

# VET IN SCHOOLS

COURSE GUIDE 2019

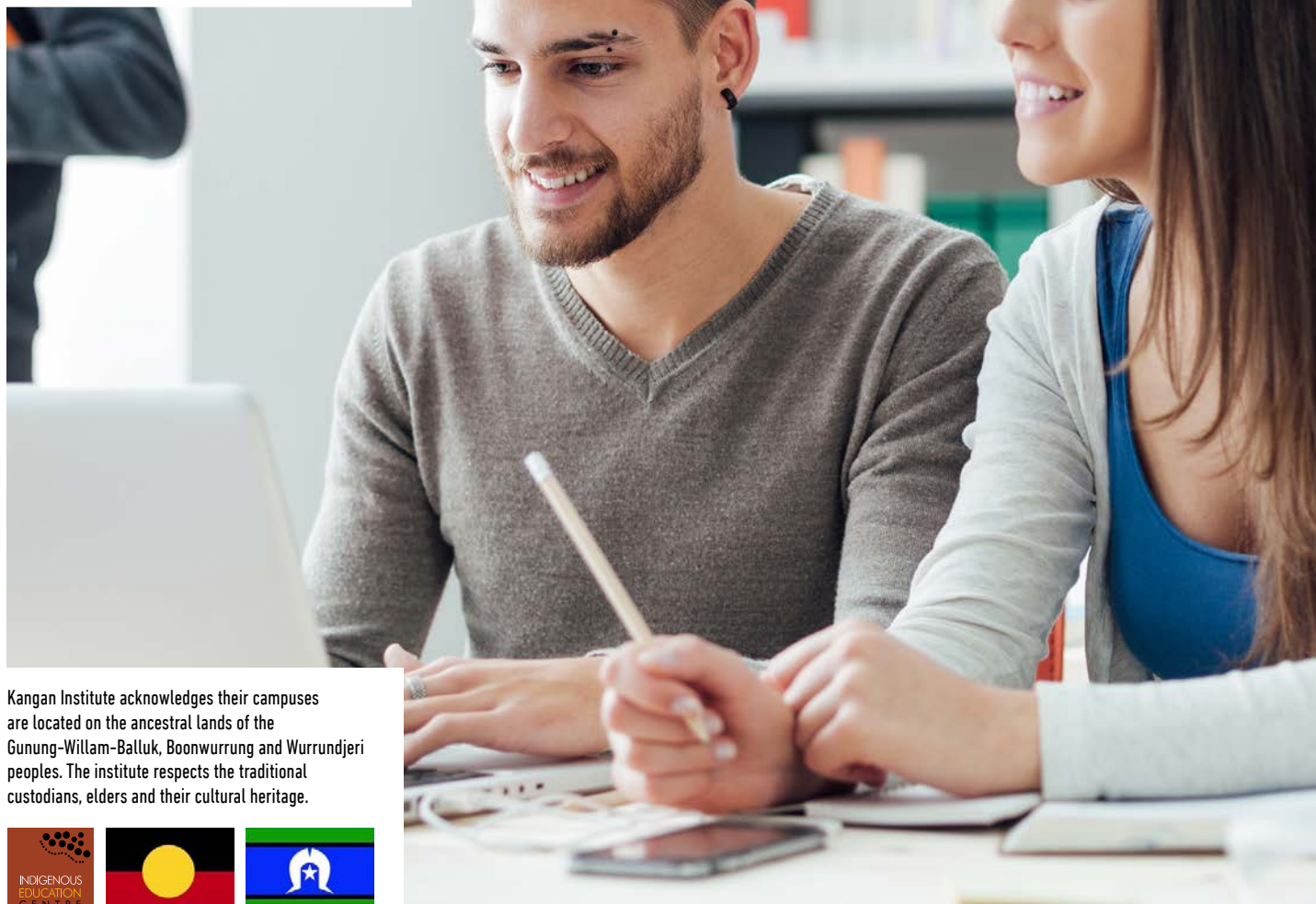
*bound to industry • bound to succeed*



ANIMALS, PLANTS & SCIENCES | AUTOMOTIVE TRAINING | BUSINESS & IT  
FASHION & CREATIVE | HAIR & BEAUTY | HEALTH | HOSPITALITY | SPECIAL NEEDS  
SPORT & RECREATION | TRADES

1800 914 161 ■ [kangan.edu.au/vetinschools](http://kangan.edu.au/vetinschools)

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Kangan Institute acknowledges their campuses are located on the ancestral lands of the Gunung-Willam-Balluk, Boonwurrung and Wurrundjeri peoples. The institute respects the traditional custodians, elders and their cultural heritage.



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# bound to industry bound to succeed

Kangan Institute is one of the largest and most trusted education and training providers in Victoria. With more than 80 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.

## **BOUND TO INDUSTRY**

With an established network of industry partners and a strong reputation with employers across Victoria, we develop our courses to deliver the needs of industry, ensuring your training is relevant and gives you the skills and knowledge you need to match the employment needs of industry.

## **BOUND TO SUCCEED**

We focus on providing you with work-ready training. We provide practical training, industry projects and work placements. We are bound to industry so that you are bound to succeed.

# A LEADER IN VOCATIONAL TRAINING



## WHAT IS VET IN SCHOOLS?

VET in Schools enables you to get real hands-on experience within a chosen industry, obtain a nationally recognised/accredited qualification and increase your career prospects by combining your secondary school studies with a Vocational Education and Training (VET) program.

## WHAT ARE THE BENEFITS?

- Provides the skills and ability to achieve competencies which will enhance your employment and further training prospects.
- Provides 'work-ready' knowledge and skills applicable to a variety of career paths in your chosen industry.
- May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.

## GUARANTEED PATHWAYS

Students who successfully complete an eligible VET in Schools course through Kangan Institute will be guaranteed a place in a pathway course - giving you peace-of-mind when it comes to your study choice after secondary school.

# CONTACT US

**CALL:** 1800 914 161

**EMAIL:** [vetinschools@kangan.edu.au](mailto:vetinschools@kangan.edu.au)









**VISIT:** [kangan.edu.au/vetinschools](http://kangan.edu.au/vetinschools)

# HOW TO APPLY

1. Select a program from this VET in Schools Course Guide.
2. Contact the VET coordinator at your school to discuss VCE and VCAL eligibility and confirm costs.
3. Ask your school to apply to Kangan Institute on your behalf.
4. Kangan Institute will notify schools of successful student applications. Your school will then notify you of times, campuses and equipment requirements.

