

MILDURA REGION  
TRADE TRAINING CENTRES  
AND SUNITAFE

# VET DELIVERED TO SECONDARY STUDENTS



**2022 PROGRAM  
HANDBOOK**

Trade Training Centres  
in Schools Program  
MILDURA REGION

 SuniTAFE

 TAFE VICTORIA

## KEY DATES

### EXPRESSION OF INTEREST FORMS DUE:

Friday 17 September 2022

### TTC INFORMATION SESSION:

TERM 4

### TTC ENROLMENT SESSION:

TERM 4

## DISCLAIMER

St. Joseph's College, Mildura Senior College and SuniTAFE reserve the right to alter or cancel courses, change fees or teachers due to any unforeseen circumstances – they are subject to change without notice.

A number of courses are currently under review, new course codes and units of competency will be advised where applicable.

Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

The contracted RTO is responsible for issuing qualifications and/or statements of attainment associated with each course.

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# MILDURA REGION TRADE TRAINING CENTRE AND SUNITAFE PROGRAM INFORMATION

The Mildura Region Trade Training Centre (MRTTC) and SuniTAFE have collaborated to offer a wide range of Vocational Education and Training (VET) subjects for students to study within the Sunraysia Region.

The Centres were built after receiving Commonwealth Government funding in 2010.

## THE ELEVEN SCHOOL MEMBERS OF THE MRTTC CLUSTER:

Chaffey Secondary College  
Coomealla High School (NSW)  
Henderson College  
Irymple Secondary College  
Merbein P-10  
Mildura Senior College  
Mildura Specialist School  
Red Cliffs Secondary College  
St Joseph's College  
Trinity Lutheran College  
Werrimull P-12

## WHAT IS THE MILDURA REGION TRADE TRAINING CENTRE?

The MRTTC was established to increase the proportion of students completing Year 12 or equivalent and to enhance pathways to further education and training.

Students from the cluster schools have access to programs and facilities at the MRTTC. There are two main hubs, the Riverside Trade Training Centre located at St Joseph's College Mercy Campus and the Deakin Trade Training Centre located at Mildura Senior College. In addition to the two centres there are also training facilities at SuniTAFE. All sites provide students with state of the art facilities and equipment. The VET courses provide skills in both traditional trades and emerging industries.

## VET DELIVERED TO SECONDARY STUDENTS (VETDSS) BENEFITS?

VET Delivered to Secondary Students (VETDSS) is a great opportunity for you to explore a career option you may be considering. It also provides credit towards VCE and VCAL, and may contribute to your ATAR score either through scored assessment or a 10% increment.

Students successfully completing a VETDSS program will be eligible for a nationally accredited Statement of Attainment or Certificate qualification in their specific area of study; as well as developing a range of skills and knowledge

that will make them more 'job-ready'. All of the programs delivered by the Trade Training Centre provide credit into apprenticeships or traineeships by reducing the amount of off-the-job training required and in some instances will reduce the duration of the apprenticeship.

## HOW DOES IT WORK?

The VETDSS programs run over one year or two years. Most students will start their program in Years 10 or 11, however depending on the course selected there may be the opportunity for Year 8 and 9 students to participate in Taster Programs.

Students will attend either the Riverside Trade Training Centre, Deakin Trade Training Centre or SuniTAFE on their scheduled program day each week during the term from February to November. Some programs may also require attendance after school hours.

## HOW DO VETDSS PROGRAMS CONTRIBUTE TO VCE AND VCAL?

Every VETDSS program provides a certain amount of credit towards your VCE and VCAL.

### VCE

Each program will detail how many credits will go towards your VCE. Most will provide at least one Unit 1 and 2 in the first year and a Unit 3 and 4 sequence in the second year. Some of the programs have a Scored Assessment which can be counted as one of your 'primary four' subjects for calculation of your ATAR. The others will provide for one ATAR increment; calculated as ten percent of the lowest study score of the primary four – 10% bonus to your ATAR score!

### VCAL

VETDSS also provides credit towards the completion of VCAL in Industry Specific and Work Related Skills strands for Intermediate and Senior VCAL students.

## Should I do a VETDSS Program?

- Speak with your VET Coordinator/School Careers Teacher
- Undertake work experience in the field you are interested
- Talk to family or friends who work in the industry

If after all you decide you want to do a VET Delivered to Secondary Students program, then see your VET/Careers/Home Group Coordinator and complete an Expression of Interest, by form or online.

## How will my VETDSS program be assessed?

Your teachers will use a range of assessment tasks to ensure you have achieved competency, i.e. written tests, skills demonstration, and in some programs workplace assessment. In programs that have Scored Assessment you will be assessed like any other VCE subject at Unit 3 & 4 level, but you won't need to worry about that until the second year of your course.

## What if I don't want to complete the program?

You will need to discuss this with your home school, notify the VET Coordinator and complete a withdrawal form. You will receive a Statement of Attainment for any of the modules you have completed in the program.

## STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning is a highly recommended way to kick-start your career by making industry contacts and developing your skills in a real life workplace. Structured Workplace Learning placements are available for any student doing VCE, VCAL and VET delivered to Secondary Students subject.

