



**BOX HILL
INSTITUTE**



2017

VET IN SCHOOLS | YEARS 10-12

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The information contained in this publication is correct at time of print July 2016. Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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OVERVIEW OF VET IN SCHOOLS

In partnership with over 180 secondary schools, Box Hill Institute Group is committed to deliver high quality vocational programs and has put in place an infrastructure that supports successful study and social development for young people studying VET programs as part of their VCE and VCAL in 2017.

All proposed programs are modern and responsive to industry needs. Box Hill Institute Group staff are highly trained and have current industry expertise. The programs lead to employment opportunities or further study options.

The following information is provided for students undertaking secondary school studies in 2017.

PROGRAM OPTIONS

VCE VET programs are VET qualifications approved by the VCAA following consultation with schools, industry and training providers. VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a VET qualification.

This is achieved through integration of nationally recognised training qualifications into the VCE and VCAL programs.

A VCE VET program is usually at Australian Qualifications Framework (AQF) Level II or III and reflects specific industry needs and standards.

All programs are delivered or auspiced by Box Hill Institute Group.

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 and VCAL.

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 VCE or VCAL.

APPLICATION FORM AND CONTACT DETAILS

In 2017 all applications will be made online by visiting www.boxhill.edu.au/vetis2017.

If you need any assistance please email enquiries@boxhill.edu.au

All applications will be considered strictly in the order in which they were received. Available places could be exhausted before the official closing date.

An invoice(s) for 2017 will be sent to the student's named secondary school to cover all program associated costs, including materials and books. Please refer to Box Hill Institute Cost Schedule - VETiS Fees 2017 below.

Details for 2nd year students completing courses in 2017, that have been superseded, can be found in the Teach Out chapter from page 27. A number of VCE VET programs are being reviewed for 2017 delivery as a consequence of revisions to training packages. The final structures and units of competency for the 2017 VCE VET programs are (at the time of publication) yet to be determined.

For the most up-to-date information
visit our website boxhill.edu.au

or call 1300 269 445

To make a VET in Schools Application
visit boxhill.edu.au/vetis2017

OVERVIEW OF VET IN SCHOOLS

COURSE EXIT

Any student who withdraws after lodging an application form must do so in writing via an official Box Hill Institute 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 2017 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 - VET'S FEES 2017

A \$65.00 per student non-refundable certification fee is payable for all students in 2017.

SERVICE	DESCRIPTION	COST
Full Delivery	Students attending Box Hill Institute for delivery of course hours/units/modules or workshops. Schools will be invoiced annually for the total charge regardless of the timing of the delivery hours. (Course commencement is subject to sufficient enrolments)	Refer to fees listed with each individual course

THIRD PARTY ARRANGEMENTS

All schools will need to provide evidence of compliance with Standards 2015 for a program to be fully or partially auspiced by Box Hill Institute.

A once-off set up fee of \$470.00 per program will be charged for new auspicings arrangements with new schools.

Schools who have an auspicings arrangement with Box Hill Institute and are distanced 50km or greater from Box Hill, 3128 will be required to pay an annual travelling fee of \$300.00.

Part Third Party Arrangement/ Shared Delivery	Box Hill Institute delivers and assesses part of the program. School delivers and assesses part of the program.	\$625.00 per course per annum per school, plus \$9.80 per hour per student for Box Hill Institute delivery and assessment.
Full Auspicings/ Total School Delivery	School delivers and assesses the whole program.	\$625.00 per course per annum per school
Material Fees	Materials, including required tools of trade, books and cost of licensed qualifications (e.g. CI Card).	Price will vary depending on course requirements. Charged to the school by invoice along with the tuition fees.

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

School Based Apprenticeships and Traineeships (SBATs) are available and enable students to combine a senior secondary school certificate with part time employment and training.

For further information call 1300 269 445.

INTAKE

Courses start early February. There is no mid-year intake.

ANAPHYLAXIS MANAGEMENT IN SCHOOLS

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications.

Anaphylaxis is a serious health issue for a percentage of the population and the Box Hill Institute recognizes the key to preventing an anaphylactic reaction by a student is knowledge, awareness and planning.

On 14 July 2008, the Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 came into effect amending the Children's Services Act 1996 and the Education and Training Reform Act 2006 requiring that all licensed children's services and schools have an anaphylaxis management policy in place.

Ministerial Order 706 - Anaphylaxis Management in Victorian Schools outlines the requirements of a school Anaphylaxis Management Policy. Ministerial Order 706 comes into effect on 22 April 2014 and repeals Ministerial Order 90.

ALLIED HEALTH ASSISTANCE

(FOR YEAR 11 & 12 STUDENTS ONLY)

HLT33015 Certificate III in Allied Health Assistance – Partial Completion*

What qualification is issued on course completion?

Statement of results listing completed units. This is a partial completion of HLT33015 – Certificate III in Allied Health Assistance.

What does this course involve?

The Certificate III in Allied Health Assistance is a general pre-vocational qualification aimed for inclusion as a school program (VCE) 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 allied health assistant while studying at a secondary school level.

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

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable

Elgar Campus: Wednesdays 1:30pm to 4:30pm

Lilydale Lakeside

Campus: Wednesdays 1:30pm to 4:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
BSBWOR301	Organise personal work priorities and development
CHCCOM005	Communicate and work in health or community services
CHCCCS002	Assist with movement
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
UNITS 3&4 – YEAR 2	
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
HLTAID003	Provide first aid
CHCDIV001	Work with diverse people

Structured Workplace Learning

You will be required to complete a minimum of 40 hours placement per year of the program (total 80 hours). It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute Group.

Tuition Cost

All costs invoiced to Secondary Schools:

Units 1&2 Year 1 \$1,254.40

Units 3&4 Year 2 \$1,254.40

Material Costs

Units 1&2 Year 1 \$181.00

Units 3&4 Year 2 \$165.00

Uniform Requirements

Nil

Special Requirement

Nil

Study Pathways

After completion of this program, you may wish to apply for entry into other health programs such as the Certificate IV in Allied Health Assistance or the Diploma of Nursing.

Career Outcomes

Once you have achieved the full Certificate III in Allied Health Assistance qualification, you may wish to apply for roles such as;

- > Therapy assistant
- > Allied health assistant
- > Podiatry assistant (may require further training)
- > Physiotherapy assistant (may require further training)
- > Speech pathology assistant (may require further training)
- > Occupational therapy assistant (may require further training)

Refer to the Box Hill Institute website for details.

Contribution to the VCE, VCAL & ATAR

HLT33015 Certificate III in Allied Health Assistance (incorporating HLT33115 Certificate III in Health Services Assistance): recognition of up to one unit at Units 1 and 2 level and a minimum of three units at Units 3 and 4 level.

ATAR Contribution

Students who receive a Units 3 and 4 sequence for the VCE VET Health program in 2016 will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

VCE VET Health does not currently offer scored assessment but will do so from 2018.

Box Hill Institute Contact

Phone: 1300 269 445

ANIMAL STUDIES

(FOR YEAR 11 & 12 STUDENTS ONLY)

ACM20110 Certificate II in Animal Studies

What qualification is issued on course completion?

ACM20110 – Certificate II in Animal Studies

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

City Campus: CAE Building B, 253 Flinders Lane, CBD

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years

Box Hill: Monday 4:00pm to 7:30pm Units 1&2

Box Hill: Wednesday 1:30pm to 5:00pm Units 1&2
2:00pm to 5:30pm Units 3&4

City: Wednesday 1:30pm to 5:00pm

Lilydale: Wednesday 1:30pm to 5:00pm

Animal classes and practical placements will be timetabled at BHI; approximately five (5) full day workshops will be held at BHI. Sessions are subject to availability.

Program Outline

UNITS 1&2 – YEAR 1

Unit Code	Unit Title
ACMGAS201A	Work in the animal care industry
ACMGAS202A	Participate in workplace communications
ACMGAS203A	Complete animal care hygiene routines
ACMGAS204A	Feed and water animals
ACMGAS205A	Assist in health care of animals
ACMOHS201A	Participate in occupational health and safety processes
ACMSUS201A	Participate in environmentally sustainable work practices

UNITS 3&4 – YEAR 2

ACMSPE310A	Provide basic care of mammals
ACMGAS209A	Provide information on companion animals, products and services
ACMGAS206A	Provide basic first aid for animals
ACMGAS207A	Provide reception services for an animal care facility
ACMCAS307A	Provide companion animal hydro-bathing services (Lilydale and Box Hill)
ACMGAS302A	Provide enrichment for animals (CAE)

Structured Workplace Learning

40 hours of structured workplace learning is required in the first year of this course.

Tuition Cost

All costs invoiced to Secondary Schools:

Units 1&2 Year 1 \$1,127.00

Units 3&4 Year 2 \$1,127.00

Material Costs

Units 1&2 \$524.00

Units 3&4 \$293.00

Uniform Requirements

Leather, closed-in shoes are essential at all times. No open-toes shoes permitted. Lab coats will be provided when required.

Special Requirement

BHI and CAE:

A tetanus inoculation is required on enrolment. Students must provide evidence of a current tetanus vaccination by emailing: healthsciencesVETiS@boxhill.edu.au

Study Pathways

You may wish to apply for entry into courses such as:

- > Certificate III in Animal Studies
- > Certificate III in Captive Animals
- > Certificate IV in Veterinary Nursing
- > Diploma of Animal Technology

Career Outcomes

This course may provide you with entry level employment in animal rescue centres, pet retail shops, welfare organisations and veterinary clinics etc.

Contribution to the VCE, VCAL & ATAR

VCAL

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

VCE

Students who complete Certificate II in Animal Studies will be eligible for four units credit towards their VCE: two units at units 1 & 2 level, and one at unit 3 & 4 level.

ATAR

Students who receive a units 3 and 4 sequence for ACM20110 Certificate II in Animal Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Box Hill Institute Contact

Phone: 1300 269 445

AUTOMOTIVE

AUR20716 Certificate II in Automotive Vocational Preparation

The course details outlined may change slightly in response to revisions within the AUR Training Package for 2017. There will be minor changes to the course information listed on this page.

What qualification is issued on course completion?

AUR20716 – Certificate II in Automotive Vocational Preparation

What does this course involve?

If you're looking for an apprenticeship in the automotive trades, boost your chances of getting one with this preapprenticeship course.

Combining theory and practical training, this course will teach you how to use workplace tools and equipment, remove and replace conventional engines and dismantle and assemble engines.