# ICONS IN THIS GUIDE

## CAMPUS LOCATION

- |   |                     |   |                        |
|---|---------------------|---|------------------------|
|  <b>BM</b> | <b>Broadmeadows</b> |  <b>BC</b> | <b>Bendigo City</b>    |
|  <b>RM</b> | <b>Richmond</b>     |  <b>CH</b> | <b>Charleston Road</b> |
|  <b>DL</b> | <b>Docklands</b>    |  <b>EC</b> | <b>Echuca</b>          |
|  <b>MP</b> | <b>Moonee Ponds</b> |   |                        |
|  <b>ES</b> | <b>Essendon</b>     |   |                        |

# HOW IT WORKS

## HOW VET CONTRIBUTES TOWARDS VCE

VET may contribute to the VCE at the Units 1 and 2 or Units 3 and 4 level.

## HOW VET CONTRIBUTES TOWARDS VCAL

VET contributes to the VCAL through satisfying the requirements of the Industry Specific Skills or Work Related Skills strands. Each completed 90 hour block of VET equals one VCAL unit.

## HOW VET IS UNDERTAKEN AS PART OF THE VCE/VCAL

Our VET in Schools program offers students two ways to undertake VET as part of the VCE or VCAL.

### 1. VCE VET PROGRAMS

- VCE VET programs are put together by the Victorian Curriculum and Assessment Authority (VCAA) and provide credit towards the VCE or VCAL.
- Some of these VCE VET programs provide scored assessment for Units 3 and 4, which contributes to a student's ATAR (see below for more information).
- The study score is calculated based on a set of coursework tasks and an examination set by VCAA.

### 2. BLOCK CREDIT RECOGNITION

- Students who undertake qualifications that are not approved VCAA VCE VET programs, may be eligible for credit towards their VCE through Block Credit Recognition.
- Credit is awarded in the VCE on the basis of achieving units of competency.
- Credit is determined by the AQF level and the nominal hours of competency.

## HOW VET CONTRIBUTES TO THE ATAR

- Where a scored Units 3 and 4 sequence is available it will contribute directly to the ATAR, either as one of the student's primary four studies or as a fifth or sixth study.
- For unscored VCE VET programs, students who successfully complete a Units 3 and 4 sequence can receive an increment of 10% of the average of the primary four ATAR subject scores.
- VTAC may award students who receive a Units 3 and 4 sequence through Block Credit Recognition a 10% increment towards their ATAR.

## WANT MORE INFORMATION?

For more information speak with your school's VET Coordinator, Year Level Coordinator or visit the Victorian Curriculum and Assessment Authority website at [vcaa.vic.edu.au](http://vcaa.vic.edu.au)



# CAMPUS LOCATIONS

## METROPOLITAN CAMPUSES



### RICHMOND

85 Cremorne Street

Centre for Fashion and Creative Industries

Located in the heart of Richmond's fashion precinct, this campus is an exciting base and premier fashion centre for young designers and merchandisers to develop their skills thanks to a range of facilities including the latest textile and manufacturing digital technology, catwalk facilities, retail training centre, and a brand new hair and beauty training salon. Emerging designers also have the opportunity to manufacture small runs and samples of their work at the Textile and Fashion Hub on campus.



### ESSENDON

38 Buckley Street

Located centrally in the leafy business surroundings of Melbourne's north, the Essendon campus is close to the local train station and Melbourne's connecting freeways.



### MOONEE PONDS

Level 1, 31 Hall Street

Located approximately nine kilometres from Melbourne's central business district, Kangan Institute's Centre for Health and Community offers advanced simulated laboratories and equipment to deliver a range of health-related courses. The campus features hospital beds with simulation mannequins, and medical equipment designed to ensure students gain hands-on skills training in real-life scenarios.



### BROADMEADOWS

Pearcedale Parade

Located approximately twenty kilometres from Melbourne's central business district, Kangan Institute's main campus is well serviced by public transport. Our fully-licensed training restaurant gives our hospitality students real working experience in a real restaurant while they study.



### DOCKLANDS

1 Batmans Hill Drive

Kangan Institute's Automotive Centre of Excellence (ACE) is one of Australia's largest automotive training campuses offering dedicated state-of-the-art facilities and houses new workshop spaces, a world-class vehicle and emissions testing centre and a purpose-built auto electrical lab. The ACE is a unique blend of industry and learning environments and has won many prestigious environmental awards including the Victorian Urban Award of Excellence and has also been awarded a 5-star Green Star rating by the Green Building Council of Australia. In the midst of hustle and bustle of central Melbourne, the Docklands campus is easily accessible by tram, bus and train.

# CAMPUS LOCATIONS

## REGIONAL CAMPUSES



### BENDIGO, CHARLESTON ROAD

62-104 Charleston Road

Bendigo TAFE's thriving and contemporary trade training centre is located in close proximity to Bendigo's central business district and City Campus. Our Charleston Road campus provides industry based trades and primary industry courses in some of the best training facilities in the region. Nestled amongst a natural bushland setting, the campus boasts its own student amenities area and cafe. Ample parking makes this campus accessible to anyone driving, as well as being only a 20 minute walk from the Bendigo Railway station for people travelling to and from metropolitan and regional areas.



### BENDIGO CITY

23 Mundy Street

Our campus is conveniently located on the fringe of Bendigo's central business district. The campus includes modern training facilities in a mixture of original buildings dating back to 1856 and purpose built buildings such as a fully resourced library and a business and technology centre. We also boast a hairdressing and beauty salon open to the public, equipped with the latest facilities to provide a real world training experience.

We are located close to public transport, including regular train access to Melbourne.



## ECHUCA

Corner Hare and Darling Streets

The Echuca campus is a modern facility in Hare Street and is the hub of community based industry partnerships and activities, aimed at providing a skilled workforce for the local community.





# AGRICULTURE

## CERTIFICATE II IN AGRICULTURE



Course code: AHC20116

### THIS VET PROGRAM

- Provides students with the knowledge and skills that will enhance their employment prospects in the agriculture industry.
- Provides students with knowledge and skills in harvesting, maintaining livestock feed and water supplies, mustering, moving and penning up livestock, and performing routine farm machinery maintenance.