Your SWL placement can be in a different industry to your VETDSS subject as long as it is relevant to your career goals. Local employers are creating new opportunities all the time. To see what's available in the Sunraysia and Robinvale region right now, visit [www.workplacements.education.vic.gov.au](http://www.workplacements.education.vic.gov.au) and follow the search prompts.

If you find an opportunity that interests you; your teacher and your SWL employer will work together to arrange the best dates and time for the SWL placement.

In the Sunraysia and Robinvale region, the SWL program is coordinated by Northern Mallee Local Learning and Employment Network.

If you have any questions about the SWL Program, contact SWL Coordinator, Dale Harvey on 5021 3266 or [dale@nmlen.com.au](mailto:dale@nmlen.com.au).

## HOW TO BE SUCCESSFUL IN YOUR VET DELIVERED TO SECONDARY STUDENTS PROGRAM?

- Be enthusiastic and motivated.
- Be organised and manage your time well.

- Be willing to make sacrifices i.e. undertaking work placement during holiday times.
- Be flexible and open to new approaches – the training and assessments are different to what you will be used to at your school.
- You will need good communication skills.
- Be willing to make new friends – students in the program will come from many schools in the Sunraysia region.
- Ensure you work out the balance of school, your VETDSS program, work placement, part-time work, sport and social commitments.

## GETTING IN, GETTING OUT, YOUR RESULTS APPLICATION AND ENROLMENT PROCEDURES

Applications are submitted to your Secondary College VET/Careers/Home Group Coordinator

- Expressions of Interest forms or online applications are to be submitted by the due date.
- You will need to complete an enrolment application process, this includes an expression of interest form, enrolment form and a pre-training review.
- Some programs may have an eligibility and selection criteria such as interview, aptitude tests etc.
- Your school will be notified if your application has been successful with details for orientation or enrolment sessions you need to attend
- Late applications may be accepted for some programs, however will only be considered if vacancies exist or become available at a later date.

## ENROLMENT SESSIONS WILL BE HELD IN TERM 4.

- Students and their parents may need to attend an enrolment session at the TTC.

## COSTS

- Costs will vary between programs and the invoice for program costs including materials, books, uniforms, kits and other fees will be sent to your home school.
- Students undertaking trade courses will be required to complete an OHS Construction Induction Card course prior to work placement occurring.

For further fee information please contact your school VET/Careers/Home Group Coordinator.

### Student withdrawal process and fees refund

Students have a four week 'grace period' from the program commencement date to withdraw from their VETDSS program.

- Withdrawal within this four week period will ensure schools are not charged for the student's course costs. Withdrawal after this four week period means your school will be charged for that student's course costs.

### Student results and reporting student progress

- Students will receive progress reports during Term 1, Term 2 and Term 3.
- Students will receive a Semester One report at the end of Term 2 and a Semester Two report in December.
- Students will receive a Statement of Attainment provided by the Registered Training Organisation at the end of the year.
- The report format will be different to what you are used to and different terminology may be used.
- Your home school will receive notification if you are at risk of not passing the year due to either absences or work completion.
- Students will receive a C = Competent or an NYC = Not Yet Competent on their reports.
- Students who do not complete all units 1 and 2 may not be eligible to undertake the 2nd year of the program the following year.

### STUDENT ABSENCES AND TRANSPORT BACK TO HOME SCHOOL

- Absences are reported to your home school each week.
- Trainers will complete an Attendance Notification after each class and these are sent to the respective schools.
- If you know that you are going to be absent due to appointments or other commitments then please notify your home school, St Joseph's College, Mildura Senior College and SuniTAFE before your class commences.
- It is the responsibility of parents/guardians or your home school to ensure that you return home safely. Once the class session has concluded, duty of care rests with the parents/guardians.

### DUTY OF CARE/ STUDENT CONDUCT POLICY / DISCIPLINARY AND GRIEVANCE PROCEDURES

- The responsibility for duty of care rests with the TTC Host School Principal and/or SuniTAFE while you are on school grounds completing your VETDSS program.
- TTC Host Schools and SuniTAFE will at all times act in such a way as to make every effort to ensure the safety of the students.

- Corresponding Student Code of Conduct Policy outlines behavioural expectations and penalties for misconduct.
- A Student management process is in place to act on any minor or major incidents.

### Your home school responsibilities

- Meet any additional supports identified by the RTO or Trainer.
- To ensure fees are paid in accordance with the contracts.
- To assist with transport if required.
- To follow up on attendance or behavioural issues.
- To provide a contact person for the program.

### INCIDENT/ACCIDENT NOTIFICATION

All incidents, accidents and near misses must be reported immediately to your TTC teacher, SuniTAFE teacher or staff member.

In the event of a serious injury the TTC Principal, SuniTAFE VETDSS Coordinator, your home school Principal and your parents/guardians will be notified immediately to determine what action must be taken.

### PERSONAL PROTECTIVE EQUIPMENT

Specific standards to be observed by students attending classes include:

- Appropriate footwear must be worn at all times. Footwear such as thongs, sandals, sneakers and the like are not permitted.
- Black pants/skirt and RTTC polo shirts.
- No short skirts and shorts (unless wearing leggings).
- Light make-up to be worn daily (Beauty).
- Hair must be styled daily (Beauty must wear hair off the face and tied back).
- No facial piercings or visible tattoos as per SJC policy.
- Hats will be provided and must be worn at all times when outside the stadium.
- No mobile phones.