You will gain skills in dismantling and assembling carburettors, fuel pumps and transmissions, and in basic automotive electrical tasks. You will also develop skills in how to look for your perfect job.

Where are the classes held?

Elgar Campus 465 Elgar Road, Box Hill

Course Length

Part Time 2 Years

Wednesdays 1:45pm to 5:45pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURFAA003	Communicate effectively in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURFAA004	Resolve routine problems in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURETK001	Identify, select and use low voltage electrical test equipment
AURTTE009	Remove and replace engine cylinder head
UNITS 3&4 – YEAR 2	
AURETK003	Operate electrical test equipment
AURETR015	Inspect, test and service batteries
AURETR048	Construct and test basic electronic circuits
AURTTA027	Carry out basic vehicle servicing operations
AURTTC004	Remove and replace radiators
AURTTJ003	Remove and replace wheel and tyre assemblies
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools:

Units 1&2 Year 1 \$1,960.00

Units 3&4 Year 2 \$2,156.00

Material Costs

Units 1&2 \$210.00

Units 3&4 \$210.00

Uniform Requirements

Personal Protection Equipment required, details supplied on enrolment.

Special Requirement

Nil

Study Pathways

After successful completion, you may wish to apply for entry into the Certificate III in Automotive Mechanical Technology in conjunction with an automotive apprenticeship.

Career Outcomes

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

Full completion of the program will enable students to progress to an automotive apprenticeship with a reduction in the time required for completion to three years. Students will be entitled to commence an apprenticeship on a second year apprentice salary. Career paths/ further training within the automotive industry include automotive pre-apprenticeship and apprenticeship. An additional benefit will also be a reduction in apprenticeship vocational training.

Contribution to the VCE, VCAL & ATAR

Credit in the VCE

Students who complete the course will be eligible for four units of credit towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR Contribution

Students who receive a Units 3 and 4 sequence for the course or any of the approved school-based apprenticeship and traineeship qualifications from the Automotive industry area will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Automotive program does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

BUILDING AND CONSTRUCTION (CARPENTRY)

22216VIC – Certificate II in Building & Construction (Carpentry) Pre-Apprenticeship Partial Completion

What qualification is issued on course completion?

Statement of results listing completed units. This is a partial completion of 22216VIC – Certificate II in Building and Construction. On completion of Units 1 - 4 students wishing to complete the full Certificate II (Pre-Apprenticeship) will need to enrol in the remaining units. These units will be offered as a bridging program after completion of Units 3&4 and will incur an extra fee.

Course Summary

This course will provide you with the basic knowledge and skills to prepare you for work or further study within the building and construction industry. You will receive an introduction to the industry and workplace safety, as well as how to perform industry calculations and use carpentry hand and power tools.

You will cover topics such as sub-floor construction, wall and roof framing, installing window and door frames and formwork for concreting. You will also develop your communication skills and learn about workplace documents and plans.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill
Lilydale Lakeside Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 years

Elgar			
Units 1&2	Wednesdays	1:30pm to 5:00pm	
Units 3&4	Wednesdays	5:05pm to 8:35pm	
Lilydale			
Units 1-4	Wednesdays	1:30pm to 5:00pm	

All students studying Units 1&2 will complete extra classes during the Term 2 and Term 3 breaks. Students studying Units 3&4 will complete extra classes during the Term 1 and Term 2 breaks.

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
CPCCOHS1001A	Work safely in the construction industry
VU20955	Workplace safety & site induction
VU20971	Carpentry hand tools
VU20961	Levelling
VU20964	Workplace documents and plans
VU20973	Basic setting out
VU20974	Sub-floor framing
UNITS 3&4 – YEAR 2	
VU20959	Communication skills for the construction industry
VU20975	Wall framing
VU20956	Building Structures
VU20962	Quality principles for the construction industry
VU20978	Installation of window and door frames
VU20982	Basic environmental sustainability in carpentry
VU20980	Introduction to demolition
VU20976	Roof framing

HLTAID002	Provide basic emergency life support
VU20963	Safe handling and use of plant and selected portable power tools

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools:

Units 1&2	Year 1	\$2,038.40
Units 3&4	Year 2	\$1,999.20

Material Costs

Units 1&2	\$308.40
Units 3&4	\$304.20

Uniform Requirements

Personal Protection Equipment required details supplied on enrolment.

Special Requirement

If students don't already hold the Construction Induction (CI) card then there will be an additional charge to undertake this unit. Students will be required to purchase a copy of the Basic Building and Construction Skills, Edition 4; Construction, Edition 4 and Building a House Framing Practices. Students will also need to provide drawing equipment and a basic tool kit.

Study Pathways

You may wish to apply for entry into

- > an apprenticeship (Certificate III in General Construction)
- > Certificate IV in Building and Construction (Building) or
- > Diploma of Building and Construction

Career Outcomes

Career paths/further training within the Construction Industry include:

Working on domestic or commercial sites as a:

- > Carpenter
- > Shop fitter
- > Cabinet maker

Contribution to the VCE, VCAL & ATAR

Credit in the VCE

Students who complete the full VCE VET Building and Construction Program will be eligible for up to seven units of credit towards their VCE: five units at Units 1 and 2 level, and a Units 3 and 4 sequence. Credit will accrue on the basis of 90 nominal hours per VCE unit in the following sequence: Unit 1, 2, 3, 4, 1, 2, 1.

ATAR Contribution

Students who receive a Units 3 and 4 sequence for VCE VET Building and Construction will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Building and Construction program does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

CHILDHOOD EDUCATION AND CARE

CHC30113 Certificate III in Early Childhood Education & Care (Partial Completion)

What qualification is issued on course completion?

On successful completion of this program, you will be eligible for a statement of attainment towards the completion of CHC30113 – Certificate III in Early Childhood Education & Care.

Course Summary

Do you enjoy being around children and want to begin your career in early childhood? This course covers the fundamentals of childhood development and caring for children.

Through experienced trainers and extensive industry work placement you will gain comprehensive knowledge in social, emotional, physical and educational needs for infants and young children.

You will learn how to implement play and leisure programs, manage and guide children's behaviour, maintain a safe, clean and appealing environment and assist to implement policies and procedures within education and care services.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill
Lilydale Lakeside
Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years
Wednesdays 1:30pm to 4:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
CHCDIV001	Work with diverse people
HLTWS001	Participate in work health and safety
CHCORG303B	Participate effectively in the work environment
CHCECE004	Promote and provide healthy food and drinks
CHCECE001	Develop cultural competence
CHCECE012	Support children to connect with their world
HLTAID004	Provide an emergency first aid response in an education and care setting
UNITS 3&4 – YEAR 2	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE007	Develop positive and respectful relationships with children
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCLEG001	Work legally and ethically
BSBSUS301	Implement and monitor environmentally sustainable work practices

Structured Workplace Learning

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

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2	Year 1	\$1,176.00
Units 3&4	Year 2	\$1,176.00

Material Costs

Units 1&2	\$200.00
Units 3&4	\$200.00

Uniform Requirements

Nil

Special Requirement

Nil

Study Pathways

After completion of this program, you may wish to apply for entry into the Diploma of Early Childhood Education & Care.

Career Outcomes

You will need to achieve the full qualification to obtain employment opportunities as a Certificate III Level Educator in long day care, occasional care and family day care settings. Work settings may include preschools, out of hours school care, recreation and mobile care services.

Please note to be employed in the early childhood industry you must be a minimum of 18 years of age.

Contribution to the VCE, VCAL & ATAR

ATAR Contribution

Students who receive a Units 3 and 4 sequence for Program 2 of VCE VET Children's Services (partial completion of CHC30113) in 2017 will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

On completion of this program, you will be eligible for up to two units at VCE Units 1 & 2 level and two VCE Unit 3 & 4 sequences.

Box Hill Institute Contact

Phone: 1300 269 445

CISCO NETWORKING ACADEMY PROGRAM

Units of competency drawn from 22263VIC Certificate IV in Integrated Technologies

What qualification is issued on course completion?

A Certificate and a Statement of Results listing all units of competency completed will be issued upon successful completion at the end of the first and second year.

Course Summary

This program will give you hands on experience to gain networking skills by using industry current routers, hubs and switches.

You will work with highly qualified Cisco networking professionals to design, configure, troubleshoot and implement computer networks.

Where are the classes held?

Nelson Campus: 853 Whitehorse Road, Box Hill OR

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Course Length

Part Time 1 Year

Wednesdays 1:00pm to 5:00pm

Box Hill Institute also offers students free access to additional tutorial sessions on Monday and Tuesday evening 6-10pm.

Program Outline

PROGRAM A (COVERS CCNAV5 1 AND CCNAV5 2)

Unit Code	Unit Title
VU21561	Build a simple network and establish end to end connectivity
VU21562	Configure and troubleshoot network switches and routers
VU21557	Install and configure a home or small office network

PROGRAM B (COVERS CCNAV5 3 AND CCNAV5 4)

VU21563	Scale an existing network
VU21564	Establish connectivity to a wide area network (WAN)
VU21581	Build a small wireless LAN

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools

Year 1 Program A \$1,411.20

Year 2 Program B \$1,411.20

Material Costs

Year 1 \$100.00

Year 2 \$100.00

Uniform Requirements

Nil

Special Requirement

Nil

Study Pathways

Successful completion of the VET Cisco program (1st and 2nd years) will provide you with unit credits against the Certificate IV in Computer Systems Technology and the Diploma of Information Technology Networking at Box Hill Institute.

Other Universities and TAFE Institutes that include networking in the delivery of their information technology courses may provide recognition of prior learning for successful completion of the Cisco program.

Career Outcomes

This course provides the skills and knowledge for you to install and administer simple networks, servers, and client desktop deployments either as an independent information and communications technology (ICT) technician or as part of a team.

Possible job titles relevant to this qualification include:

> Network Support Administrator

> Network Operations Support

> Network Operations Technician

> Network Technician

> Network Support Technician

> Level 1 Help Desk Support

> Desktop Deployment Technician

The VET Cisco program provides the building blocks of understanding to enrol in an IT Qualification which will lead towards a career in:

> Basic Networking

> IT Support

Contribution to the VCE, VCAL & ATAR

Successful completion of the VET Cisco program 1st and 2nd year will provide you with unit credits against the Certificate IV in Computer Systems Technology and the Diploma of Information Technology Networking at Box Hill Institute.

