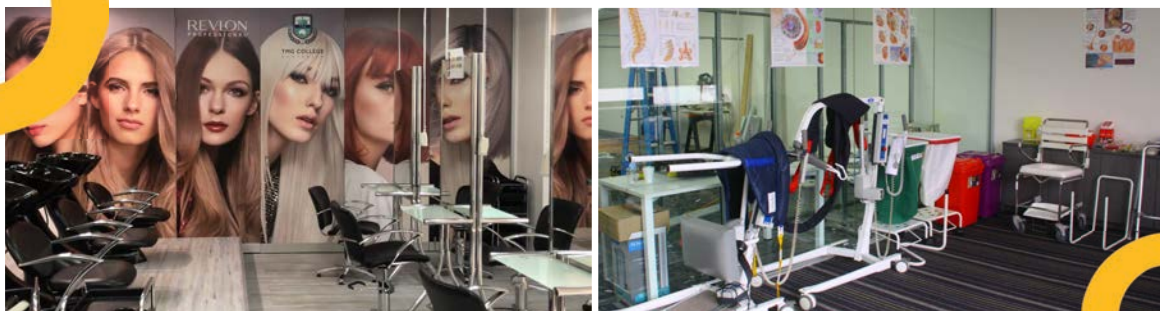
TMG College Australia's Melbourne campuses have free WiFi accessible to all our students. We also provide access to the Internet, which allows the student to use computers not only in the computer labs but also across the whole campus.



WORKPLACE SIMULATION BASED LEARNING

The advantage of training at TMG College Australia is that you will learn practical skills during your study. We provide workplace simulation based learning to our students in the following areas:

- Hairdressing Salon
- Beauty Salon
- Early Childhood Education and Care
- Aged Care / Health Services
- Information Technology / Networking
- Retail / Hospitality



Beauty Services

SHB30115 Certificate III in Beauty Services

Students will gain hands on experience with the guidance and care of our qualified teachers. Learning in a positive atmosphere using state of the art beauty facilities, making you job ready once competent in meeting course requirements. Learning skills in makeup, waxing, nail technology, lash and brow treatment, cosmetic tanning.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum
- Material Fee: \$350

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

SHBBBOS001 – Apply cosmetic tanning products

SHBBCCS001 – Advise on beauty products and services

SHBBFAS001 – Provide lash and brow services

SHBBHRS001 – Provide waxing services

SHBBMUP002 – Design and apply make-up

SHBBNLS001 – Provide manicure and pedicure services

SHBBRES001 – Research and apply beauty industry information

SHBXCCS001 – Conduct salon financial transactions

SHBXCCS002 – Provide salon services to clients

SHBXIND001 – Comply with organisational requirements within a personal services environment

SHBXWHS001 – Apply safe hygiene, health and work practices

Electives

SHBBMUP001 – Apply eyelash extensions

SHBBMUP003 – Design and apply make-up for photography

SHBBMUP004 – Design and apply remedial camouflage make-up

SHBBNLS004 – Apply nail art



Business

BSB30120 Certificate III in Business

The BSB30120 Certificate III in Business provides an ideal foundation for individuals to offer professional business services across a range of industries. Skills covered include maintaining business resources, delivering and monitoring a service to customers, organising workplace information and creating electronic presentations, workplace documents and spreadsheets.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

BSBCRT311 - Apply critical thinking skills in a team environment

BSBPEF201 - Support personal wellbeing in the workplace

BSBSUS211 - Participate in sustainable work practices

BSBTWK301 - Use inclusive work practices

BSBWHS311 - Assist with maintaining workplace safety

BSBXCM301 - Engage in workplace communication

Electives

BSBTEC301 - Design and produce business documents

BSBDAT201 - Collect and record data

BSBPEF301 - Organise personal work priorities

SIRXMKT001 - Support marketing and promotional activities

BSBOPS304 - Deliver and monitor a service to customers

BSBOPS305 - Process customer complaints

SIRXPDK001 - Advise on products and services



Childcare

CHC30113 Certificate III in Early Childhood Education and Care

In this course you'll learn from experienced and supportive trainers and participate in extensive industry work placement. You gain the knowledge to: develop and implement play and educational programs, support and guide children's behaviour, maintain a safe, clean and appealing environment, assist in implementing policies and procedures in early childhood services.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety

CHCECE001 - Develop Cultural Competence

CHCECE002 - Ensure the health and safety of children

CHCECE003 - Provide care for children

CHCECE004 - Promote and provide healthy food and drinks

CHCECE005 - Provide care for babies and toddlers

CHCECE007 - Develop positive and respectful relationships with children

CHCECE009 - Use an approved learning framework to guide practice

CHCECE010 - Support the holistic development of children in early childhood

CHCECE011 - Provide experiences to support children's play and learning

CHCECE013 - Use information about children to inform practice

CHCLEG001 - Work legally and ethically

CHCPRT001 - Identify and respond to children and young people at risk

HLTAID004 - Provide an emergency first aid response in an education and care setting

HLTWHS001 - Participate in workplace health and safety



Industry Suggested Electives

CHCECE006 - Support behaviour of children and young people

CHCDIV001 - Work with diverse people

BSBWOR301 - Organise personal work priorities and development (Centre based students) or CHCECE014 - Comply with family day care administration requirements (Family day care based students)



Health Services

HLT23215 Certificate II in Health Support Services

The HLT23215 Certificate II in Health Support Services Program covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. This is an entry level qualification and suitable for those who wish to work in the healthcare environment.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 44 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

CHCCOM005 - Communicate and work in health or community services

CHCDIV001 - Work with diverse people

HLTINF001 - Comply with infection prevention and control policies and procedures

HLTWHS001 - Participate in workplace health and safety

Electives

HLTFSE001 - Follow basic food safety practices

BSBADM101 - Use business equipment and resources

CHCCCS010 - Maintain a high standard of service

BSBFLM312 - Contribute to team effectiveness

BSBINM201 - Process and maintain workplace information

BSBWOR203 - Work effectively with others

HLTWHS005 - Conduct manual task safety

SITXFSA001 - Use hygienic practices for food safety



Hairdressing

SHB20216 Certificate II in Salon Assistant

The SHB20216 Certificate II in Salon Assistant will prepare you for work in a hairdressing team as a salon assistant. You will interact with customers and provide professional customer service, demonstrate effective hairdressing assistant work practices, follow workplace safety procedures, consult with clients and sell products and services. You will acquire practical skills in hairdressing to help gain employment as a hairdressing apprentice.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum
- Material Fee: \$350

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

BSBWHS201 – Contribute to health and safety of self and others

SHBHBAS001 – Provide shampoo and basin services

SHBHDES001 – Dry hair to shape

SHBHIND001 – Maintain and organise tools, equipment and work areas

SHBXCCS001 – Conduct salon financial transactions

SHBXCCS003 – Greet and prepare clients for salon services

SHBXIND001 – Comply with organisational requirements within a personal services environment

SHBXIND002 – Communicate as part of a salon team

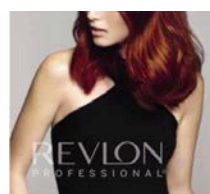
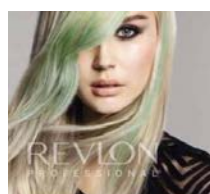
Electives

SHBHBAS002 – Provide head, neck and shoulder massages for relaxation

SHBHCLS001 – Apply hair color products

SHBHDES002 – Braid hair

SHBXCCS004 – Recommend products and services



Hospitality

SIT20316 Certificate II in Hospitality

This program reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

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

SITXWHS001 - Participate in safe work practices

Electives

SITXFSA001 - Use hygienic practices for food safety

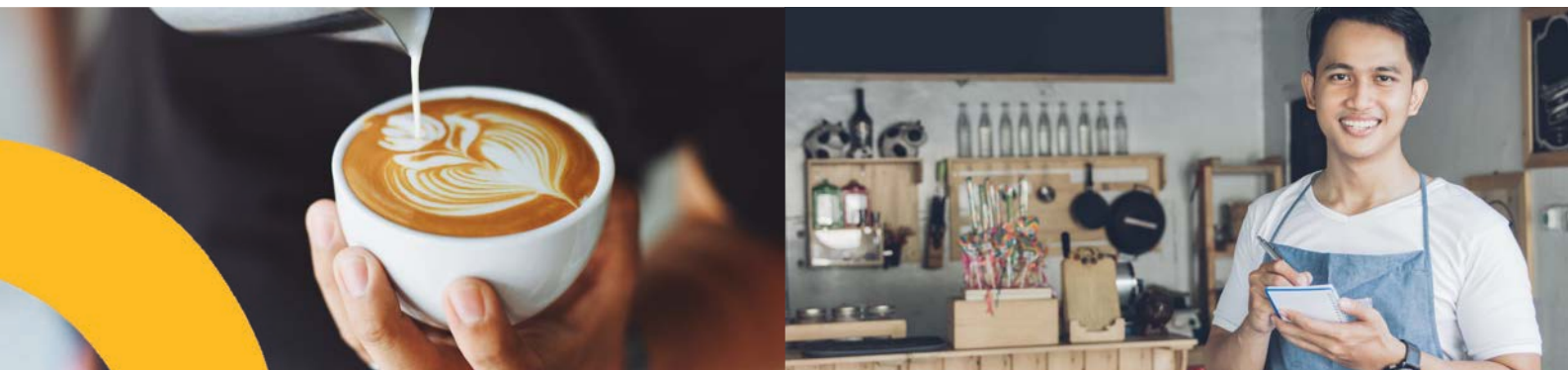
SITXCCS006 - Provide service to customers