Please Note: Any student who presents for class without the required clothing or books will be sent back to their home school.

The TTC or SuniTAFE staff will inform the home school when such action has been taken.

### UNIQUE STUDENT IDENTIFIER (USI)

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI). This includes nationally recognised training delivered as part of the Vocational Education and Training Delivered to Secondary students (VETDSS) programs. Training organisations will not be able to enrol students or issue Certificates or Statements of Attainment if they have not been given the student's USI.

Creating a USI account is free. The online USI account will keep an individual's training records in one place so it's available anytime on computers, tablets or smart phones.

Students starting or continuing nationally recognised VETDSS Delivered to Secondary Students program will need to create a free USI account. Students will need to have ONE of the following forms of identification with them to be able to create the USI:

Options include:

- Drivers licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)  
\*Birth Certificate Extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

The USI must be entered on enrolment or completed at enrolment. To create a USI go to [www.usi.gov.au](http://www.usi.gov.au).

### VET REGISTRATION AND DELIVERY

Delivery of a VET program is undertaken by a Registered Training Organisation (RTO). RTO's are providers and assessors for nationally recognised training. Under the AQTF only RTO's may issue VET qualifications or Statements of Attainment.

In order to comply with these arrangements, St Joseph's College and Mildura Senior College have formed partnerships with SuniTAFE, Inner Melbourne VET Cluster, IVET Institute, Access Skills Training and Ripponlea Institute. The delivery and assessment is conducted under the auspices of these RTO's.

The Victorian Registration and Qualification Authority (VRQA) maintain responsibility for the regulation of RTO's that deliver training solely in Victoria.

RTO's in Victoria which deliver courses in another Australian state or territory (other than Victoria and Western Australia), have their registration managed by the Australian Skills Quality Authority (ASQA).

### More information on VRQA and ASQA can be found at:

Victorian Registration and Qualification Authority (VRQA)  
VET Registration Branch

Email: [vrqa.schools@edumail.vic.gov.au](mailto:vrqa.schools@edumail.vic.gov.au)

Tel: (03) 9651 3288 or (03) 9651 3244

Website: [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

ASQA

Tel: 1300 701 801

Website: [www.asqa.gov.au](http://www.asqa.gov.au)

### RTO OBLIGATIONS

Under the AQTF all quality assurance requirements in relation to training delivery, assessment and certification are the responsibility of the RTOs. This must be in accordance with the AQTF Essential Conditions and Standards for Continuing Registration (Version 2010).

This publication is available on the following link

[www.vrqa.vic.gov.au/Documents/VETEssecondstandrdsgdcont.pdf](http://www.vrqa.vic.gov.au/Documents/VETEssecondstandrdsgdcont.pdf)

Training.gov.au (TGA) is the official National Register of Information on Training Packages, qualifications, courses, units of competency and RTOs. TGA provides a search and browse function that allows you to find specific RTO's that are registered to provide training in one or more states.

## RTO GRIEVANCE POLICIES

For information on individual RTO Complaints and Policy Procedures refer to links below.

### Sunraysia Institute of TAFE [SuniTAFE]

RTO 4693

[www.sunitafe.edu.au/about/policies](http://www.sunitafe.edu.au/about/policies)

### Inner Melbourne VET Cluster

RTO 21732

[www.imvc.com.au](http://www.imvc.com.au)

### Ripponlea Institute

RTO 21230

[www.ripponleainstitute.com](http://www.ripponleainstitute.com)

## COURSE CHANGES

- Course modules are subject to change without notice.
- A number of courses are currently under review. New course code and units of competency may be available in late 2021.
- Course fees and materials are subject to change without notice.

- Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

### CREDITS TOWARDS VCE OR VCAL [unless otherwise stated on individual courses]

**VCE** Students will be eligible for credit of up to two Unit 1 & 2 VCE VET units towards their VCE and a Unit 3 & 4 sequence.

**ATAR** Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of a VCE VET program 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 [primary four] or as a fifth or sixth study. Where a student elects not to receive a study score, no contribution to the ATAR will be available.

**VCAL** Students will receive a unit of credit for every 90 hours of Units of Competency completed and may contribute to VCAL Foundation, Intermediate and Senior levels.

Disclaimer: Some units could be subject to change without notice. Information correct July 2021.

CVET Program	VCE Unit 1 & 2	VCE Unit 3 & 4	Scored Assessment	VCAL Credits
Allied Health	✓	✓	Yes	5
Applied Fashion Design	✓	✓	10% Increment	4
Automotive	✓	✓	10% Increment	4
Beauty Services	✓	✓	10% Increment	4
Building & Construction	✓	✓	10% Increment	4-6
Community Services	✓	✓	Yes	4
Design Fundamentals	✓	✓	10% Increment	5
Electrotechnology	✓	✓	10% Increment	4
Engineering Studies	✓	✓	Yes	5
Furniture Making Path	✓	✓	Yes	4
Horticulture	✓	✓	10% Increment	TBC
Hospitality	✓	✓	Yes	4
Information Digital Media	✓	✓	10% Increment	TBC
Kitchen Operations	✓	✓	Yes	4
Make Up	✓	✓	10% Increment	5
Patisserie	N/A	✓	10% Increment	2
Plumbing	✓	✓	10% Increment	5
Retail	✓	N/A	N/A	TBC
Rural Operations	✓	N/A	N/A	4
Salon Assistant	✓	N/A	N/A	3

## VSC PREDICTED GROWTH IN THE MALLEE

According to the **Victorian Skills**

**Commissioner 2017 Mallee Regional Skills Demand Profile**, these are the industries with the largest projections of growth in the Mallee between now and 2022.