Successful completion of the first year of the VET Cisco program provides VCE students with a 10% increment* towards your ATAR score.

Successful completion of the second year of the VET Cisco program provides VCE students with a 10% increment* towards your ATAR score.

A Certificate and a Statement of Results listing all units of competency completed will be issued upon successful completion at the end of the first and second year.

The VCE VET Cisco program does not offer scored assessment

Box Hill Institute Contact

Phone: 1300 269 445

COMMUNITY SERVICES

Community Work Stream

CHC22015 Certificate II in Community Services and selected units of competency from CHC32015 Certificate III in Community Services

What qualification is issued on course completion?

On successful completion of Units 1 & 2, you will be eligible for a statement of attainment towards the completion of CHC22015 – Certificate II in Community Services.

On successful completion of Units 3 & 4, you will be eligible for a Certificate II in Community Services (CHC22015) and a statement of attainment towards the completion of CHC32015 – Certificate III in Community Services.

Course Summary

This course will provide you with an opportunity to learn about the community services sector and explore specific contexts of work.

The course will develop your skills in communication, working with diversity, workplace health and safety, administration support, and responding to clients.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: 34 John Street, Lilydale

Course Length

Part Time 2 Years

Wednesdays 1:30pm to 4:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
BSBWOR202	Organise and complete daily work activities
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in work health and safety
HLTAID003	Provide first aid
HCECE004	Promote and Provide healthy food and drinks
FSKDIG03	Use digital technology for routine workplace tasks
CHCVOL001	Be an effective volunteer
UNITS 3&4 – YEAR 2	
CHCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies

Structured Workplace Learning

Students must undertake 120 hours of structured workplace learning in a registered community services setting. Students complete the hours across the program with 60 hours in the first year and 60 hours in the second year. It is the students' responsibility and the school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2 Year 1 \$1,254.40

Units 3&4 Year 2 \$1,411.20

Material Costs

Units 1&2 \$90.00

Units 3&4 \$90.00

Uniform Requirements

Nil

Special Requirement

Throughout the course students will undertake a range of projects and engage with relevant community services workplaces. This may require some supervised volunteer work during the course.

Study Pathways

After completion of this program, you may wish to apply for entry into the Certificate IV in Community Services.

Career Outcomes

After successful completion of this course you may apply for roles as a community services worker who provides a first point of contact and assists individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

Contribution to VCE, VCAL & ATAR

On successful completion of Units 1 & 2 of CHC22015 Certificate II in Community Services, you will be eligible for recognition of up to three VCE units at Units 1 & 2 level.

On successful completion of Units 3 & 4, you will be eligible for a VCE Units 3 & 4 sequence.

From 2017, a study score will be available for this program.

To be eligible for a study score, you must:

- > satisfactorily achieve all the units of competency designated as the scored units 3 & 4 sequence
- > be assessed in accordance with the tools and procedures specified in the VCE VET Assessment Guide
- > undertake a written examination in the end-of-year examination period, based on the compulsory units of competency in the Units 3 & 4 sequence.

Box Hill Institute Contact

Phone: 1300 269 445

COOKERY – HOSPITALITY

SIT20416 Certificate II in Kitchen Operations

The course details outlined may change slightly in response to revisions within the SIT Training Package. In 2017 the course will be drawn from the SIT20416 – Certificate II in Kitchen Operations.

What qualification is issued on course completion?

SIT20416 – Certificate II in Kitchen Operations

Course Summary

Let this VET in Schools course give you the skills and knowledge to work as a cook in any commercial kitchen environment.

You will gain an understanding of food preparation and cookery principles, and develop practical skills in the training kitchen at Fountains Restaurant. You will have the opportunity to plan and execute menus and organise the kitchen team.

You will learn how to cater for special occasion dinners, provide restaurant quality and function food, along with using commercially prepared products. You will also gain your Hygiene for Food Handlers certificate.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Course Length

Wednesdays 1:30pm to 6:30pm
(some evenings required in Units 3 & 4)

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
BSBWOR203	Work effectively with others
SITHCCC101	Use food preparation equipment
SITHCCC102	Prepare simple dishes
SITHFAB204	Prepare and serve espresso coffee
SITHKOP101	Clean kitchen premises and equipment
SITXFSA101	Use hygienic practices for food safety
SITXINV202	Maintain the quality of perishable items
SITHWHS101	Participate in safe work practices
SITHCCC201	Produce dishes using basic methods of cookery
SITHFAB201	Provide responsible service of alcohol
SITHIND201	Source and use information on the hospitality industry
UNITS 3&4 – YEAR 2	
SITHCCC202	Produce appetisers and salads
SITHCCC203	Produce stocks, sauces and soups
SITHCCC204	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC207	Use cookery skills effectively
SITXINV301	Purchase goods

Structured Workplace Learning

Students must undertake 12 shifts working in an operational commercial kitchen environment to meet the requirements of the unit SITHCC207 Use Cookery Skills Effectively in their second year. These shifts can be completed in Fountains Restaurant or any other commercial kitchen environment.

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2	Year 1	\$1,813.00
Units 3&4	Year 2	\$1,813.00

Material Costs

Units 1&2	\$410.00
Units 3&4	\$430.00

Uniform Requirements

A uniform is required for the Kitchen / Cooking practical classes and is based on compliance with industry standards. Students will need to purchase a uniform from the Institute's supplier: Durawear or any other supplier of commercial cookery uniforms. More information regarding the uniform will be provided prior to enrolment.

Special Requirement

Equipment including knives will be provided in class.

Study Pathways

On successful completion of this course, you may be able to undertake further study in hospitality and tourism studies with credit for Year 11 and Year 12 VET studies.

Career Outcomes

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

- > Work as a commercial cook in commercial kitchen environments for hotels, restaurants, cafes, clubs, airlines, hospitals, student accommodation areas, cafeterias, corporate organisations or event catering organisations.
- > Gain employment as an apprentice chef or pastry cook 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 VCE, VCAL & ATAR

Credit in the VCE

Students who undertake the VCE VET Hospitality program (Kitchen Operations stream) are required to complete a minimum of 14 units of competency – six compulsory units of competency plus a minimum of three elective units of competency for Units 1 and 2 and 5 compulsory units of competency for Units 3 and 4.

Students will:

- > be eligible for completion of the SIT20312 Certificate II in Kitchen Operations
- > have gained recognition for a minimum of two VCE units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR Contribution

Students wishing to receive a study score for the Units 3 and 4 sequence VCE VET Hospitality 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.

Scored Assessment

Students wishing to receive a study score for VCE VET Hospitality must undertake Scored Assessment. This consists of three coursework tasks, worth 66% of the overall study score and an end of year examination, worth 34% of the overall study score.

Scored assessment is based on the Units 3 and 4 sequences in the Hospitality or Kitchen Operations streams that comprise VCE VET Hospitality.

Box Hill Institute Contact

Phone: 1300 269 445

DANCE

CUA20113 Certificate II in Dance with selected units of competency from the CUA30113 Certificate III in Dance

The course details outlined may change slightly in response to revisions within the CUA Training Package for 2017.

What qualification is issued on course completion?

CUA20113 – Certificate II in Dance and a statement of results for selected units of CUA30113 – Certificate III in Dance.

Course Summary

This is a two year program that equates to VCE units 1, 2, 3 and 4. You will finish with a Certificate II in Dance and a statement of attainment for the units studied from the Certificate III in Dance.

There are four core units at VCE 1&2 level that focus on basic dance skills, safe dance, OHS and working with others. There are 3 core and one other compulsory unit at VCE 3&4 which focus on dance industry knowledge and developing performance skills.

The remaining units at both levels are the dance skill electives. Students (or schools) must select two different dance styles to be studied each year.

Where are the classes held?

City Campus: CAE, Building B, 253 Flinders Lane, Melbourne CBD.

Course Length

Part time 2 Years
Wednesdays 1:30pm to 5:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
BSBWOR203	Work effectively with others
CUADAN201	Develop basic dance techniques
CUAWHS101	Follow basic safe dance practices
CUAWHS201	Develop a basic level of physical condition for dance performance
CUADAN203	Perform basic jazz dance technique
CUADAN206	Perform basic ballet technique
UNITS 3&4 – YEAR 2	
CUAPRF201	Prepares for performances
CUADAN202	Incorporate artistic expression into basic dance performances
CUFIND201A	Develop and apply creative arts industry knowledge
CUAPRF304	Develop audition techniques
CUADAN305	Increase depth of jazz dance technique
CUADAN306	Increase depth of ballet dance technique

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2	Year 1	\$1,715.00
Units 3&4	Year 2	\$1,715.00

Material Costs

Units 1&2	\$100.00
Units 3&4	\$100.00

Uniform Requirements

Although not always required it would be suggested that students attend prepared for participation in Dance activities, wearing suitable shoes and clothing.

Special Requirement

Nil

Study Pathways

After successfully completing this course you may wish to study further in the dance teaching field.

Career Outcomes

By successfully completing this course and undertaking further study, you may be eligible for roles such as Dance Teacher or Dance Studio Manager.

Contribution to VCE, VCAL & ATAR

Students undertaking this VCE VET Dance program are eligible for up to six VCE VET units on their VCE or VCAL statement of results: up to four units at VCE Units 1 and 2 level and a VCE Units 3 and 4 sequence.

Study Score

A study score will be available for the VCE VET Dance Program. To be eligible for a study score students must:

- > satisfactorily achieve all the units of competency designated as the scored Units 3 and 4 sequence
- > be assessed in accordance with the tools and procedures specified in the VCE VET Assessment Guide. The VCE VET Dance program assessment plans and examinations specifications and advice will be published on the VCE VET Dance program page in February 2015.
- > Undertake a performance examination in the end-of-year examination period. This examination will be based on the published criteria, mapped to the designated units of competency from the Units 3 and 4 sequence, as advised by the VCAA.

Box Hill Institute Contact

Phone: 1300 269 445

ELECTRICAL INDUSTRY – ELECTROTECHNOLOGY

(FOR YEAR 11 & 12 STUDENTS ONLY)

UEE22011 – Certificate II in Electrotechnology (Career Start)

What qualification is issued on course completion?

UEE22011 – Certificate II in Electrotechnology (Career Start)

What does this course involve?