### FUTURE PATHWAYS

- Certificate III in Agriculture (AUR30412)
- Certificate III in Conservation and Land Management (AHC31416)
- Certificate III in Animal Studies (ACM30110)

### FUTURE CAREER OPPORTUNITIES

- Assistant Animal Attendant/Stockperson
- Assistant Farm or Station Hand Assistant Farm
- Station Worker Assistant Farm
- Farmhand

### COURSE STRUCTURE

#### Year 1\*

AHCWHS201	Participate in work, health and safety processes
AHCWRK204	Work effectively in the industry
AHCWRK209	Participate in environmentally sustainable work practices
AHCBAC201	Assist agricultural crop establishment
AHCBAC203	Assist agricultural crop harvesting

\* In 2018 only the first year of this course will be delivered. Students completing this course will receive Certificate of Attainment and a Statement of Results listing completed units.

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## CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

RM MP

Course code: HLT33015

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or related industries.
- Is ideal for individuals who would like to work with physiotherapists, speech therapists, podiatrists and occupational therapists. Allied health assistant roles are becoming more involved in the assessment and planning of therapeutic and rehabilitation programs.

### WORK PLACEMENT

Students must complete a minimum of 40 hours of placement in each year of the program in accordance with the VCE VET Program guidelines.

### FUTURE PATHWAYS

- Certificate IV in Allied Health Assistance (HLT43015)
- Diploma of Nursing (HLT54115)

### FUTURE CAREER OPPORTUNITIES

- Allied Health Assistant

## COURSE STRUCTURE

### Year 1\*

CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in work health and safety
BSBWOR301	Organise personal work priorities and development
CHCCCS002	Assist with movement
CHCCCS010	Maintain high standard of service
CHCCCS020	Respond effectively to behaviours of concern

### Year 2

BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCPRP005	Engage with health professionals and the health system
CHCCCS026	Transport clients

\*This is a partial completion of Certificate III in Allied Health Assistance (HLT33015). Students completing this course will receive Certificate of Attainment listing completed units.

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## CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

BC

Course code: HLT33115

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in health or related industries.

### WORK PLACEMENT

Students are required to complete an 80 hour work placement in the health field.

### FUTURE PATHWAYS

- Certificate III in Individual Support (CHC33015)
- Certificate IV in Allied Health Assistance (HLT43015)
- Diploma of Nursing (HLT54115)

### FUTURE CAREER OPPORTUNITIES

- Health Services Assistant
- Personal Care Worker

## COURSE STRUCTURE

### Year 1

BSBWOR301	Organise personal work priorities and development
CHCDIV001	Work with diverse people
CHCCCS002	Assist with movement
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern

CHCCOM005	Communicate and work in health or community services
HLTAIN002	Provide non-client contact support in an acute care environment
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

### Year 2

BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS026	Transport individuals
CHCPRP005	Engage with health professionals and the health system

This program provides training for workers to assist healthcare professionals with the care of patients or clients and involves the worker having direct patient / client contact under supervision.

The program being delivered offers completion of 13 of the 15 units required toward the full qualification of Certificate III in Health Services Assistance (Assisting in Nursing Work in Acute Care).

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# ANIMAL STUDIES

## CERTIFICATE II IN ANIMAL STUDIES



Course code: ACM20110

### THIS VET PROGRAM

- Is highly recommended for those who take a keen interest in the welfare and wellbeing of animals.
- Provides participants with an introduction to the animal care and management industry.

### FUTURE PATHWAYS

- Certificate III in Animal Studies (ACM30110)

### FUTURE CAREER OPPORTUNITIES

- Animal Care Attendant
- Animal Shelter Attendant
- Kennel Hand Cattery Attendant
- Assistant Dog Groomer

### COURSE STRUCTURE

#### Year 1

ACMGAS201A	Work in the animal care industry
ACMGAS202A	Participate in workplace communications
ACMGAS203A	Complete animal care hygiene routines
ACMGAS204A	Feed and water animals
ACMSUS201A	Participate in environmentally sustainable work practices
ACMOHS201A	Participate in OHS processes
ACMSPE304A	Provide basic care of dogs

#### Year 2

ACMGAS203A	Complete animal care hygiene routines
ACMSPE305A	Provide basic care of domestic cats
ACMSPE304A	Provide basic care of dogs
ACMGAS205A	Assist in health care of animals
ACMGAS206A	Provide basic first aid for animals
ACMGAS208A	Source information for animal care needs

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# APPLIED FASHION DESIGN

## CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY



Course code: MST20616

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the fashion or fashion-related industries.
- Gives students an introductory overview of fashion design.
- Provides a strong base for future fashion related studies.

### FUTURE PATHWAYS

- Diploma of Applied Fashion Design and Merchandising (MST50116)
- Advanced Diploma of Applied Fashion Design and Merchandising (MST60116)

### FUTURE CAREER OPPORTUNITIES

- Fashion Designer Patternmaker
- Textile Merchandiser
- Style Forecaster
- Fashion Buyer

### COURSE STRUCTURE

#### Year 1

MSMWHS200	Work safely
MSS402051	Apply quality standards
MSTCL2011	Draw and interpret a basic sketch
MSTTX1001	Produce a simple textile fabric or product
MSTFD2006	Use a sewing machine for fashion design
MSTCL2002	Provide hand sewing and finishing support
MSTCL2020	Lay up uncomplicated fabrics and lays
MSTCL1001	Produce a simple garment

#### Year 2

MSTFD2005	Identify design process for fashion designs
MSMSUP106	Work in a team
MSTFD2001	Design and produce a simple garment
MSTFD3003	Prepare design concept for a simple garment
MSMENV272	Participate in environmentally sustainable work practices

Students will complete a full Certificate II in Applied Fashion Design and Technology (MST20616)

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**ANDY**  
Fashion Design

One of Melbourne's youngest up-and-coming fashion designers, Andy has completed the Certificate II in Applied Fashion Design and Technology as part of the VET in Schools program at Kangan Institute.

Kangan has helped my brand, and me as a designer, grow a lot with the help of financial and creative support that I can utilise and to grow my skills. Since my time at Kangan Institute is considered as another subject of mine, I can balance my homework and not go insane with the stress as I can relieve it in designing!

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

DL CH

Course code: AUR20716

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

### FUTURE PATHWAYS

- Certificate III in Automotive Electrical Technology (AUR30316)
- Certificate III in Light Vehicle Mechanical Technology (AUR30616)
- Certificate III in Motorcycle Mechanical Technology (AUR30816)

### FUTURE CAREER OPPORTUNITIES

- Motor Mechanic
- Vehicle Serviceperson
- Spare Parts Manager
- Automotive Engineer



**CONOR**  
Automotive

“I've thoroughly enjoyed studying at Kangan Institute. The facility is great. The people are really nice and they know what they're talking about.”