This information is provided to help assist students in choosing their VET studies, and can be used as a guide to the future employment opportunities via Vocational Education and Training.



### VSC PREDICTED GROWTH INDUSTRY COURSES

This symbol will appear along side the courses related to the growth industries.

## ESTIMATED NEW WORKERS NEEDED BY 2022



### HORTICULTURE



### TRANSPORT, LOGISTICS & AUTOMOTIVE



### HEALTH AND SOCIAL ASSISTANCE



### MANUFACTURING



### CONSTRUCTION



### RETAIL TRADE



### HOSPITALITY AND TOURISM



### OTHER AGRICULTURE

Source: Information and icons - Mallee Regional Skills Demand Profile report: <http://www.vsc.vic.gov.au/mallee-regional-skills-demand-profile/>

## AUTOMOTIVE AND ENGINEERING



CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION  
AUR20720

### COURSE AIMS

The VET Automotive program will provide students with the basic knowledge and skills to enhance employment prospects as a trainee or apprentice in the automotive repair, service and retail industry. The course is designed to introduce students to automotive repair principles and the ability to perform a limited range of tasks, relating to the inspection of the mechanical components and systems of vehicles.

### COURSE ASSESSMENT METHOD

- Practical assessments
- Completion of workbooks
- Written assessments for each workbook

### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
AURAE002	Follow environmental and sustainability best practice in an automotive workplace
AURFA103	Communicate effectively in an automotive workplace
AURFA104	Resolve routine problems in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR006	Solder electrical wiring and circuits
AURTTJ003	Remove and replace wheel and tyre assemblies

#### YEAR TWO

CODE	UNITS
AURETK003	Operate electrical test equipment
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTB007	Remove and replace brake assemblies [DTTC only]

ENROLMENT TYPE  
VE1

PROGRAM LENGTH  
2 Years [365 hours]

PROGRAM CONTENT  
15 Units

LOCATION  
Deakin Trade Training  
Centre: Wednesday,  
9am-2.20pm  
SuniTAFE: Friday, 9am-3pm

MODE  
Face to face  
Classroom delivery

WORK PLACEMENT  
Recommended

PATHWAYS  
Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma or Advanced Diploma courses. Further training pathways from this course include the AUR12 Training Package Certificate III qualifications, or other relevant qualifications.

POSSIBLE EMPLOYMENT OPTIONS

- Automotive Mechanic
- Diesel Mechanic
- Mechanical Engineer
- Automotive Designer
- Spare Parts Manager
- Auto Electrician

TRAINING & ASSESSING  
SuniTAFE: Delivered by SuniTAFE trainers.  
Deakin TTC: Delivered by DTTC trainers as a third party arrangement.

## AUTOMOTIVE AND ENGINEERING



CERTIFICATE II IN ENGINEERING STUDIES  
22470VIC

### COURSE AIMS

Provide students with the basic knowledge and skills to enhance employment prospects in the engineering manufacturing or related industries and assist entry into the wider engineering industry. The course is designed to introduce students to a range of engineering skills such as basic machining, fabrication, welding use of tools and workshop practices.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

### CERTIFICATION

Successful students in Year 1 will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

CODE	UNITS
MEM13014A	Apply principles of OH&S in work environment
VU22329	Report on a range of sectors in manufacturing & engineering industries
MEM18001C	Use hand tools
MEM18002B	Use power tools / hand held operations
VU22330	Select and interpret drawings
VU22335	Perform metal machining operations
VU22331	Perform basic machining processes
VU22332	Apply basic fabrication techniques
VU22336	Perform metal fabrication operations [DTTC only]

#### YEAR TWO

CODE	UNITS
MEMPE006A	Undertake basic engineering project
VU22333	Perform engineering computations
VU22334	Produce basic engineering components and products using fabrication and machining operations
VU22237	Perform basic welding and thermal cutting processes to fabricate engineering structures

ENROLMENT TYPE  
VE1

PROGRAM LENGTH  
2 Years [480 hours]

PROGRAM CONTENT  
12 Units

LOCATION  
Deakin Trade Training  
Centre: Wednesday,  
9am-2.20pm  
SuniTAFE: Friday, 9am-3pm

MODE  
Face to face  
Classroom delivery

WORK PLACEMENT  
Recommended

PATHWAYS  
Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

POSSIBLE EMPLOYMENT OPTIONS

- Civil Engineer
- Plumber
- Mechanical Engineer
- Welder/Fabricator
- Panel Beater
- Fitter & Turner
- Air-Conditioning & Refrigeration Tradesperson

TRAINING & ASSESSING  
Deakin TTC: Delivered by Deakin TTC trainers as a third party arrangement.  
SuniTAFE: Delivered by SuniTAFE trainers.