Learn the basics of electrical theory and maths and gain practical skills to help you find work in the electrical, security systems or refrigeration and air conditioning trades. You will learn how to interpret electrical drawings and operate safely in an electrical workshop. Gain skills identifying, selecting and using equipment in an electrotechnology environment

and carry out general work activities. You will also learn how to interact with clients and deliver a quality service.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable (both campuses)

Wednesdays 1:30pm to 6:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
CPCCOHS1001A	Work safely in the construction industry
HLTAID001	Provide cardiopulmonary resuscitation
UEENEEE101A	Apply OH&S practices
UEENEEE179A	Identify & select components
UEENEEE104A	Solve problems in D.C. circuits
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEED101A	Use computer applications relevant to a workplace
UNITS 3&4 – YEAR 2	
UEENEEK142A	Apply environmentally & sustainable energy procedures
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEJ102A	Prepare & connect refrigerant tubing & fittings
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector environment

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2 Year 1 \$1,960.00

Units 3&4 Year 2 \$1,764.00

Material Costs

Units 1&2 \$240.45

Units 3&4 \$147.00

Uniform Requirements

Students will be required to have the following items:

- > Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
- > Overalls or khaki work pants
- > One pair of safety glasses
- > One pair of ear muffs or plugs
- > Firm fitting top with no loose cords

Special Requirement

If students don't already hold the Construction Induction (CI) card then there will be an additional charge to undertake this unit

Training and Employment Outcomes

UEE22011 Certificate II in Electrotechnology (Career Start) offers students the opportunity to develop competencies for a work entry program providing grounding in safety and basic skills and knowledge for work in any electrotechnology discipline.

Upon completion of this course, you may want to apply for employment in the electrotechnology industry or associated industries such as security refrigeration or appliance servicing. The following units completed are transferable into apprenticeship training:

- > UEENEEE101A
- > UEENEEE102A
- > UEENEEE104A
- > UEENEEE105A
- > UEENEEK142A
- > UEENEEED101A

Contribution to VCE, VCAL & ATAR

Credit in the VCE

Students who complete UEE22011 Certificate II in Electrotechnology (Career Start) are eligible for five units of credit towards their VCE: three 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 for VCE VET Electrical Industry will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Electrical Industry program does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

EQUINE STUDIES

22246VIC Certificate II in Equine Studies

What qualification is issued on course completion?

22246VIC – Certificate II in Equine Studies

Course Summary

This VCE VET Program is designed to give horse-enthusiasts an introduction to the equine industry.

The Certificate II in Equine Studies will provide you with the skills and knowledge required to identify and monitor the signs of common illness and injury in horses and covers preventative regimes that are an integral part of horse husbandry.

Furthermore you will learn to identify the anatomical structures and understand the physiology of horses, being trained or used for competitive performance, breeding, racing and recreation.

You will learn to identify desirable conformation in horses and develop the ability to use appropriate conformation terminology. We will teach you how to recognise conformational defects, lameness and blemishes that may affect gait and performance.

You will also learn how to implement feeding programs, monitor the quality of feed, feed supplements and individual feeding habits of horses.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

City Campus: CAE Building B, 253 Flinders Lane, CBD

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Practical classes will be held at an accredited Practical Training Venue.

Course Length

Part Time 2 years

Mondays 2:00pm to 5:30pm at Box Hill

Wednesdays 2:00pm to 5:30pm at Box Hill, City

Wednesdays 1:30pm to 5:00pm at Lilydale.

You are required to attend full practical training days, six times in the first year and four times in the second.

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
AHCHBR203A	Provide daily care for horses
AHCWRK204A	Work effectively in the industry
HLTAID002	Provide basic emergency life support
SISOEQO201A	Handle horses
VU21401	Work safely in an equine organisation
VU21405	Equine anatomy
VU21407	Demonstrate basic horse riding or driving skills
VU21409	Assist in the preparation of a horse for an event
UNITS 3&4 – YEAR 2	
VU21402	Implement horse health and welfare practices
VU21403	Implement and monitor a horse feeding program
VU21404	Relate equine form and function
VU21406	Equine physiology

Structured Workplace Learning

40 hours of structured workplace learning is required in the first year of this course.

Tuition Cost

All costs invoiced to Secondary Schools

Units 1 & 2 Year 1 \$1,176.00

Units 3&4 Year 2 \$1,087.80

Material Costs

Units 1 & 2 \$1,150.00

Units 3 & 4 \$900.00

Material cost covers learner's textbooks and assessments, handouts, Box Hill Institute polo shirt and other course related materials. It also includes the Practical Training Levy.

The levy covers the use of the practical training venue hire, equine insurance, specialist demonstrations, workshop guest speakers, horse hire for training and also riding costs.

Uniform Requirements

Students will be required to provide their own helmets, boots and riding pants for practical days

Special Requirement

- > A tetanus inoculation is required on enrolment. Students must provide evidence of a current tetanus vaccination by emailing: healthsciencesVETiS@boxhill.edu.au
- > It is recommended that students have current ambulance cover
- > All prospective students must attend an information session and enrolment session at BHI.

Study Pathways

You may be eligible to apply for entry into other Animal Sciences Certificate or Diploma level courses, including the Certificate III in Sports Coaching (specialising in Equine Coaching).

Career Outcomes

This course may provide you with employment opportunities as an animal attendant, stable or stud hand, horse breeder, mounted police, veterinary nurse or riding coach. You may also find employment opportunities in horse racing or retail.

Contribution to VCE, VCAL & ATAR

Credit in the VCE

On successful completion of the VCE VET Equine Studies program, students will:

- > be eligible for the award of 22246VIC Certificate II in Equine Studies
- > have gained recognition for up to six units towards the VCE: four units at Units 1 and 2 level, and a Units 3 and 4 sequence.

Note: The Units 3 and 4 sequence of VCE VET Equine Studies is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

ATAR Contribution

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Equine Studies 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.

Box Hill Institute Contact

Phone: 1300 269 445

FASHION

LMT21707 Certificate II in Applied Fashion Design and Technology

What qualification is issued on course completion?

LMT21707 – Certificate II in Applied Fashion Design and Technology qualification and a statement of results for selected units from LMT31407 – Certificate III in Applied Fashion Design and Technology.

Course Summary

The program is comprised of units of competency from the Certificate II in Applied Fashion Design and Technology qualification. Sessions are delivered on campus at Box Hill Institute or at secondary schools.

Where are the classes held?

Box Hill

Course Length

Part Time 1 Year
Wednesdays 1:00pm to 6:00pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
LMTGN2001B	Follow defined OHS policies and procedures
LMTCL2001B	Use a sewing machine
LMTFD2001B	Design and produce a simple garment
LMTFD2005B	Identify design process for fashion designs
LMTCL2004B	Sew components
LMTCL2010B	Modify patterns to create basic styles
LMTCL2011B	Draw and interpret a basic sketch
UNITS 3&4 – YEAR 2	
LMTCL2003B	Identify fibres and fabrics
MSMENV272	Participate in environmentally sustainable work practices
LMTGN2003B	Work in the textiles, clothing and footwear industry
LMTGN2002B	Apply quality standards
LMTCL3007B	Embellish garment by hand or machine
LMTFD3003B	Prepare design concept for a simple garment

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools:

Units 1&2	Year 1	\$1,886.50
Units 3&4	Year 2	\$1,886.50

Material Costs

Units 1&2	\$385.00
Units 3&4	\$285.00

Students will be required to purchase additional materials if they wish to retain their projects.

Uniform Requirements

Nil

Special Requirement

Nil

Study Pathways

After successful completion you may wish to apply for entry into Certificate III in Applied Fashion Design and Technology, Diploma of Applied Fashion Design and Technology or the Bachelor of Fashion.

Career Outcomes

Career paths in the textiles, clothing, and footwear sectors may include employment in the clothing manufacturing industry as garment sample hands, machinists, garment cutters and makers, finishing operators, and quality assurance officers.

Contribution to VCE, VET & ATAR

Contribution to VCE

Students who complete LMT21707 Certificate II in Applied Fashion Design and Technology and selected units of competency from LMT31407 Certificate III in Applied Fashion Design and Technology will be eligible for six units of credit towards their VCE: four units at Units 1 and 2 level, and a Units 3 and 4 sequence.

Note: The Units 3 and 4 sequence of VCE VET Applied Fashion Design and Technology is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

Contribution to ATAR

Students who receive a Units 3 and 4 sequence for VCE VET Applied Fashion Design and Technology will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website.

The VCE VET Applied Fashion Design and Technology Program does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

FURNISHING (CABINET-MAKING)

MSF20313 – Certificate II in Furniture Making (Partial completion)

What qualification is issued on course completion?

Statement of results listing completed units. This is a partial completion of MSF20313 – Certificate II in Furniture Making

Course Summary

The Certificate II in Furniture Making is for people who like working with wood, creating furniture and constructing kitchens and cabinets. It is suitable for starting a career in the cabinet and furniture making industry or for people to develop their own furniture and cabinet making skills.

Learn as you build a range of high quality furniture pieces that you can take home with you.

You will learn about basic occupational health and safety, how to read documents and how to make accurate measurements. You will participate in environmentally sustainable work practices and discover what it means to communicate and work within a team environment.

Learn to plan, cost and calculate before you begin a job. Create furniture using hand tools, power tools and wood working machinery. Learn to make joints by hand, leg and rail construction methods, furniture and cabinet assembly, timber preparation and spray finishing.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Course Length

Part Time 2 Years

Wednesdays 8:00am to 4:35pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
MSMWHS200	Work safely
MSFFM2006	Hand make timber joints
MSFFM2007	Follow plans to assemble production furniture
MSFFM1001	Construct a basic timber furnishing product
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSFFF2004	Prepare surfaces for finishing
MSFFM2005	Join solid timber
MSS402051A	Apply quality standards
UNITS 3&4 – YEAR 2	
MSFFM2001	Use furniture making sector hand and power tools
MSFGN3001	Read and interpret work documents
MSFFM2002	Assemble furnishing components
MSFFM3002	Construct furniture using leg and rail method
MSFGN2001	Make measurements and calculations

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$2,744.00

Units 3&4 Year 2 \$2,744.00

Material Costs

Units 1&2 \$336.00

Units 3&4 \$203.70

Uniform Requirements

Personal Protection Equipment required, details supplied on enrolment.

Special Requirement

Students will be required to purchase additional materials for project work which may include training notes and associated class materials, e.g. timber and fixings for projects related to the VET program.

Study Pathways

After successful completion of this course you may wish to take up studies in either the Certificate III in Cabinet Making or the Certificate III in Furniture Making.