SITXFIN001 - Process financial transactions

SITHFAB005 - Prepare and serve espresso coffee*

SITHFAB007 - Serve food and beverage*

SITHFAB004 - Prepare and serve non-alcoholic beverages*



IT and Networking

ICT20115 Certificate II in Information, Digital Media and Technology

You will learn to support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

BSBSUS201 - Participate in environmentally sustainable work practices

BSBWHS201 - Contribute to health and safety of self and others

ICTICT201 - Use computer operating systems and hardware

ICTICT202 - Work and communicate effectively in an ICT environment

ICTICT203 - Operate application software packages

ICTICT204 - Operate a digital media technology package

ICTWEB201 - Use social media tools for collaboration and engagement

Electives

ICTICT205 - Design basic organisational documents using computing packages

ICTICT206 - Install software applications

ICTICT207 - Integrate commercial computing packages

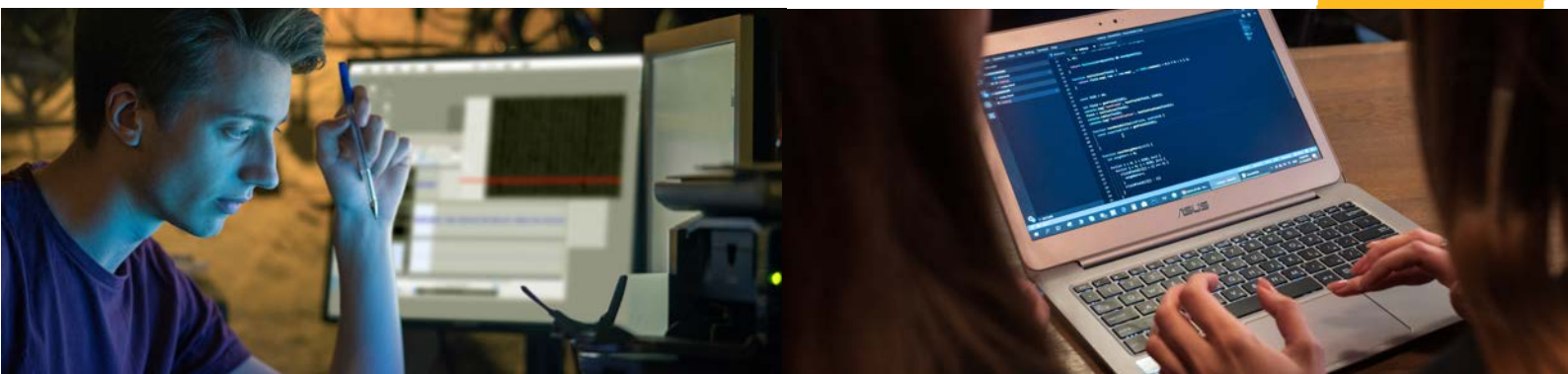
ICTICT210 - Operate database applications

ICTSAS203 - Connect hardware peripherals

CUADIG303 - Produce and prepare photo image

BSBITU306 - Design and produce business documents

* Teach out period concludes 17/Jan/2022



Retail

SIR30216 Certificate III in Retail

This program reflects the role of individuals who have the primary responsibility of engaging the customer, maintaining daily store operations and delivering on organisational expectations. Providing a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants. These individuals possess a range of well-developed skills where discretion and judgement is required.

MODE OF DELIVERY

- Classroom/ Workplace

DURATION

- 52 Weeks

DAYS

- Wednesday
- Friday

FEES

- \$2,000 per annum

The student tuition fees published are subject to change given individual circumstances at enrolment.