## BEAUTY

### CERTIFICATE III IN MAKE-UP

SHB30215

#### COURSE AIMS

You will learn the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries. These individuals possess a range of well-developed technical and consultation skills where discretion and judgement is required and are responsible for their own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, test, practical skill demonstrations and exam.

#### CERTIFICATION

Students will be awarded the Certificate III in Make-Up on successful completion of the units of competence outlined below. Inner Melbourne VET Cluster is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
SHBBMUP002	Design and apply make-up
SHBBRES001	Research and apply beauty industry information
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBFAS001	Provide lash and brow services
SHBBBOS001	Apply cosmetic tanning products
SHBXCCS001	Conduct salon financial transactions

##### YEAR TWO

CODE	UNITS
SHBBMUP007	Work collaboratively on make-up productions
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBMUP005	Apply airbrushed make-up
SHBBMUP006	Design and apply creative make-up
SHBXCCS002	Provide salon service to clients
SIRRMER001	Provide visual merchandise displays
HLTAID003	Provide first aid

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years (474 hours)

#### PROGRAM CONTENT

15 Units  
(9 core and 6 elective)

#### LOCATION

Riverside Trade Training Centre: Wednesday or Friday, 8.50am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

This qualification enables students to pathway into Certificate IV in Beauty Therapy or the Certificate IV in Small Business Management.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Beautician
- Make-up retail assistant
- Make-up artist
- Beauty merchandiser

#### TRAINING & ASSESSING

Riverside TTC: Delivered by Riverside trainers as a third party arrangement with the Inner Melbourne VET Cluster.

## BEAUTY

### CERTIFICATE II IN SALON ASSISTANT

SHB20216

#### COURSE AIMS

Allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used, module theory assessments, tests, practical skill demonstration and exams.

#### CERTIFICATION

Students will be issued a Statement of Attainment. Australian Institute of Education and Training is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

CODE	UNITS
BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SIRRMER001	Produce visual merchandise displays
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

1 Year (355 hours minimum)

#### PROGRAM CONTENT

12 Units  
(8 core and 4 elective)

#### LOCATION

Riverside Trade Training Centre: Wednesday or Friday, 8.50am-3pm

#### MODE

Third party arrangement

#### WORK PLACEMENT

Required

#### PATHWAYS

This qualification enables students to pathway into Certificate III in Hairdressing.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Professional hairdresser
- Stylist in a salon or home business

#### TRAINING & ASSESSING

Riverside TTC: Delivered by Riverside TTC trainers as a third party arrangement with Australian Institute of Education and Training.

## BEAUTY

### CERTIFICATE III IN BEAUTY SERVICES SHB30115

#### COURSE AIMS

You will learn to create nail art, assess and advise your clients about their beauty needs, to design and apply makeup and to give the perfect manicure and pedicure as well as all the safety, retail and customer service skills you will need to succeed in this rewarding industry.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, test, practical skill demonstrations and exam.

#### CERTIFICATION

Students will be awarded the Certificate III in Beauty Services on successful completion of the units of competence outlined below. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### CODE UNITS

#### YEAR ONE (RIVERSIDE TTC)

SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBFAS001	Provide lash and brow services
SHBBBOS001	Apply cosmetic tanning products
SHBBMUP003	Design and apply make-up for photography
SHBXCCS001	Conduct salon financial transactions

#### YEAR TWO (RIVERSIDE TTC)

CODE	UNITS
SHBXCCS002	Provide salon service to clients
SHBBNLS004	Apply nail art
SHBBCCS001	Advise on beauty products and services
SHBBHRS001	Provide waxing services
SHBBMUP001	Apply eyelash extensions
SHHBAS002	Provide head, neck and shoulder massages for relaxation

#### YEAR ONE (SUNITAFE)

##### CODE UNITS

SHBBRES001	Research and apply beauty industry information
SHBXWHS001	Apply safe hygiene, health and work practices
SHBXCCS002	Provide salon service to clients
SHBXCCS001	Conduct salon financial transactions
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years (506 hours)

#### PROGRAM CONTENT

15 Units  
[11 core & 4 elective units]

#### LOCATION

Riverside Trade Training Centre: Wednesday or Friday, 8.50am – 3pm  
SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

This qualification enables students to pathways into Certificate IV in Beauty Therapy, Certificate IV in Small Business Management and Diploma of Beauty Therapy.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Beautician
- Nail technician
- Skin care or make-up retail assistant
- Make-up artist
- Beauty merchandiser

#### TRAINING & ASSESSING

Riverside TTC: Delivered by Riverside TTC trainers as a third party arrangement.  
SuniTAFE: Delivered by SuniTAFE trainers.

## CONSTRUCTION AND TRADES



### CERTIFICATE II BUILDING & CONSTRUCTION [CARPENTRY PRE-APPRENTICESHIP] 22338VIC

#### COURSE AIMS

The VET Building and Construction [Carpentry Pre- Apprenticeship] program will provide students with the basic knowledge and skills to enhance employment prospects as an apprentice in the building and construction industry. The course will teach students the entry level tools and equipment used by carpenters. On successful completion of the relevant unit, students will receive a Construction Induction Card as part of this course.