Career Outcomes

This course may provide you with employment opportunities in the furnishing industry as an apprentice Furniture or Cabinet Maker and gives you direct credits into the Certificate III in Cabinet Making or Certificate III in Furniture Making.

This course may also lead to employment opportunities in retail furniture or furniture design.

Contribution to VCE, VCAL& ATAR

Credit in the VCE

Students who undertake the VCE VET Furnishing program based on qualifications from the MSF Furnishing Training package may be eligible for:

- > The award of MSF20313 Certificate II in Furniture Making
- > Recognition of up to five units, three at Units 1 and 2 level and 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 Furnishing 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. Where a student elects not to receive a study score for VCE VET Furnishing, no contribution to the ATAR will be available.

Box Hill Institute Contact

Phone: 1300 269 445

GRAPHIC DESIGN – DESIGN FUNDAMENTALS

CUA30715 Certificate III in Design Fundamentals

Note: This course will be replaced by the new training package CUA30715. There will be minor changes to the course information listed on this page.

What qualification is issued on course completion?

CUA30715 – Certificate III in Design Fundamentals

Course Summary

This entry level design course will help you build a strong foundation of graphic design skills. The training program covers the basics of design which can be applied to any design area including graphic design, fashion and interior design.

Where are the classes held?

Box Hill

Lilydale Lakeside

Campus Jarlo Drive, Lilydale

Course Length

Part Time 2 Years

Wednesdays 1:30pm to 5pm

Program Outline

YEAR 1	
Unit Code	Unit Title
BSBDES301A	Explore the use of colour
BSBDES304A	Source and apply design industry knowledge
BSBWHS201A	Contribute to health and safety of self and others
BSBDES302A	Explore and apply the creative design process to 2D forms
BSBDES201A	Follow a design process
CUVACD301A	Produce drawings to communicate ideas
YEAR 2	
BSBDES303A	Explore and apply the creative design process to 3D forms
CUFDIG303A	Produce and prepare photo images
ICPPRP221	Select and apply type
ICPPRP325	Create graphics using a graphics application
CUVPRP301A	Produce creative work
CUVPHI302A	Capture photographic images

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Year 1 \$1,715.00

Year 2 \$1,715.00

Material Costs

Year 1 \$175.00

Year 2 \$175.00

Students will be required to purchase additional materials if they wish to retain their projects.

Uniform Requirements

Nil

Special Requirement

Nil

Study Pathways

After successful completion of this program you may wish to apply for entry into one of the following:

- > Certificate IV in Design
- > Diploma of Applied Fashion Design and Technology
- > Diploma of Interior Design and Decoration

Career Outcomes

This qualification provides a pathway into a career in design. This may be in a junior role working with a designer. Additionally, this is a foundation for further study in wide range of design areas including fashion and graphic design.

Contribution to the VCE, VCAL & ATAR

Block credit recognition

Under block credit recognition, credit toward the VCE is determined by the AQF level at which the units of competency/modules (UoC/Ms) are recognised and the nominal hours of training completed.

The following guidelines apply:

- > Attainment of UoC/Ms at AQF level II provides credit at Units 1 and 2 level.
- > Attainment of UoC/Ms at AQF level III or above provides credit at Units 3 and 4 level.
- > 90 nominal hours of training is required for each VCE Unit.

The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student.

Where available, a Units 3 and 4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF level III, according to the guidelines above.

VTAC may award VCE students who receive a Units 3 and 4 sequence through block credit recognition a fifth or sixth study increment (10% of the average of the primary four scaled studies) towards their ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

HAIRDRESSING

SHB20216 Certificate II in Salon Assistant

What qualification is issued on course completion?

SHB20216 – Certificate II in Salon Assistant and a statement of results for selected units from SHB30416 Certificate III in Hairdressing

What does this course involve?

If you want a career in hairdressing, this introductory course will give you the skills to begin work in the industry. You will learn how to maintain a clean and efficient work environment and how to communicate effectively with those around you.

You will also learn how to deal with clients, preparing clients for salon services, shampooing and removing chemicals from their hair performing head, neck and shoulder massage, and applying single, double and triple strand braiding. Basic business skills are also covered in this certificate along with how to sell products and services.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable

Wednesdays 1:30pm to 6:00pm

Program Outline

YEAR 1	
Unit Code	Unit Title
BSBWHS201	Contribute to health and safety of self and others
SHBBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS003	Greet and prepare clients for salon services
SHBBAS002	Provide head, neck and shoulder massages for relaxation
SIRRV001	Receive and handle retail stock
YEAR 2	
SHBXCCS001	Conduct salon and financial transactions
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBHCLS001	Apply hair colour products
SIRXSLS001	Sell to the retail customer
SHBHDES002	Braid hair

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$1,715.00

Units 3&4 Year 2 \$1,617.00

Material Costs

Units 1&2 – Year 1 \$493.00

Units 3&4 – Year 2 \$225.00

Uniform Requirements

Students are to wear all black clothing (no leggings, short skirts or shoe string straps) and closed toed black shoes (no runners).

Teachers will advise students of the code of conduct on orientation/ induction day.

Special Requirement

You must have sufficient literacy, numeracy and visual interpretation skills to enable you to successfully complete this course.

Training and Employment Outcomes

Completion of this course may enable you to progress to the Certificate III in Hairdressing. On completion of this course you will be eligible for employment at an entry level in the field of hairdressing.

Contribution to VCE, VCAL & ATAR

Credit in the VCE

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.

ATAR:

This program will not contribute towards ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

HORTICULTURE

(FOR YEAR 11 & 12 STUDENTS ONLY)

AHC20410 Certificate II in Horticulture

The course details outlined may change slightly in response to revisions within the AHC Training Package for 2017.

What qualification is issued on course completion?

AHC20410 – Certificate II in Horticulture

What does this course involve?

This course covers a range of basic practical skills and theoretical aspects of the horticultural industry as required by the Certificate II in Horticulture. The course is predominantly classroom based with some self directed studies required.

Where are the classes held?

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale (1st year only in 2017)

Timetable

Semester 1 Wednesdays 1:30pm to 5:00pm

Practical Week 1st Term Break

Semester 2 Wednesdays 1:30pm to 5:00pm

Practical Week 3rd Term Break

Program Outline

YEAR 1	
Unit Code	Unit Title
AHCOHS201A	Participate in the OHS process
AHCWRK205A	Participate in workplace communications
AHCWRK209A	Participate in environmentally sustainable work practices
AHCLSC201A	Assist with landscape construction work
AHCLSC204A	Lay paving
AHCPCM201A	Recognise plants
AHCPGD201A	Plant trees and shrubs
AHCPGD203A	Prune shrubs and small trees
YEAR 2 NOT AVAILABLE 2017	
AHCARB205A	Operate and maintain chainsaws
AHCCHM201A	Apply chemicals under supervision
AHCIRG206A	Maintain pressurised irrigation systems
AHCMOM202A	Operate tractors
AHCMOM203A	Operate basic machinery and equipment
AHCNSY201A	Pot up plants
AHCNSY203A	Undertake propagation activities

Structured Workplace Learning

40 hours of structured workplace learning is required in the first year of the course.

Tuition Cost

All costs will be invoiced to Secondary Schools

Year 1 \$1,719.90

Year 2 \$1,719.90

Material Costs

Year 1 \$300.00

Year 2 \$300.00

Equipment Requirements

Students will be required to provide the following items:

- > Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
- > One pair of safety glasses
- > One pair ear plugs or ear muffs

Training and Employment Outcomes

Further training pathways from this qualification include any of the specialist qualifications at Certificate III.

Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- > Horticulture Worker
- > Horticulture Assistant

Contribution to the VCE, VCAL & ATAR

Students who receive a Units 3 and 4 sequence for VCE VET Horticulture will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Horticulture program can also contribute towards VCAL units.

Box Hill Institute Contact

Phone: 1300 269 445

LABORATORY SKILLS

MSL30109 Certificate III in Laboratory Skills

The course details outlined may change slightly in response to revisions within the MSL Training Package. In 2017 the course will be drawn from the MSL30116 – Certificate III in Laboratory Skills.

Course Summary

The Certificate III in Laboratory Skills is a general course developed for inclusion as a school program (VCE or VCAL). This course is designed to provide you with entry level technical training in laboratory skills across a range of industries. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the science industry.

Units 1 and 2 of the program include occupational health and safety awareness, recording and presenting data, planning and conducting laboratory/field work, performing a range of basic laboratory tests and maintaining the laboratory fit for purpose. Units 3 and 4 offer scored assessment that contributes to your ATAR. Units in the second year include perform aseptic techniques, contributing to the achievement of quality objectives, preparing working solutions and culture media and performing microscopic examinations. The Units 3 and 4 of the VCE VET Laboratory Skills are not designed as stand-alone units.

Where are the classes held?

Lilydale Lakeside
Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years
Wednesdays 1:30pm to 5:00pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
MSAENV272B	Participate in environmentally sustainable work practices
MSL913001A	Communicate with other people
MSL913002A	Plan and conduct laboratory/field work
MSL922001A	Record and present data
MSL943002A	Participate in laboratory/field workplace safety
MSL933001A	Maintain the laboratory/field workplace fit for purpose
MSL973001A	Perform basic tests
MSL953001A	Receive and prepare samples for testing
UNITS 3&4 – YEAR 2	
MSL933002A	Contribute to the achievement of quality objectives
MSL973004A	Perform aseptic techniques
MSL973002A	Prepare working solutions
MSL973007A	Perform microscopic examination
MSL973003A	Prepare culture media

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$1,176.00

Units 3&4 Year 2 \$1,097.60

Material Costs

First Year \$440.50

Second Year \$300.00

Uniform Requirements

Closed toe shoes are required at all times.

Laboratory coats and personal protective equipment will be provided.

Special Requirement

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 submitted.

Study Pathways

You may be eligible to progress to a Certificate IV in Laboratory Techniques, Diploma of Laboratory Technology or Higher Education qualifications (Degree or Associate Degree qualifications).

Career Outcomes

The Certificate III in Laboratory Skills may lead you to apply for entry level employment as a sampler or tester, or laboratory/field assistant.

Contribution to VCE, VCAL & ATAR

Credit in the VCE

Students who complete MSL30109 Certificate III in Laboratory Skills will be eligible for up to six units of credit towards their VCE: four units at Units 1 and 2 level and a Units 3 and 4 sequence.