Core Subjects

- SIRXCEG001 - Engage the customer
- SIRXCEG002 - Assist with customer difficulties
- SIRXCEG003 - Build customer relationships and loyalty
- SIRXCOM002 - Work effectively in a team
- SIRXIND001 - Work effectively in a service environment
- SIRXRSK001- Identify and respond to security risks
- SIRXSLS001 - Sell to the retail customer
- SIRXWHS002 - Contribute to workplace health and safety

Electives

- CHCDIV001 - Work with diverse people
- SIRRINV001 - Receive and handle stock
- SIRXMKT001 - Support marketing and promotional services
- SIRRMER001 - Produce visual merchandise displays
- SIRWSLS002 - Analyse and achieve sales targets





Nationally Recognised Qualifications

The Malka Group Pty Limited, trading as TMG College Australia

RTO Code: 21694 CRICOS Provider Code : 03397E

BUSINESS & MANAGEMENT

BSB30120 - Certificate III in Business
BSB40120 - Certificate IV in Business
BSB42618 - Certificate IV in New Small Business
BSB40320 - Certificate IV in Entrepreneurship and New Business
BSB40520 - Certificate IV in Leadership and Management
BSB50120 - Diploma of Business
BSB50415 - Diploma of Business Administration
BSB50820 - Diploma of Project Management
BSB50420 - Diploma of Leadership and Management
BSB60420 - Advanced Diploma of Leadership and Management
BSB60220 - Advanced Diploma of Conveyancing
BSB60720 - Advanced Diploma of Program Management

FINANCIAL SERVICES

FNS30317 - Certificate III in Accounts Administration
FNS40217 - Certificate IV in Accounting and Bookkeeping
FNS50217 - Diploma of Accounting
FNS60217 - Advanced Diploma of Accounting

IT AND NETWORKING

ICT20115 Certificate II in Information, Digital Media and Technology
* Teach out period concludes 17/Jan/2022
ICT30120 Certificate III in Information Technology
ICT40120 Certificate IV in Information Technology
ICT50120 Diploma of Information Technology
ICT60220 Advanced Diploma of Information Technology

COMPANION ANIMAL

ACM30417 - Certificate III in Companion Animal Services
* Teach out period concludes 11/Apr/2022

RETAIL

SIR20216 - Certificate II in Retail Services
* Teach out period concludes Oct/21
SIR30216 - Certificate III in Retail
* Teach out period concludes Oct/21
SIR40316 - Certificate IV in Retail Management
* Teach out period concludes Oct/21

BEAUTY

SHB30115 - Certificate III in Beauty Services
SHB40115 - Certificate IV in Beauty Therapy
SHB50115 - Diploma of Beauty Therapy

HAIRDRESSING

SHB20216 - Certificate II in Salon Assistant
SHB30416 - Certificate III in Hairdressing
SHB30516 - Certificate III in Barbering
SHB40216 - Certificate IV in Hairdressing
SHB50216 - Diploma of Salon Management

BUILDING AND CONSTRUCTION

CPC40120 - Certificate IV in Building and Construction (Building)
CPC50220 - Diploma of Building and Construction (Building)
CPC50320 - Diploma of Building and Construction (Management)

HOSPITALITY

SIT20316 - Certificate II in Hospitality
SIT20416 - Certificate II in Kitchen Operations
SIT30616 - Certificate III in Hospitality
SIT30716 - Certificate III in Hospitality (Restaurant Front of House)
SIT30816 - Certificate III in Commercial Cookery
SIT40416 - Certificate IV in Hospitality
SIT40516 - Certificate IV in Commercial Cookery
SIT50416 - Diploma of Hospitality Management

EARLY CHILDHOOD EDUCATION AND CARE

CHC30113 - Certificate III in Early Childhood Education and Care
CHC50113 - Diploma of Early Childhood Education and Care

COMMUNITY AND HEALTH SERVICES

CHC33015 - Certificate III in Individual Support
CHC43015 - Certificate IV in Ageing Support
CHC43115 - Certificate IV in Disability
CHC43215 - Certificate IV in Alcohol and Other Drugs
CHC43315 - Certificate IV in Mental Health
CHC52015 - Diploma of Community Services
HLT23215 - Certificate II in Health Support Services
HLT33115 - Certificate III in Health Services Assistance

EDUCATION SUPPORT

CHC40213 - Certificate IV in Education Support



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Parent/ Guardian Consent Form

This form is a mandatory appendix to the Enrolment form, where the student being enrolled is under the age of 18 years.

I (full name of parent / guardian)

of (address)

give permission for (full name of the child)

to undertake (program code and name)

with the Malka Group Pty Ltd trading as The Malka Group – TMG Training and Consulting.

Signature of Parent / Guardian

Signature of Student

Date:

Date:

Contact No:

Your parent/ guardian consent form and ID must be given on the day of enrolment

TMG COLLEGE AUSTRALIA

400 Queen Street Melbourne VIC 3000
03 9006 4592



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