PLEASE NOTE: This course is a partial completion only.

#### COURSE ASSESSMENT METHOD

Practical assessments, observation, completion of workbooks, holistic assessment at the end of the year and written tests.

#### CERTIFICATION

Successful Year 1 and Year 2 will receive a Statement of Attainment. Successful Year 3 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1012A	Work effectively & sustainably in the construction industry
CPCCCM1015A	Carry out measurements and calculations
VU22014	Prepare for work in the building & construction industry
VU22022	Identify and handle carpentry tools & equipment
CPCCCM2006	Apply basic levelling procedures

##### YEAR TWO

CODE	UNITS
VU22023	Perform basic setting out
VU22024	Construct basic sub-floor
VU22025	Construct basic wall frames
VU22028	Install basic window and door frames
VU22026	Construct a basic roof frame
VU22027	Install basic external cladding

##### YEAR THREE (OPTIONAL)

CODE	UNITS
VU22029	Install interior fixings
VU22030	Carry out basic demolition
VU22031	Construct basic formwork for concreting
CPCCOHS2001A	Apply OHS requirements, policies & procedures
VU22015	Interpret & apply basic plans & drawings
VU22016	Erect & safely use working platforms

#### ENROLMENT TYPE VE1

**PROGRAM LENGTH**  
2 Years (400 hours)  
(optional 3rd Year, 181 hours)

**PROGRAM CONTENT**  
13 Units

#### LOCATION

Deakin Trade Training Centre: Wed 9am-2.20pm  
SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in apprenticeships in Carpentry or other building and construction trades. Other pathways include Certificate IV in Building & Construction and many other building diplomas and degrees.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Apprenticeship or traineeship
- Registered Building Practitioner
- Building Inspector
- Project Manager
- Architect, Carpenter
- Draftsperson

#### TRAINING & ASSESSING

Deakin TTC: Delivered by Deakin TTC trainers as a third party arrangement.  
SuniTAFE: Delivered by SuniTAFE trainers.



## CONSTRUCTION AND TRADES



### CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

#### COURSE AIMS

The VET Electrical program will provide students with an introduction to the electrical industry, developing the basic skills for both domestic and commercial electrical work. Students will learn skills and theory knowledge with a focus on test instrumentation, correct use of tools, electrical wiring, equipment and drawings about the industry regulations and safety requirements.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests, practical skill demonstration and exams.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

**Please note:** This program is currently under review – the new course code and units of competency for the VCE VET electrotechnology program will be available in late 2021.

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years

#### PROGRAM CONTENT

TBA

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

#### POSSIBLE EMPLOYMENT OPTIONS

- Electrician
- Electrical Fitter
- Renewable Energy Installer
- Sales
- Electrical Engineering Technician
- Air-Conditioning & Refrigeration Technician

#### TRAINING & ASSESSING

SuniTAFE: Delivered by SuniTAFE trainers.

## CONSTRUCTION AND TRADES



### CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

#### COURSE AIMS

This course is designed for students aspiring to enter the plumbing industry as a trainee or apprentice. This is a pre-employment course and is regarded as the most suitable way to gain employment in the plumbing industry.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

#### CERTIFICATION

Students will be issued a Certificate upon successful completion of the units of competence outlined below. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course, credited towards VCE or VCAL.

#### UNITS OF COMPETENCY

**Please note:** This program is currently under review – the new course code and units of competency for the VCE VET plumbing program will be available in late 2021.

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years

#### PROGRAM CONTENT

TBA

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in gaining a plumbing apprenticeship.

#### POSSIBLE EMPLOYMENT OPTIONS

- Plumbing Apprentice

#### TRAINING & ASSESSING

SuniTAFE: Delivered by SuniTAFE trainers.

## CONSTRUCTION AND TRADES



### CERTIFICATE II IN FURNITURE MAKING PATHWAYS

MSF20516

#### COURSE AIMS

The VET Furniture Making program will provide students with the basic knowledge and skills required to perform the manufacture of free-standing furniture. Students will develop hand and power tool skills while working on a variety of projects related to cabinet making and solid furnishing. This may enhance employment prospects in the furnishing industry.

#### COURSE ASSESSMENT METHOD

- Module theory assessments and tests
- Practical skill demonstration
- Exams

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualification and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
MSFFP2002	Develop a career plan for the industry
MSMENV272	Participate in environmentally sustainable work practices
MSMPCI103	Demonstrate care & apply safe practices at work
MSFFP2006	Make simple timber joints
MSFFP2003	Prepare surfaces
MSFFP2005	Join materials used in furnishing
MSFFP2004	Apply domestic surface coating
MSFFM2003	Select and apply hardware

##### YEAR TWO

CODE	UNITS
MSFFP2001	Undertake a basic furniture project
MSFFM2002	Assemble furnishing components
MSFFM2001	Use furniture making sector hand & power tools
MSFGN2001	Make measurements and calculations

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years (400 hours minimum)

#### PROGRAM CONTENT

12 Units

#### LOCATION

Deakin Trade Training Centre  
Wednesday, 9am-2.20pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma or Advanced Diploma courses.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Cabinet Maker
- Shop Fitter
- Industrial Designer
- Furniture Designer
- Joiner

#### TRAINING & ASSESSING

Deakin TTC: Delivered by Deakin TTC trainers as a third party arrangement.