Note: The Units 3 and 4 sequence of VCE VET Laboratory Skills is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

ATAR Contribution

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Laboratory Skills 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.

Where a student elects not to receive a study score for VCE VET Laboratory Skills, no contribution to the ATAR will be available.

Box Hill Institute Contact

Phone: 1300 269 445

LIVE PRODUCTION AND SERVICES

CUA30415 Certificate III in Live Production and Services

Note: This course will be replaced by the new training package CUA30415. There will be minor changes to the course information listed on this page.

What qualification is issued on course completion?

CUA30415 – Certificate III in Live Production and Services

Course Summary

This course provides the necessary technical and administrative skills to work in a technical support role in the entertainment industry.

The course covers the three main disciplines of

- > lighting
- > sound
- > and stage management for live events.

Where are the classes held?

Box Hill

Course Length

Part Time 2 Years

Wednesdays 1:30pm to 6:30pm

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
CUSOHS301A	Follow occupational health and safety procedures
BSBWOR301	Organise personal work priorities and development
SITXCCS303	Provide service to customers
CUASTA301	Assist with production operations for live performances
CUALGT301	Operate basic lighting
CUALGT302	Repair and maintain lighting equipment
CUALGT201	Develop basic lighting skills and knowledge
HLTAID003	Provide First Aid
UNITS 3&4 – YEAR 2	
CPCCOHS1001A	Work safely in the construction industry
CUSSOU303A	Set up and disassemble audio equipment
CUASOU402	Manage audio input sources
CUASOU404	Manage wireless audio operations
CUASOU303	Repair and maintain audio equipment
CUAIND301	Work effectively in the creative arts industry
CUVPRP304A	Participate in collaborative creative projects

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools

Units 1&2 Year 1 \$2,058.00

Units 3&4 Year 2 \$2,058.00

Material Costs

Units 1&2 Year 1 \$200.00

Units 3&4 Year 2 \$200.00

Uniform Requirements

Although not always required it is suggested that students come prepared to engage in activities such as climbing ladders and working with equipment. Students are required to wear safety boots.

Special Requirement

Nil

Study Pathways

After successful completion you may wish to apply for entry into the Diploma in Live Production and Technical Services.

Career Outcomes

This qualification reflects the role of individuals who apply a broad range of competencies in providing services for the entertainment industry. They may provide assistance with technical support to a team.

Contribution to VCE, VCAL & ATAR

This program will contribute to the VCE through Block Credit Recognition.

Box Hill Institute Contact

Phone: 1300 269 445

MUSIC

CU30109 Certificate III in Music

The course details outlined may change slightly in response to revisions within the CUA Training Package. In 2017 the course will be drawn from the CUA30915 – Certificate III in Music Industry (Performance).

Course Summary

This is a two year program that equates to VCE units 1, 2, 3 and 4. Students will finish with a qualification at Certificate III level. Certificate III in Music (Units 1 & 2) provides students with music industry knowledge, theory and practical skills in performance, songwriting, music technology and notation.

Units 3 & 4 includes the development of technical vocal or instrumental skills, improvisation, and genre and stagecraft in performance.

Where are the classes held?

Box Hill

City Campus: CAE Building B, 235 Flinders Lane CBD

Course Length

Part Time 2 years

Wednesdays 1:30pm to 4:30pm.

Program Outline

UNITS 1&2 – YEAR 1	
Unit Code	Unit Title
CUFCMP301A	Implement copyright arrangements
CUSIND301B	Work effectively in the music industry
CUSOHS301A	Follow occupational health and safety procedures
CUSMPF304A	Make a music demo
CUSMCP301A	Compose simple songs or musical pieces
CUSMLT303A	Notate music
CUSMPF204A	Play music from simple written notation
CUSMPF303A	Contribute to backup accompaniment
UNITS 3 & 4 – YEAR 2	
CUSMPF301A	Develop technical skills in performance
CUSMPF305A	Develop improvisation skills
CUSMLT301A	Apply knowledge of genre to music making
CUSMPF402A	Develop and maintain stagecraft skills
and choose one of	
CUSMPF406A	Perform music as a soloist
CUSMPF404A	Perform music as part of a group

Structured Workplace Learning

Students will need to make their own arrangements to undertake individual instrumental lessons

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$1,715.00

Units 3&4 Year 2 \$1,715.00

Material Costs

Units 1&2 Year 1 \$110.00

Units 3&4 Year 2 \$110.00

Uniform Requirements

Students must bring their own instruments and accessories.

Special Requirement

Students must have existing skills on their instrument and have had previous tuition. Students will need to make their own arrangements to undertake individual instrumental lessons.

Study Pathways

After successful completion you may choose to apply for entry into CUA40915 Certificate IV in Music Industry.

Career Outcomes

Completion of Certificate III in Music will prepare you for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment outcomes may include band member, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

Contribution to VCE, VCAL & ATAR

Students who complete CUA30915 Certificate III in Music Industry will be eligible for up to five units of credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

Students wishing to receive an ATAR contribution for either of the Units 3 and 4 sequences from VCE VET Music 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.

Where a student elects not to receive a study score for VCE VET Music, no contribution to the ATAR will be available.

Box Hill Institute Contact

Phone: 1300 269 445

MUSIC BUSINESS

CUA30915 Certificate III in Music Industry

The course details outlined may change slightly in response to revisions within the CUA Training Package.

What qualification is issued on course completion?

CUA30915 – Certificate III in Music Industry

Course Summary

This course will give you the skills you need to be savvy in the music business world.

You will learn theoretical and practical skills to work in the music industry and gain hands-on experience in the basics of managing and promoting bands and events.

The knowledge and skills you learn in this program will support your ability to organise events, work with bands or participate in FReeZA.

Where are the classes held?

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years

Wednesdays 1:30pm to 5:30pm

Program Outline

UNITS 1&2 – YEAR 1

Unit Code	Unit Title
BSBSMB302	Develop a micro business proposal
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAIND304	Plan a career in the creative arts industry
BSBWHS201	Contribute to the health and safety of self and others

UNITS 3&4 – YEAR 2

CUAMLT302	Apply knowledge of style and genre to music industry practice
BSBADM307	Organise schedules
SITX EVT302	Process and monitor event registrations
CUAADM301	Administer bookings for rehearsals and performances
CUAADM302	Book performance venues
CUAMKG301	Assist with marketing and promotion

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 - Year 1 \$1,715.00

Units 3&4 - Year 2 \$1,715.00

Material Costs

Units 1&2 - Year 1 \$100.00

Units 3&4 - Year 2 \$100.00

Uniform Requirements

Nil

Study Pathways

After successful completion of this course you may wish to apply for entry into the Certificate IV in Music Industry (Music Business) Diploma or Bachelor of Music Business.

Career Outcomes

It is advised that further study is considered to secure employment in the industry.

Contribution to VCE, VCAL & ATAR:

This program will contribute to the VCE through Block Credit Recognition.

Box Hill Institute Contact

Phone: 1300 269 445

PLUMBING

22304VIC Certificate II in Plumbing (Pre-Apprenticeship)

What qualification is issued on course completion?

22304VIC – Certificate II in Plumbing

Course Summary

This course will equip you with the skills and knowledge for entry into an apprenticeship (Certificate III) within the plumbing industry. You will be introduced to the basic skills and knowledge that underpin the Certificate III in Plumbing.

You will learn how to locate, interpret and apply relevant information, use numeracy and calculations to carry out your work, produce technical drawings and follow instructions in a designed sequence. You will find out how to select and use the correct plumbing tools, equipment and materials along with the appropriate manual handling procedures. You will learn about the principles of sustainability and methods and strategies to identify employment opportunities in the plumbing industry.

As part of your studies you will discover how to work and communicate effectively with others and maintain safe working conditions along with how to provide basic emergency life support should the need arise.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years

Box Hill Wednesdays 5:05pm to 8:35pm

Lilydale Wednesdays 1:30pm to 5:00pm

Students are required to attend a three day block in the second and third term breaks

Program Outline

YEAR 1	
Unit Code	Unit Title
CPCCOHS1001A	Work safely in the construction industry
CPCCOHS2001A	Apply OHS requirements, policies & procedures in the construction industry
CPCCCM1015A	Carry out measurements & calculations
CPCCCM2006B	Apply basic levelling procedures
CUVACD303A	Produce technical drawings
HLTFA201B	Provide basic emergency life support
VU20528	Perform basic oxy -acetylene welding and cutting
VU20526	Use basic plumbing hand tools
VU20527	Use basic power tools
VU20531	Apply basic sheet metal practices
YEAR 2	
BSBWRT301A	Write simple documents
CPCCCM2001A	Read and interpret plans & specifications
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCPCM2039A	Carry out interactive workplace communication
VU20529	Use basic electric welding techniques
VU20530	Use plumbing pipes, fittings and fixtures to simulate plumbing installations
VU20532	Fabricate simple plumbing pipe systems

VU20533	Cut and penetrate building materials and structures
VU20534	Identify career pathways in the plumbing industry

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$2,371.60

Units 3&4 Year 2 \$2,312.80

Material Costs

Units 1&2 Year 1 \$254.10

Units 3&4 Year 2 \$247.80

Uniform Requirements

Personal Protection Equipment required, details supplied on enrolment.

Special Requirement

If students don't already hold the Construction Induction (CI) card, then there will be an additional charge to undertake this unit.

Students will be required to purchase a copy of the Basic Plumbing Skills.

Study Pathways

After successful completion you may apply for entry into the Certificate III in Plumbing.

Career Outcomes

After successful completion you will have the knowledge to apply for entry into an apprenticeship in plumbing and progress into the Certificate III in Plumbing.

Contribution to VCE, VCAL & ATAR

Credit in the VCE – Block Credit Recognition

Under Block Credit Recognition, credit toward the VCE is determined by the AQF level at which the units of competency/modules are recognised and the nominal hours of training completed.

The following guidelines apply:

- > Attainment of units of competency/modules at AQF level II provides credit at Units 1 and 2 level.
- > 90 nominal hours of training is required for each VCE Unit.
- > The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student

Box Hill Institute Contact

Phone: 1300 269 445

RETAIL MAKE-UP

SHB20116 Certificate II in Retail Cosmetics

What qualification is issued on course completion?