## COURSE STRUCTURE

Year 1	
AURASA002	Follow safe working practices in an automotive workshop
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURFAA003	Communicate effectively in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURTTA027	Carry out basic vehicle servicing operations
AURTTD006	Remove and replace front suspension springs
AURTTJ003	Remove and replace wheel and tyre assemblies
Year 2	
AURFAA004	Resolve routine problems in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURETK003	Operate electrical test equipment
AURTEE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURTTX012	Dismantle and assemble conventional manual transmissions
AURTTA003	Use and maintain basic mechanical measuring devices

When doing your pre-apprenticeship at Kangan Institute we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETIS are expected to engage in a practical placement and this can be up to 10 days per year.

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## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (PANEL AND PAINT)

DL

Course code: AUR20716

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.

### FUTURE PATHWAYS

- Certificate III in Automotive Body Repair Technology (AUR32116)
- Certificate III in Automotive Refinishing Technology (AUR32416)
- Certificate III in Bus, Truck and Trailer (AUM30213)

### FUTURE CAREER OPPORTUNITIES

- Panel Beater
- Vehicle Painter
- Vehicle Trimmer
- Windscreen Fitter
- Vehicle Dismantler

## COURSE STRUCTURE

Year 1	
AURASA002	Follow safe working practices in an automotive workshop
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURFAA003	Communicate effectively in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURVTA005	Clean vehicles
AURVTN038	Carry out basic repairs to vehicle body panels
AURVTP032	Prepare and mask vehicle body panel surfaces
Year 2	
AURFAA004	Resolve routine problems in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURVTW010	Set up and use welding equipment
AURVTP029	Prepare surface and prime repaired body panels
AURVTN041	Remove and realign vehicle body panels
AURVTP008	Clean and polish vehicle paint surfaces

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**JUSTIN**  
Automotive

“The Automotive Centre of Excellence is an awesome place to learn about the auto industry. It's right in the city and has the equipment that I would be using in real mechanic workshops.”

I've just finished the Certificate II in Automotive Technology Studies which is also a paint and panel pre-apprenticeship, so I'm hoping to start my full apprenticeship next year.

# BUILDING & CONSTRUCTION

## CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)

BM CH

Course code: 22338VIC

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the building and construction industry.
- Is ideal for students wanting to enter the building and construction industry as apprentice carpenters. Students will gain knowledge and practical skills to work safely in the building and construction industry.

### FUTURE PATHWAYS

- Certificate III in Carpentry (CPC30211)
- Certificate IV in Building and Construction (CPC40110)
- Diploma of Building and Construction (CPC50210)

### FUTURE CAREER OPPORTUNITIES

- Carpenter
- Joiner
- Construction Worker
- Building Site Administrator
- Project Manager
- Building Inspector

### COURSE STRUCTURE

#### Year 1

CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID002	Provide basic emergency life support
VU22022	Identify and handle carpentry tools and equipment
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
VU22015	Interpret and apply basic plans and drawings
CPCCCM2006	Apply basic levelling procedures
CPCCCM1012A	Work effectively and sustainably in the construction industry

#### Year 2

VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22025	Construct basic wall frames
VU22026	Construct a basic roof frame
VU22027	Install basic external cladding
VU22028	Install basic window and door frames
VU22030	Carry out basic demolition of timber structures
VU22031	Construct basic formwork for concreting

#### Bridging program (2weeks)

VU22029	Install interior fixings
VU22014	Prepare for work in the building and construction industry
VU22016	Erect and safely use working platforms

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# BUSINESS

## CERTIFICATE II IN BUSINESS

BM

Course code: BSB20115

Course will run depending on student numbers.

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the business administration industry.
- Provides the basic administrative and computer skills expected from office and administration workers.

### FUTURE PATHWAYS

- Certificate III in Business (BSB30115)

### FUTURE CAREER OPPORTUNITIES

- Secretary
- Administrative Assistant
- Receptionist
- Office Administrator
- Information Officer
- Customer Service Officer

### COURSE STRUCTURE

#### Year 1

BSBWHS201	Contribute to health and safety of self and others
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBINN201	Contribute to workplace innovation
BSBCMM201	Communicate in the workplace
BSBITU201	Produce simple word processed documents
BSBITU203	Communicate electronically
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

#### Year 2\*

BSBCUS301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development

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### ADRIAN

Building & Construction

“Through Kangan Institute, I've gained a lot more knowledge about the building industry and how my life could change through and what direction I can lead myself into. I'm a bit hands-on so I find the building industry more interesting than others because I like creating things. I've built a few saw-horses, a gazebo, garden arbour (through the WorldSkills competition) and wall frames.

I have a job at the moment. I work in domestic building and I love it. I want to run my own business as soon as I finish my apprenticeship. I plan on having my own apprentice and to have people work for me and later on become a full builder.



### ETHAN

Business

“Knowing that the business course is delivered at my secondary school makes it so much easier to combine my VCE with VET in Schools.

I like knowing that what I'm doing now is going to benefit my future, and the Certificate II in Business was a good first step towards what I hope will be a successful career.

\*Option is not available for Metro

# CONSERVATION & LAND MANAGEMENT

## CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT

BM CH

Course code: AHC21016

### THIS VET PROGRAM

- Introduces participants to, and prepares them for future work in either indigenous land management, conservation earthworks, lands, parks and wildlife or natural area management.

### FUTURE PATHWAYS

- Certificate III in Conservation and Land Management (AHC31416)

### FUTURE CAREER OPPORTUNITIES

- Conservation Worker
- Gardener
- Landscape Gardener

### COURSE STRUCTURE

#### Year 1

AHCWHS201	Participate in OHS processes
AHCWRK209	Participate in environmentally sustainable work practices
AHCPCM201	Recognise plants
AHCPGD201	Plant trees and shrubs
AHCNAR201	Carry out natural area restoration works
AHCWRK204	Work effectively in the industry
AHCWHS201	Participate in work, health and safety processes

*\*In 2018 only the first year of this course will be delivered.*

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# ELECTRICAL

## CERTIFICATE II IN ELECTROTECHNOLOGY

BM CH

Course code: 22261VIC

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the electrical or electrical-related industries.
- Enables participants to identify and use a range of components, accessories, materials, tools, equipment and technologies in electrical work.