## DESIGN AND VISUAL ARTS

### CERTIFICATE III IN DESIGN FUNDAMENTALS

CUA30720

#### COURSE AIMS

Are you looking to delve into the world of art and design, but need a solid foundation of guiding principles? The Certificate III in Design Fundamentals will allow you to progress towards in-depth courses in visual arts and graphic design, as well as providing an excellent basis for seeking work in a wide range of art and design industry areas.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; projects, practical tasks, observations and written activities.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

CODE	UNITS
CUADES302	Explore and apply the creative design process to 2D forms
CUAACD311	Produce drawings to communicate ideas
BSBWHS211	Contribute to health and safety of self and others
CUADIG304	Create visual design components
CUAPPR311	Produce creative work
CUADES303	Explore and apply the creative design process to 3D forms

**Please note:** Enrolment is only for returning 2nd year students.

#### ENROLMENT TYPE

VE3

#### PROGRAM LENGTH

2 Years (525 hours)

#### PROGRAM CONTENT

12 Units

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

N/A

#### PATHWAYS

Certificate IV in Visual Arts and Certificate IV in Design.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Visual Artist
- Graphic Designer
- Digital Media field

#### TRAINING & ASSESSING INFORMATION

SuniTAFE: Delivered by SuniTAFE trainers.

## DESIGN AND VISUAL ARTS

### CERTIFICATE II IN VISUAL ARTS

#### COURSE AIMS

Are you looking to delve into the world of art and design, but need a solid foundation of guiding principles? The Certificate II in Visual Arts is designed to provide you with the opportunity to build skills and knowledge, as well as to begin to prepare a portfolio for further study or entry-level positions in the creative industry.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; projects, practical tasks, observations and written activities.

#### CERTIFICATION

Students will be issued a certificate upon successful completion of the units of competence outlined. SuniTAFE is responsible for issuing qualifications and statement of attainment associated with this course.

#### UNITS OF COMPETENCY

**Please note:** This program is currently under review – the new course code and units of competency for the VCE VET visual arts program will be available in late 2021.

#### ENROLMENT TYPE

VE3

#### PROGRAM LENGTH

1 Year

#### PROGRAM CONTENT

TBA

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

N/A

#### PATHWAYS

Certificate IV in Visual Arts  
and Certificate IV in Design.

#### POSSIBLE EMPLOYMENT OPTIONS

- Visual Artist
- Graphic Designer
- Digital Media field

#### TRAINING & ASSESSING INFORMATION

SuniTAFE: Delivered by  
SuniTAFE trainers.

## DESIGN AND VISUAL ARTS

### CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

MST20616

#### COURSE AIMS

The VCE VET Applied Fashion Design and Technology program provides students with the knowledge and skills to enhance their employment prospects in the fashion design and textile production industries. Students develop skills used in the design and production of garments and millinery, as well as in the development of unique fashion and textile design.

#### COURSE ASSESSMENT METHOD

- Practical assessments (Folio)
- Completion of workbooks
- Written assessments
- Product development

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. Ripponlea Institute is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
MSMWHS200	Work Safely
MSTFD2006	Use a sewing machine for fashion design
MSS402051	Apply quality standards
MSTCL2010	Modify patterns to create basic styles
MSTCL1001	Produce a simple garment
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF industry
MSTTX1001	Produce a simple textile fabric or product
MSMENV272	Participate in environmentally sustainable work practices

##### YEAR TWO

CODE	UNITS
MSTML1001	Make a simple headpiece
MSTCL2011	Draw and interpret a basic sketch
MSTFD2001	Design and produce a simple garment
MSTFD2005	Identify design process for fashion design
MSTCL3007	Embellish garment by hand or machine
MSTFD3003	Prepare design concept for a simple garment

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years (580 hours)

#### PROGRAM CONTENT

13 Units

#### LOCATION

Red Cliffs Secondary College:  
Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

N/A

#### PATHWAYS

Study and employment  
in fashion design and  
patternmaking.

#### POSSIBLE EMPLOYMENT OPTIONS

- Production Assistant
- Clothing Technician
- Merchandising Assistant

#### TRAINING & ASSESSING INFORMATION

Red Cliffs Secondary  
College: Delivered by Red  
Cliffs Secondary College  
trainers as a third party  
arrangement with Ripponlea  
Institute.

## FOOD AND HOSPITALITY



### CERTIFICATE II IN KITCHEN OPERATIONS

SIT20416

#### COURSE AIMS

Provide students with an overview of the dynamic hospitality industry. The basic knowledge and skills developed in the fully functioning kitchen focusses on preparing, cooking and plating food and will receive a Food Handlers Certificate. Students will have the opportunity to work in a "live restaurant" working at a range of functions.