SHB20116 – Certificate II in Retail Make up and Skin Care

Course Summary

In the beauty industry, make-up is an art form and the human face is your canvas. If beauty is your passion, this course will teach you the vast range of skills required to become a make-up consultant. You will learn how to apply day, evening, photographic and camouflage make-up, false eyelash application and ear piercing.

Along with these practical skills you will also learn the communication and retail skills vital for a career as a makeup consultant.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable

Wednesday 1:30pm to 6:00pm

Program Outline

YEAR 1	
Unit Code	Unit Title
BSBWHS201	Contribute to health and safety of self and others
SHBCCS001	Advise on beauty products and services
SHBBMUP002	Design and apply make-up
SHBXCCS004	Recommend products and services
SHBXIND002	Communicate as part of a salon team
SHBBRES001	Research and apply beauty industry information
BSBSUS201	Participate in environmentally sustainable work practices
SHBBAS002	Provide head, neck and shoulder massages for relaxation
YEAR 2	
SHBXCCS001	Conduct salon financial transactions
SHBXIND001	Comply with organisational requirements within a personal services environment
SIRRMER001	Produce visual merchandise displays
SIRXIND003	Organise personal work requirements
SIRXSL001	Sell to the retail customer
SIRRINV001	Receive and handle retail stock
SHBBMUP003	Design and apply make-up for photography

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Year 1 \$2,058.00

Year 2 \$1,911.00

Material Costs

Year 1 \$780.00

Year 2 \$350.00

Uniform Requirements

Students are required to wear black flat closed toe shoes, long black pants (no leggings) and a black t-shirt/skivvy.

Special Requirement

Nil

Training and Employment Outcomes

This course leads to work in the beauty, make-up, cosmetic and retail industries.

After successfully completing this course, you can move on to:

- > Certificate III in Beauty Services
- > Certificate IV in Beauty Therapy or
- > Diploma of Beauty Therapy

Refer to our website.

Contribution to VCE, VCAL & ATAR

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.

Students will gain credit for this program at Units 1 and 2 level.

ATAR:

This program will not contribute towards ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

SPORT AND RECREATION

SIS30513 Certificate III Sport and Recreation

The course details outlined may change slightly in response to revisions within the SIS Training Package. In 2017 the course will be drawn from the SIS30115 – Certificate III in Sport and Recreation

What qualification is issued on course completion?

SIS30513 – Certificate III Sport and Recreation

Course Summary

This course is designed as an introduction to the areas of sport, recreation and fitness for delivery as part of a VCAL or VET in Schools Program.

You will learn how to plan and conduct sport and recreation sessions, conduct basic warm-up and cool-down programs, maintain sport, fitness and recreation facilities, and provide customer service.

Where are the classes held?

Whitehorse Campus: Whitehorse Fitness, Bank Street, Box Hill
Elgar Campus: 465 Elgar Road, Box Hill
Lilydale Lakeside Campus: Jarlo Drive, Lilydale

Course Length

Part Time 2 Years
Wednesdays 1:30pm to 5:00pm

Program Outline

UNITS 1&2 – YEAR 1

Unit Code	Unit Title
BSBCRT301A	Develop and extend critical and creative thinking skills
BSBWOR301B	Organise personal work priorities and development
HLTAID003	Provide first aid
ICAWEB201A	Use social media tools for collaboration and engagement
SISXCCS201A	Provide customer service
SISXEMR201A	Respond to emergency situations
SISXWHS101	Follow work health and safety policies
SISSCO101	Develop and update knowledge of coaching practices
SISXFAC208	Maintain sport, fitness and recreation facilities

UNITS 3&4 – YEAR 2

SISXCAI303A	Plan and conduct sport and recreation sessions
SITXCOM401	Manage conflict
SISXRSK301A	Undertake risk analysis of activities
SISXCAI306A	Facilitate groups
SISSPT303A	Conduct basic warm-up and cool-down programs
SISXRES301A	Provide public education on the use of resources
SISFFIT306A	Provide healthy eating information to clients in accordance with recommended guidelines

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 1&2 Year 1 \$1,715.00

Units 3&4 Year 2 \$1,715.00

Material Costs

Units 1&2 \$200.00

Units 3&4 \$200.00

Uniform Requirements

Although not always required it would be suggested that students attend prepared for participation in Sport and Fitness, wearing suitable shoes.

Study Pathways

After successful completion you may wish to apply for entry into a number of areas in sport, recreation and fitness. At Box Hill Institute you can apply for further study in the Certificate III & IV in Fitness or the Diploma of Sport Development or the Diploma of Sport and Recreation Management. You may also wish to consider a number of degree level courses in similar areas of study.

Career Outcomes

As this course is designed as a pathway to further study, employment opportunities following further study are likely to be in a number of areas across the sport, recreation and fitness sectors and will depend upon specialisations or choices of electives in future courses of study.

Future opportunities for employment are likely to be in the areas of fitness, sport science, sport development, sport management, sport facility management or event management.

Contribution to VCE, VCAL & ATAR

Students who complete SIS30513 Certificate III in Sport and Recreation will be eligible for up to three units of credit towards their VCE at Units 1 and 2 level and up to three units of credit towards their VCE at Units 3 and 4 level including a Units 3 and 4 sequence.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence 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.

Where a student who opts out of scored assessment in the VCE VET sport and Recreation program will not be eligible for a contribution towards their ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

TEACH OUT MODULES

AUTOMOTIVE

22015VIC Certificate II in Automotive Studies (Pre-Vocational)

What qualification is issued on course completion?

22015VIC – Certificate II in Automotive Studies (pre-vocational)

What does this course involve?

If you're looking for an apprenticeship in the automotive trades, boost your chances of getting one with this preapprenticeship course.

Combining theory and practical training, this course will teach you how to use workplace tools and equipment, remove and replace conventional engines and dismantle and assemble engines.

You will gain skills in dismantling and assembling carburettors, fuel pumps and transmissions, and in basic automotive electrical tasks. You will also develop skills in how to look for your perfect job.

Where are the classes held?

Elgar Campus 465 Elgar Road, Box Hill

Course Length

Part Time 2 Years

Wednesdays 1:45pm to 5:45pm

Program Outline

UNITS 3&4 – YEAR 2	
VBN659	Dismantle and assemble transmission, manual (conventional)
VBN662	Remove and replace clutch assembly
VBN692	Remove and replace steering assembly
VBN663	Remove and replace suspension, front springs
VBN675	Recharge batteries
VBN667	Remove and Replace Radiator
VBN668	Operate electrical test equipment
VBN676	Construct basic electronic circuits

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools:

Units 3&4 Year 2 \$2,156.00

Material Costs

Units 3&4 \$210.00

Uniform Requirements

Personal Protection Equipment required, details supplied on enrolment.

Special Requirement

Nil

Study Pathways

After successful completion, you may wish to apply for entry into the Certificate III in Automotive Mechanical Technology in conjunction with an automotive apprenticeship.

Career Outcomes

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

Full completion of the program will enable students to progress to an automotive apprenticeship with a reduction in the time required for completion to three years. Students will be entitled to commence an apprenticeship on a second year apprentice salary. Career paths/ further training within the automotive industry include automotive pre-apprenticeship and apprenticeship. An additional benefit will also be a reduction in apprenticeship vocational training.

Contribution to the VCE, VCAL & ATAR

The VCE VET Automotive program is a work ready pre-employment course designed to meet the needs of students wishing to pursue a career in the automotive industry through study pathway options, such as an apprenticeship or higher education.

Qualifications

The following qualification is available as a VCE VET program: 22015VIC Certificate II in Automotive Studies (pre-vocational) is state accredited curriculum which offers students the opportunity to develop their skills and knowledge across a range of automotive sectors including automotive mechanical and electrical, vehicle body panel beating, spray painting, trimming and making; and vehicle engine reconditioning.

School-based Apprenticeship and Traineeship programs: A list of approved qualifications for specific industry areas which are available as apprenticeships and traineeships in Victoria are available on the Victorian Registration and Qualification Authority (VCAA) website at: www.vrqa.vic.gov.au/apprtrain/Pages/schemes.aspx

Credit in the VCE

Students who complete 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for four units of credit towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR Contribution

Students who receive a Units 3 and 4 sequence for 22015VIC Certificate II in Automotive Studies (pre-vocational) or any of the approved school-based apprenticeship and traineeship qualifications from the Automotive industry area will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The VCE VET Automotive program does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

COOKERY - HOSPITALITY

SIT31013 Certificate II in Catering Operations (incorporating SIT20312 Certificate II in Kitchen Operations)

What qualification is issued on course completion?

SIT31013 – Certificate II in Catering Operations
(incorporating SIT20312 – Certificate II in Kitchen Operations)

Course Summary

Let this VET in Schools course give you the skills and knowledge to work as a cook in any commercial kitchen environment.

You will gain an understanding of food preparation and cookery principles, and develop practical skills in the training kitchen at Fountains Restaurant. You will have the opportunity to plan and execute menus and organise the kitchen team.

You will learn how to cater for special occasion dinners, provide restaurant quality and function food, along with using commercially prepared products. You will also gain your Hygiene for Food Handlers certificate.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Course Length

Wednesdays 1:30pm to 6:30pm
(some evenings required in Units 3 & 4)

Program Outline

UNITS 3 & 4 – YEAR 2	
SITHCCC202	Produce appetisers and salads
SITHCCC203	Produce stocks, sauces and soups
SITHCCC204	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC207	Use cookery skills effectively
SITXINV301	Purchase goods

Structured Workplace Learning

Students must undertake 12 shifts working in an operational commercial kitchen environment to meet the requirements of the unit SITHCC207 Use Cookery Skills Effectively in their second year. These shifts can be completed in Fountains Restaurant or any other commercial kitchen environment.

Tuition Cost

All costs invoiced to Secondary Schools
Units 3&4 Year 2 \$1,813.00

Material Costs

Units 3&4 \$430.00

Uniform Requirements

A uniform is required for the Kitchen / Cooking practical classes and is based on compliance with industry standards. Students will need to purchase a uniform from the Institute's supplier: Durawear or any other supplier of commercial cookery uniforms. More information regarding the uniform will be provided prior to enrolment.

Special Requirement

Equipment including knives will be provided in class.

Study Pathways

On successful completion of this course, you may be able to undertake further study in hospitality and tourism studies with credit for Year 11 and Year 12 VET studies.