### FUTURE PATHWAYS

- Certificate III in Electrotechnology - Systems Electrician (UEE30811)

### FUTURE CAREER OPPORTUNITIES

- Electrician
- Electrical Trade Worker

### COURSE STRUCTURE

#### Year 1

CPCCOHS1001A	Work safely in the construction industry
HLTAID002	Provide basic emergency life support
UEENEE101A	Apply occupational health and safety regulations, codes and practices in the workplace
UEENEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEE105A	Fix and secure electrotechnology equipment
UEENEE142A	Produce products for carrying out energy sector work activities
UEENEE122A	Carry out preparatory energy sector work activities
UEENEE179A	Identify and select components, accessories and materials for energy sector work activities

#### Year 2

UEENEE130A	Provide solutions and report on routine electrotechnology problems
UEENEE141A	Use of routine equipment/plant/technologies in an energy sector environment
UEENEE103A	Solve problems in ELV single path circuits
UEENEE148A	Carry out routine work activities in an energy sector environment

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# ENGINEERING

## CERTIFICATE II IN ENGINEERING STUDIES

BM RM CH

Course code: 22470VI

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry.
- Equips participants with comprehensive skills and knowledge to work in steel and metal industries by introducing computer use in relation to engineering work, use of hand and power tools, engineering science, fabrication techniques and quality concepts.

### FUTURE PATHWAYS

- Certificate III in Engineering - Mechanical Trade (MEM30205)
- Certificate III in Engineering Light Fabrication Trade (MEM30305)
- Certificate III in Engineering Heavy Fabrication Trade (MEM30305)
- Certificate IV in Engineering (MEM40105)
- Certificate IV in Engineering Drafting (MEM40412)
- Diploma of Engineering - Technical (MEM50212)

### FUTURE CAREER OPPORTUNITIES

- Fitting and Turning Tradesperson
- Heavy Fabrication (Boilermaker) Tradesperson
- Light Fabrication (Sheetmetal) Tradesperson
- Welder
- Tool Maker

### COURSE STRUCTURE

#### Year 1

MEM13014A	Apply principles of Occupational Health and Safety in work environment
MEM16006A	Organise and communicate information
MEM16008A	Interact with computing knowledge
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operation
VU20909	Develop an individual career plan for the engineering industry
VU20912	Perform basic machining processes
VU20913	Apply basic fabrication techniques

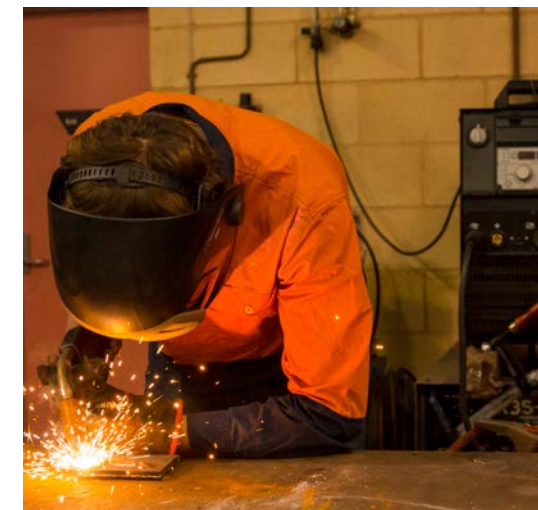
#### Year 2

MEM12024A	Perform computations
MSAENV272B	Participate in environmentally sustainable work practices
MSS402040A	Apply 5S procedures
VU20910	Produce basic engineering sketches and drawings
VU20911	Handle engineering materials
VU20903	Produce basic engineering components and products using fabrication or machining

OR

VU20915	Perform basic welding and thermal cutting processes to fabricate engineering structures
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# HAIR & BEAUTY

## CERTIFICATE II IN RETAIL COSMETICS



Course code: SHB20116

### THIS VET PROGRAM

- Provides students with the knowledge and the skills to sell and demonstrate beauty or cosmetic products.

### FUTURE PATHWAYS

- Certificate III in Beauty Services (SHB30115)
- Diploma in Beauty Therapy (SHB50115)

### FUTURE CAREER OPPORTUNITIES

- Makeup Artist
- Beauty Advisor
- Beauty Consultant
- Retail Product Sales
- Product Demonstration

### COURSE STRUCTURE

Year 1*	
SHBXCCS001	Conduct salon financial transactions
BSBSUS201	Participate in environmentally sustainable work
SIRXSLS001	Sell to the retail customer
SIRRINV001	Receive and handle retail stock
BSBWHS201	Contribute to health and safety of self and others
SHBBMUP003	Design and apply makeup for photography
SIRXIND003	Organise personal work requirements
SHBXIND002	Communicate as part of a salon team
SIRRMER001	Produce visual merchandise displays
SHBBCCS001	Advise on beauty products and services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBBMUP002	Design and apply makeup
SHBXCCS004	Recommend products and services
SHBBRES001	Research and apply beauty industry information
SHBXCCS003	Greet and prepare clients for salon services

\* This program is completed in one year.

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## CERTIFICATE II IN SALON ASSISTANT (HAIR)



Course code: SHB20216

### THIS VET PROGRAM

- Provides students with the knowledge and skills to work in the hairdressing industry, providing students with genuine hands-on experience with clients in our salon on campus.
- Students will learn how to interact with customers professionally and follow workplace health and safety procedures.

### FUTURE PATHWAYS

- Certificate III in Hairdressing (SHB30416)
- Certificate III in Barbering (SHB30516)

### FUTURE CAREER OPPORTUNITIES

- Salon Assistant
- Stylist
- Hairdresser
- Barber

## COURSE STRUCTURE

Year 1	
BSBWHS201	Contribute to health and safety of self and others
SHHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHDES002	Braid hair
SIRRINV001	Receive and handle stock
SIRXSLS001	Sell to the retail customer

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# HAIR & BEAUTY

## CERTIFICATE III IN MAKEUP



Course code: SHB30215

### THIS VET PROGRAM

- Provides students with the knowledge and skills to work as a makeup artist to design and apply makeup for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

### FUTURE PATHWAYS

- Certificate III in Hairdressing (SHB30416)
- Certificate III in Beauty Services (SHB30115)