Career Outcomes

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

- > Work as a commercial cook in commercial kitchen environments for hotels, restaurants, cafes, clubs, airlines, hospitals, student accommodation areas, cafeterias, corporate organisations or event catering organisations.
- > Gain employment as an apprentice chef or pastry cook 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 VCE, VCAL & ATAR

Credit in the VCE

Students who undertake the VCE VET Hospitality program (Kitchen Operations stream) are required to complete a minimum of 14 units of competency – six compulsory units of competency plus a minimum of three elective units of competency for Units 1 and 2 and 5 compulsory units of competency for Units 3 and 4.

Students will:

- > be eligible for completion of the SIT20312 Certificate II in Kitchen Operations
- > have gained recognition for a minimum of two VCE units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR Contribution

Students wishing to receive a study score for the Units 3 and 4 sequence VCE VET Hospitality 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.

Scored Assessment

Students wishing to receive a study score for VCE VET Hospitality must undertake Scored Assessment. This consists of three coursework tasks, worth 66% of the overall study score and an end of year examination, worth 34% of the overall study score.

Scored assessment is based on the Units 3 and 4 sequences in the Hospitality or Kitchen Operations streams that comprise VCE VET Hospitality.

Box Hill Institute Contact

Phone: 1300 269 445

ENGINEERING

22209VIC Certificate II in Engineering Studies

What qualification is issued on course completion?

22209VIC – Certificate II in Engineering Studies

What does this course involve?

This is a practice 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 manufacturing, fabrication or automotive engineering. A skills shortage currently exists in the engineering and manufacturing sectors, and the course includes a wide range of the necessary 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 Pre-Apprenticeship or Certificate III Apprenticeship program.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Timetable

Wednesdays 1:45pm to 5:45pm

Program Outline

UNITS 3&4 – YEAR 2	
MEM12024A	Perform computations
MSAENV272B	Participate in environmentally sustainable work practices
VU20910	Produce basic engineering sketches and drawings
VU20911	Handle engineering materials
MSS402040A	Apply 5S procedures
VU20903	Produce basic engineering components and products using fabrication and machining

Structured Workplace Learning

Nil

Tuition Cost

All costs invoiced to Secondary Schools

Units 3&4 Year 2 \$1,960.00

Material Costs

Units 3&4 \$210.00

Uniform Requirements

Students will be required to have the following items:

- > Solid leather work boots (must comply with Australian standard AS/NZS.2210.3:2009)
- > Overalls or khaki work pants
- > One pair of safety glasses
- > One pair of ear muffs or plugs
- > Firm fitting top with no loose cords

Special Requirement

Nil

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 22019VIC Certificate II in Engineering Studies

Career paths/further training within the Engineering Industry include:

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

Contribution to the VCE/VCAL:

Credit in the VCE

Students who complete Units 1 to 4 of the VCE VET Engineering program are eligible for four units credit towards their VCE: two units at Units 1 and 2 and 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 Engineering Studies 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.

Where a student elects not to receive a study score for VCE VET Engineering, no contribution to the ATAR will be available.

Scored Assessment

Students wishing to receive a study score for VCE VET Engineering must undertake scored assessment. This consists of three coursework tasks worth 66% of the overall study score and an end of year examination worth 34% of the overall study score.

Scored assessment is based on the Units 3 and 4 sequence of VCE VET Engineering.

Box Hill Institute Contact

Phone: 1300 269 445

HAIRDRESSING

SIH20111 Certificate II in Hairdressing

What qualification is issued on course completion?

SIH20111 – Certificate II in Hairdressing

What does this course involve?

If you want a career in hairdressing, this introductory course will give you the skills to begin work in the industry. You will learn how to maintain a clean and efficient work environment and how to communicate effectively with those around you.

You will also learn how to deal with clients, preparing clients for salon services, shampooing and removing chemicals from their hair performing head, neck and shoulder massage, and applying single, double and triple strand braiding. Basic business skills are also covered in this certificate along with how to sell products and services.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Timetable

Wednesdays 1:30pm to 6:00pm

Program Outline

YEAR 2	
HBAS201A	Perform shampoo and basin services
HCCS201A	Greet and prepare clients for salon services
HIND201A	Maintain and organise tools, equipment and work areas
HHDS202A	Apply hair braiding techniques
XCOM001A	Communicate in the workplace
XIND001A	Work effectively in a retail environment

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 3&4 Year 2 \$1,617.00

Material Costs

Units 3&4 Year 2 \$225.00

Uniform Requirements

Students are to wear all black clothing (no leggings, short skirts or shoe string straps) and closed toed black shoes (no runners).

Teachers will advise students of the code of conduct on orientation/ induction day.

Special Requirement

You must have sufficient literacy, numeracy and visual interpretation skills to enable you to successfully complete this course.

Training and Employment Outcomes

Completion of this course may enable you to progress to the Certificate III in Hairdressing. On completion of this course you will be eligible for employment at an entry level in the field of hairdressing.

Contribution to VCE, VCAL & ATAR

Credit in the VCE

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.

Students will gain credit for this program at Units 1 and 2 level.

ATAR:

This program will not contribute towards ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

HEALTH SERVICES

(FOR YEAR 11 & 12 STUDENTS ONLY)

HLT32512 Certificate III in Health Services Assistance

What qualification is issued on course completion?

HLT32512 – Certificate III in Health Services Assistance

What does this course involve?

The Certificate III in Health Services Assistance is a general prevocational qualification aimed for inclusion as a school program (VCE) and as an entry point into the health industry.

This course is designed to provide you with an understanding of the basic skills and knowledge to work in a range of roles in a hospital environment.

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

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable

Wednesdays 1:30pm to 4:30pm

Program Outline

UNITS 3&4 – YEAR 2	
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
HLTAID003	Provide first aid
CHCDIV001	Work with diverse people

Structured Workplace Learning

Students undertake two weeks work experience in the health or allied health field (with a minimum of 40 hours per year.)

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

Tuition Cost

All costs will be invoiced to Secondary Schools

Units 3&4 Year 2 \$1,254.40

Material Costs

Units 3&4 Year 2 \$260.00

Uniform Requirements

Nil

Special Requirement

Nil

Training and Employment Outcomes

On successful completion of the Certificate III in Health Services Assistance, students may wish to continue studies in:

- > Certificate IV in Aged Care Work
- > Certificate IV in Community Services (Lifestyle and Leisure)
- > Certificate IV in Disability Work
- > Certificate IV in Health (Enrolled/Division 2 Nursing)
- > and a variety of other Certificate and Diploma courses

Refer to the Box Hill Institute website for details.

The Certificate III in Health Services Assistance will provide employment opportunities as a support worker, orderly, patient service attendant, wards assistant and patient support or care assistant in a hospital.

Contribution to the VCE/VCAL:

Credit in the VCE

HLT32512 Certificate III in Health Services Assistance: recognition of up to two Units 3 and 4 sequences.

ATAR Contribution

Students who receive a Units 3 and 4 sequence for Programs 2 or 3 of VCE VET Health will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

VCE VET Health does not offer scored assessment.

Box Hill Institute Contact

Phone: 1300 269 445

RETAIL MAKE-UP AND SKIN CARE

SIB20110 Certificate II in Retail Make Up and Skincare

What qualification is issued on course completion?

SIB20110 – Certificate II in Retail Make up and Skin Care

Course Summary

In the beauty industry, make-up is an art form and the human face is your canvas. If beauty is your passion, this course will teach you the vast range of skills required to become a make-up consultant. You will learn how to apply day, evening, photographic and camouflage make-up, false eyelash application and ear piercing.

Along with these practical skills you will also learn the communication and retail skills vital for a career as a makeup consultant.

Where are the classes held?

Elgar Campus: 465 Elgar Road, Box Hill

Lilydale Lakeside

Campus: Jarlo Drive, Lilydale

Timetable

Wednesday 1:30pm to 6:00pm

Program Outline

YEAR 2	
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in retail environment
SIRXSLS001A	Sell products and services
SIBXCCS201A	Conduct financial transactions
SIBXCCS202A	Provide service to clients
SIBXFAS202A	Design and apply make-up for photography
SIBBSKS201A	Pierce ears

Structured Workplace Learning

Nil

Tuition Cost

All costs will be invoiced to Secondary Schools

Year 2 \$1,911.00

Material Costs

Year 2 \$350.00

Uniform Requirements

Students are required to wear black flat closed toe shoes, long black pants (no leggings) and a black t-shirt/skivvy.

Special Requirement

Nil

Training and Employment Outcomes

This course leads to work in the beauty, make-up, cosmetic and retail industries.

After successfully completing this course, you can move on to:

- > Certificate III in Beauty Services
- > Certificate IV in Beauty Therapy or
- > Diploma of Beauty Therapy

Refer to our website.

Contribution to VCE, VCAL & ATAR

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.

Students will gain credit for this program at Units 1 and 2 level.

ATAR:

This program will not contribute towards ATAR.

Box Hill Institute Contact

Phone: 1300 269 445

DISABILITY LIAISON SERVICE (DLS)

The Institute is committed to providing equal access to learning opportunities for students who have a disability or medical condition. For current or prospective students consulting early with the service on your needs is important to ensure that supportive reasonable adjustments can be made.

You can discuss your needs with your course coordinator on or prior to enrolment or contact the Disability Liaison Service (DLS) for advice and assistance.

Documentation about a disability or medical condition may be required to support a request for assistance. The DLS staff through consultation may create an individualised Learning Support Plan (LSP). Any LSP is periodically reviewed and adjusted as needs change to help you take part in your studies effectively and independently. The support provided will vary according to the needs of each student and the course requirements.

Where your secondary school has information or has been funded to provide support for you, it is helpful to inform the DLS. That information and support can assist your participation in your studies at BHI and or CAE. It is important for students to disclose a disability or medical condition so that reasonable adjustments can be made whilst studying.

Contact the DLS via STUDENT LIFE, STUDENT SUPPORT

Box Hill
9286 9891
dls@boxhill.edu.au

CAE City
9652 0611
dls@cae.edu.au



**BOX HILL
INSTITUTE**

BOX HILL INSTITUTE

465 Elgar Road, Box Hill, Victoria

BOX HILL CAMPUSES

Elgar Campus

465 Elgar Road, Box Hill

Nelson Campus

853 Whitehorse Road, Box Hill

Whitehorse Campus

1000 Whitehorse Road, Box Hill

CITY CAMPUS

Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne

LILYDALE CAMPUS

Lilydale Lakeside Campus

Jarlo Drive, Lilydale

Connect with us



1300 269 445

boxhill.edu.au