### FUTURE CAREER OPPORTUNITIES

- Makeup Consultant
- Makeup Artist
- Beauty Advisor
- Beauty Consultant

## COURSE STRUCTURE

### Year 1 & Year 2

SHBXWHS001	Apply safe hygiene health and work practices
SHBFAS001	Provide lash and brow services
SHBBRES001	Research and apply beauty industry information
SHBXCCS002	Provide salon services to clients
SHBBMUP002	Design and apply makeup
SHBBMUP004	Design and apply remedial camouflage makeup
SHBBCCS001	Advise on beauty products and services
SHBBBOS001	Apply cosmetic tanning products
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene health and work practices
SHBBCCS001	Advise on beauty products
SHBXCCS004	Recommend products and services
SHBBMUP003	Design and apply makeup for photography
SHBBMUP005	Apply airbrushed makeup
SHBBMUP006	Design and apply creative makeup

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# HORTICULTURE

## CERTIFICATE II IN HORTICULTURE



Course code: AHC20410

### THIS VET PROGRAM

- Provides participants with the opportunity to gain the skills and knowledge required to achieve the competencies sought by employers in the horticulture, landscaping and gardening industries.
- Will give you the skills to lay paving, construct low profile retaining walls, install irrigations systems, operate machinery and equipment, install aggregate paths and recognize and care for a range of plants.
- Gives participants knowledge of OHS issues, communication skills, environmental work practices and awareness of the horticultural industry as a whole.

### FUTURE PATHWAYS

- Certificate III in Parks and Gardens (AHC31010)
- Certificate III in Landscape Construction (AHC30910)
- Certificate III in Horticulture (AHC30710)

## FUTURE CAREER OPPORTUNITIES

- Horticultural Worker
- Horticultural Assistant
- Nursery Assistant
- Horticultural Tradesperson
- Parks and Gardens
- Landscaper
- Nursery Person
- Management and Design Parks
- Gardens Manager
- Landscape Construction Manager
- Landscape Designer
- Nursery Manager

## COURSE STRUCTURE

### Year 1

AHCWHS201	Participate in work, health and safety processes
AHCWRK204	Work effectively in the industry
AHCWRK209	Participate in environmentally sustainable work practices
AHCPCM201A	Recognise plants
AHC201A	Pot up plants

\*In 2018 only the first year of this course will be delivered.

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LUKE  
Horticulture

“My dad’s a landscape gardener and I’ve always been interested in following in his footsteps, but I wanted to get some sort of qualification before starting work with him.

The Certificate II in Horticulture taught things like workplace communication, OHS and how to operate machinery. Now I can be part of the team and help my dad.

## CERTIFICATE II IN KITCHEN OPERATIONS



**Course code: SIT20416**

*Course will run depending on student numbers.*

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the cookery or catering industries, or moving forwards into an apprenticeship.

### FUTURE PATHWAYS

- Certificate III in Commercial Cookery (SIT30816)

### FUTURE CAREER OPPORTUNITIES

- Chef / Cook
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Hotel Motel Assistant
- Causal Event Staff
- Canteen Operator
- Food Truck Entrepreneur

## COURSE STRUCTURE

### Year 1

BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC002	Prepare and present simple dishes
SITHCCC005	Prepare dishes using basic methods of cookery
SITHIND002	Source and use information on the hospitality industry
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices

### Year 2

SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetables, fruits, eggs and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC011	Use hospitality skills effectively

*This program is VCAA approved and can be scored and assessed to contribute to a student's ATAR score. This program may require students to participate in class or functions outside of school hours (with notice).*

*This program may require a work placement component completing shifts in a local workplace to complete service periods requirements.*

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## CERTIFICATE II IN HOSPITALITY



**Course code: SIT20316**

*Course will run depending on student numbers.*

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality, while preparing them for a career path in cafés, restaurants and catering or as a food and beverage attendant.

### FUTURE PATHWAYS

- Certificate III in Hospitality (Restaurant Front of House) (SIT30716)
- Certificate III in Hospitality (SIT30616)
- Certificate IV in Hospitality (SIT40416)
- Diploma of Hospitality Management (SIT50416)

### FUTURE CAREER OPPORTUNITIES

- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Hotel Motel Assistant
- Causal Event Staff
- Canteen Operator
- Food Truck Entrepreneur

## COURSE STRUCTURE

### Year 1

BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety
BSBCMM201	Communicate in the workplace
SITXCOM001	Source and present information
SITXCCS006	Provide service to customers

### Year 2

SITHFAB005	Provide and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB016	Provide advice on food
SITXFIN001	Process financial transactions

*This program is VCAA approved and can be scored and assessed to contribute to a student's ATAR score.*

*This program may require students to participate in class or functions outside of school hours (with notice).*

*This program may require a work placement component completing shifts in a local workplace to complete service periods requirements.*

**ENROL NOW**



# INFORMATION TECHNOLOGY

## CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

BM BC

**Course code: ICT30115**

*Course will run depending on student numbers.*

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the information technology or information technology-related industries.
- Provides general skills and knowledge of technical functions and workplace activities within the information and communications technology (ICT) field. This includes technical support, network administration, web technologies, software applications and digital media technologies.

### FUTURE PATHWAYS

- Certificate IV in Computer Systems Technology (ICT41015)
- Advanced Diploma of Computer Systems Technology (ICT60515)

### FUTURE CAREER OPPORTUNITIES

- Word Processing Operator
- Data Processing Operator
- Information Technology Support Technician
- Information Technology Manager
- Network Manager Database Administrator
- Computer Programmer

### COURSE STRUCTURE

#### Year 1

BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTSAS301	Run standard diagnostic tests
ICTICT203	Operate application software packages
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB303	Produce digital images for the web

#### Year 2

ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS307	Install and configure and secure a small office or home office network
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTICT308	Use advanced features of computer applications
ICTWEB302	Build simple websites using commercial programs

*This is a partial completion of the Certificate III in Information, Digital Media and Technology (ICT30115)*

*Students completing this course will receive a Certificate of Attainment and a Statement of Results listing completed units. This program can be score assessed and contribute to a student's ATAR score*

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# MUSIC

## CERTIFICATE II IN MUSIC INDUSTRY

BM

**Course code: CUA20615**

*Course will run depending on student numbers.*

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the music or music related industries.
- Enables participants to gain a recognised credential and to make informed choices in relation to vocation and career paths.

### FUTURE PATHWAYS

- Certificate III Music (CUA30915)
- Certificate IV in Music (CUA40915)
- Diploma of Music (CUA50815)

### FUTURE CAREER OPPORTUNITIES

- Sound and Lighting Technician
- Musician
- Singer
- Producer
- Song Writer
- Stage Producer
- Music Teacher

### COURSE STRUCTURE

#### Year 1

BSBWHS201	Contribute to health and safety of self and others
BSBWOR203	Work effectively with others
CUAIND201	Develop and apply creative arts industry knowledge
CUAMLT201	Develop and apply musical ideas and listening skills
CUAMPF201	Play or sing simple musical pieces
CUAMPF203	Develop ensemble skills for singing or playing music
CUASOU201	Develop basic audio skills and knowledge
CUASOU202	Perform basic sound editing

*\* This program is completed in one year.*

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# PLUMBING

## CERTIFICATE II IN PLUMBING

BM CH

Course code: 22304VIC

### THIS VET PROGRAM

- Will prepare the participant for employment in the plumbing trade.
- Enhances employment prospects by providing the required skills and knowledge.
- Develops a participants social and personal skills as they apply to the workplace.

### FUTURE PATHWAYS

- Certificate III in Plumbing (CPC32413)

### FUTURE CAREER OPPORTUNITIES

- Apprentice Plumber
- Business Owner

## COURSE STRUCTURE

### Year 1

VU21791	Fabricate simple plumbing pipe systems
VU21789	Apply basic sheet metal practices
VU21797	Use basic plumbing hand tools
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
BSBWRT301	Write simple documents

### Year 2

CPCCCM2001A	Read and interpret plans and specifications
CUVACD303A	Produce technical drawings
VU21790	Cut and penetrate building materials and structures
VU21793	Perform basic oxyacetylene welding and cutting
VU21795	Use and apply basic levelling equipment for plumbing
VU21798	Use basic power tools

*This is a partial completion of the Certificate II in Plumbing (22304VIC). Students completing this course will receive a Certificate of Attainment and a Statement of Results listing completed units. A bridging program to complete the full qualification will be offered to eligible students after completion of the school year.*

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# RETAIL BAKING

## CERTIFICATE II IN RETAIL BAKING ASSISTANCE

BM

Course code: FDF20510

Course will run depending on student numbers.

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the retail baking industry.

### FUTURE PATHWAYS

- Certificate III in Retail Baking - Bread (FDF30610)
- Certificate III in Retail Baking - Cake & Pastry (FDF30510)
- Certificate in III Retail Baking - Combined (FDF30710)

### FUTURE CAREER OPPORTUNITIES

- Artisan Baker
- Cake Decorator
- Pastry Chef
- Production Manager

## COURSE STRUCTURE

### Year 1

FDFFS2001A	Implement the food safety program and procedures
FDFOHS2001A	Participate in OHS processes
FDFRB2004A	Provide production assistance for bread products
FDFOP2003A	Clean equipment in place
FDFRB2005A	Provide assistance in cake, pastry and biscuit production
MSAENV272B	Participate in environmentally sustainable work practices

*\*In 2018 only the first year of this course will be delivered. This program provides block credit towards VCE & VCAL.*

For more information see <http://www.vcaa.vic.edu.au/Pages/vet/general/recognition/vetcredit.aspx>

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# SPORT & RECREATION

## CERTIFICATE II IN SPORT AND RECREATION

BM

Course code: SIS20115

Course will run depending on student numbers.

### THIS VET PROGRAM

- Provides participants with basic functional knowledge and skills that will enhance their opportunities for finding employment in customer contact positions in the sport or community recreation industry.

### FUTURE PATHWAYS

- Certificate III in Sport and Recreation (SIS30115)

### FUTURE CAREER OPPORTUNITIES

- Community Activities Assistant
- Customer Service Assistant
- Leisure Assistant
- Grounds Assistant
- Facility Assistant

## COURSE STRUCTURE

### Year 1\*

BSBWOR202	Organise and complete daily work activities
SISXEMR001	Respond to emergency situations
HLTWHS001	Participate in workplace health and safety
SISXCAI001	Provide equipment for activities
SISXCAI02A	Assist with activity sessions
SISXFAC002	Maintain sport, fitness and recreation facilities
SISXFAC001	Maintain equipment for activities
SISBBSB201A	Teach fundamental basketball skills
SISBBSB205	Interpret and apply the rules of basketball
SISSTOU201A	Perform the intermediate skills of touch

\* This program is completed in one year.

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## CERTIFICATE III IN SPORT AND RECREATION

BM

Course code: SIS30115

Course will run depending on student numbers.

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the community recreation industry.
- Enables participants to gain a recognised qualification and to make informed choices in relation to vocation and career paths.

### FUTURE PATHWAYS

- Certificate IV in Fitness (SIS40215)
- Certificate IV in Outdoor Recreation (SIS40313)
- Diploma of Sport Coaching (SIS50512)

### FUTURE CAREER OPPORTUNITIES

- Recreation Officer/Coordinator
- Gymnasium Instructor
- Personal Trainer
- Recreation Officer
- Community Sports Manager
- Leisure / Recreation Officer
- Sports Massage
- Coach
- Outdoor Education Instructor
- Sports Person
- Exercise Physiology

## COURSE STRUCTURE

### Year 1

SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
ICTWEB201	Use social media tools for collaboration and management
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
HLTWHS001	Participate in workplace health and safety
SISBBSB201A	Teach fundamental basketball skills
SISSTOU201A	Perform the intermediate skills of touch

### Year 2

SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISSSCO101	Develop and update knowledge of coaching practices
SISSSPT303A	Conduct basic warm-up and cool-down programs
SISXRES002	Educate user groups
BSBWH303	Participate in WHS hazard identification, risk assessment and risk control
SISXIND006	Conduct sport, fitness or recreation events

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# VISUAL ARTS

## CERTIFICATE II IN VISUAL ARTS

BM

**Course code: CUA20715**

*Course will run depending on student numbers.*

### THIS VET PROGRAM

- Provides participants with the opportunity to build skills and knowledge in Art and Design.
- Assists participants to begin to prepare a portfolio for further study.
- Has a focus on drawing, printing and painting and is suited to students that have skills and passion for art.

### FUTURE PATHWAYS

- Certificate III in Visual Arts (CUA31115)
- Certificate IV in Visual Arts (CUV40111)
- Diploma of Visual Arts (CUV50111)

### FUTURE CAREER OPPORTUNITIES

- Community Arts Workshop Trainee
- Design Trainee
- Junior Design Assistant

### COURSE STRUCTURE

#### Year 1\*

BSBWHS201	Contribute to health and safety of self and others
CUAACD101	Use basic drawing techniques
CUAPRP201	Make simple creative work
CUARES202	Source and use information relevant to own arts practice
BSBCRT101	Apply critical thinking techniques
CUADRA201	Develop drawing skills
CUAPA1201	Develop painting skills
CUAPRI201	Develop print making skills
CUAIND201	Develop and apply creative arts industry knowledge

*\*This program is completed in one year.*

*This program provides block credit towards VCE & VCAL.*

For more information see <http://www.vcaa.vic.edu.au/Pages/vet/general/recognition/vetcredit.aspx>

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# PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

## TRY A TRADE FOR A YEAR

Kangan Institute is offering four programs for students from special schools who wish to explore their career options or try out potential VET programs.

These programs are also a good option for VCAL students who do not wish to commit to a full VET in Schools certificate program and who would like to try a yearlong course. Each course offers students a partial completion with selected units delivered from the qualification.

### The following courses are being offered\*:

- Certificate II in Animal Studies (ACM20110) (Richmond campus)
- Certificate II in Engineering (22209VIC) (Richmond campus)
- Certificate II in Automotive Vocational Preparation – Mechanical (AUR20716) (Docklands campus)
- Certificate II in Automotive Vocational Preparation – Paint and Panel (AUR20716) (Docklands campus)

### When will it run?

The program runs on Thursdays from 9.30am - 12.20pm. It starts in March and concludes during the last week of October.

## BRIDGE TO WORK & EDUCATION PROGRAM

### Who is the Bridge to Work and Education (BWE) program designed for?

BWE is available for students from special schools who wish to explore their career options or try out potential VET programs. This program is also a good option for VCAL students who do not wish to commit to a full VET in Schools certificate program and who would like to try out different vocational areas to help them form career direction.

### When will it run?

Programs run for 10 weeks in Term 2 and Term 3.

## WHAT CREDIT CAN VCAL STUDENTS GET FOR THEIR VET?

Each of the above programs are approximately 50 nominal hours in duration. Please see details for individual programs as they do vary. This is more than half of the time required for the 90 hour industry skills strand unit.

*\* Conduct of courses is dependent on student numbers and sufficient funding.*

# THINGS YOU SHOULD KNOW

## PROGRAM COSTS

All VET in Schools programs offered through Kangan Institute incur fees. Schools are notified of program costs in September. Program costs vary for each program. Kangan Institute invoices the secondary college directly for all programs and any student fees payable are set by the individual secondary colleges. All costs are invoiced directly to schools four weeks after the commencement of the program. Kangan Institute will not directly invoice VET in Schools students or their parents.

## COURSE REQUIREMENTS

- 1. Absences:** Students are required to notify their VET coordinator of non-attendance. Students must attend a minimum of 80 percent of a Kangan Institute VET program.
- 2. Punctuality:** Students are expected to arrive on time to all classes. Students who arrive more than 10 minutes after the class has started will be marked as late and their secondary schools will be notified. In some practical areas due to OHS students may be refused entry if late.
- 3. Commitment forms:** All students are required to complete a commitment form. This form is part of enrolment and outlines all student responsibilities including work requirements, behaviour and expectations. Commitment forms are to be completed on the first day of each course.
- 4. Catch-up classes:** Students may be required to attend catch-up classes after school or during school holidays.
- 5. Code of Conduct:** Students are expected to behave in a professional and courteous manner at all times; discipline procedures do apply.
- 6. Withdrawal:** Students who wish to withdraw from a VET in Schools program must contact their VET coordinator who will inform Kangan Institute. Schools will not be charged a fee if a student withdraws within four weeks of program commencement.
- 7. Communication:** Kangan Institute communicates directly with schools regarding the progress of students. Parents should direct queries to their school's VET coordinator who will contact Kangan Institute on their behalf.

*Please note that students who fail to abide by these course requirements may be withdrawn from the Kangan Institute VET program and will be charged for the full cost of the program.*

## DELIVERY OPTIONS

Partnerships between schools and Kangan Institute may work in the following ways:

- Shared delivery
- Delivery by Kangan Institute
- Delivery by the school under the auspice of Kangan Institute (subject to pre-delivery assessment approval)

In most cases a school will arrange for students to attend Kangan Institute. Schools are responsible for enrolling their students with the Victorian Curriculum and Assessment Authority (VCAA) and entering results on the Victorian Assessment Software System (VASS) according to VCE/VCAL timelines. Schools can negotiate with Kangan Institute to deliver components of the program, where the school can demonstrate access to suitable staffing and resources (in accordance to Australia Skills Quality Authority guidelines).

Kangan Institute may also auspice the school to gather evidence for assessment or to conduct assessment of the components delivered by the school. A school in partnership with Kangan Institute is not required to register as a training organisation, because any delivery by the school will be auspiced by Kangan Institute.

# Apply

FOR A COURSE  
AT KANGAN  
INSTITUTE  
TODAY



1800 914 161 ■ [kangan.edu.au/vetinschools](http://kangan.edu.au/vetinschools)



# EXPERIENCE DAYS: GET A TASTE OF THE TAFE LIFESTYLE



## KANGAN INSTITUTE

2	August	Docklands
9	August	Broadmeadows
17	August	Moonee Ponds
23	August	Richmond
11	September	Broadmeadows
20	September	Docklands
11	October	Broadmeadows

## BENDIGO TAFE

31	August	City/Charleston Rd
18	October	City/Charleston Rd

## REGISTER ONLINE

[events.kangan.edu.au/experience-days-2018](http://events.kangan.edu.au/experience-days-2018)

[events.bendigotafe.edu.au/experience-days-2018](http://events.bendigotafe.edu.au/experience-days-2018)

## CONTACT US

### VET IN SCHOOLS ENQUIRIES

**Call:** 1800 914 161

**Email:** [vetinschools@kangan.edu.au](mailto:vetinschools@kangan.edu.au)

**Visit:** [kangan.edu.au/vetinschools](http://kangan.edu.au/vetinschools)

### MAILING ADDRESS

**Kangan Institute**

**Private Bag 299**

**Somerton VIC 3062**

The information printed in this publication is correct at the time of printing (July 2018).

Every effort has been made to ensure details are correct and accurate, however Kangan Institute reserves the right to change information with respect to course costs, timing and selection criteria without notice. Conduct of courses is dependent on student numbers and sufficient funding.

### PROUDLY TAFE

Registered Training Organisation No. 3077.

CRICOS Provider No. 01218G.

Some or all of this training is delivered with Victorian and Commonwealth Government funding.

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