#### COURSE ASSESSMENT METHOD

- Direct observations of work practices
- Portfolio of annotated recipes and dishes
- Work placement
- Topic tests and exams

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
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
SITHCCC002	Prepare and present simple dishes
SITHIN0002	Source and use information on the hospitality industry [Riverside TTC only]
BSBSUS201	Participate in environmentally sustainable work practices [SuniTAFE only]

##### YEAR 2

SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC011	Use cookery skills effectively
SITHCCC012	Prepare poultry dishes

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years [360 hours minimum]

#### PROGRAM CONTENT

14 Units

#### LOCATION

SuniTAFE: Friday, 9am-3pm  
Riverside Trade Training Centre: Wednesday or Friday, 9am - 3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Mandatory

#### PATHWAYS

Completing this program may assist students interested in Hospitality or Commercial Cookery traineeships, apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma or Degree courses.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Apprentice Chef/  
Apprentice Pastry Chef
- Caterer
- Food & Beverage Attendant
- Kitchen Hand
- Food Stylist

#### TRAINING & ASSESSING

Riverside TTC: Delivered by Riverside TTC trainers as a third party arrangement.  
SuniTAFE: Delivered by SuniTAFE trainers.

## FOOD AND HOSPITALITY



### CERTIFICATE III IN COMMERCIAL COOKERY [PATISSERIE]

SIT30816 [selected units only]

#### COURSE AIMS

The VET Patisserie program will provide students with an overview of the creative patisserie industry. Students will learn a range of baking skills producing cakes, pastries and desserts. This course will also give students the opportunity to learn some chocolatier and sugar work skills.

#### COURSE ASSESSMENT METHOD

- Direct observation of work practices
- Topic tests and oral presentations

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results. The RTO is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
SITHPAT001	Produce cakes
SITHPAT003	Produce pastries
SITHPAT005	Produce petits fours
SITHPAT006	Produce desserts
HLTAID003	Provide first aid

**PLEASE NOTE:** Students may be required to work in extra time outside of school hours.

Students **MUST** have completed Year 1 VET Kitchen Operations or VET Hospitality to be considered for this program.

#### ENROLMENT TYPE

VE3

#### PROGRAM LENGTH

1 Year [196 hours]

#### PROGRAM CONTENT

5 Units

#### LOCATION

Deakin Trade Training Centre:  
Days/Time: TBA

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in Patisserie, Commercial Cookery or Food Processing traineeships, apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma or Degree courses.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Apprentice Chef
- Apprentice Pastry Chef
- Caterer
- Food & Beverage Attendant
- Kitchen Hand
- Food Stylist

#### TRAINING & ASSESSING

Deakin TTC: Delivered by Deakin TTC trainers as a third party arrangement.

## FOOD AND HOSPITALITY



### CERTIFICATE II IN HOSPITALITY

SIT20316

#### COURSE AIMS

Reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine repetitive tasks and work under direct supervision.

#### COURSE REQUIREMENTS

There is a compulsory work placement. The students do need to be very committed and prepared to put in extra time out of school hours.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests, practical skill demonstration and exams.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. IVET Institute is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
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
SITHCCC002	Prepare and present simple dishes
SITHKOP001	Clean kitchen premises and equipment
SITXINV002	Maintain the quality of perishable items
SITHCCC001	Use food preparation equipment

##### YEAR TWO

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

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years [382 hours minimum]

#### PROGRAM CONTENT

16 Units

#### LOCATION

Riverside Trade Training Centre: Wednesday or Friday, 8.50am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Mandatory

#### PATHWAYS

This qualification enables students to pathway into Diploma of Hospitality.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Chef
- Food & Beverage Attendant
- Hotel Manager

#### TRAINING & ASSESSING

Riverside TTC: Delivered by Riverside TTC trainers as a third party arrangement with IVET Institute.

## HEALTH AND COMMUNITY



### CERTIFICATE III IN COMMUNITY SERVICES

CHC32015

#### COURSE AIMS

This qualification reflects the role of the entry level for the community services workers who support individuals through the provision of person centred services. Work may include day-to-day support of individuals in community settings or support of individual in community settings or support the implementation of specific community-based programs.

#### COURSE ASSESSMENT METHOD

Research, practical placement and assignments.

#### CERTIFICATION

This course is partial completion only. Successful Year 1 students & 2 will receive a Certificate; SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
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
HLTWHS002	Follow safe work practices for direct client care
HLTWHS006	Manage personal stresses in the work environment
HLTAID003	Provide first aid
CHCDIV002	Promote Aboriginals and Torres Strait Islander cultural safety
FSKDIG03	Use digital technology for routine workplace tasks

##### YEAR TWO

CODE	UNITS
CHCCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies

#### ENROLMENT TYPE

VE1

#### PROGRAM LENGTH

2 Years [478 hours]

#### PROGRAM CONTENT

13 Units

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Required

#### PATHWAYS

This qualification enables students to pathway into Certificate IV in Community Services, Diploma of Community Services and Diploma of Early Childhood Education and Care.

#### POSSIBLE

##### EMPLOYMENT OPTIONS

- Community Services Worker

#### TRAINING & ASSESSING

SuniTAFE: Delivered by SuniTAFE trainers.

## HEALTH AND COMMUNITY



### CERTIFICATE III IN ALLIED HEALTH ASSISTANCE HLT33015

#### COURSE AIMS

This qualification enables you to provide supervised assistance to allied health professionals, without conducting programs or therapeutic interventions. You will learn the skills, which will allow you to support patient therapy in a specialised area as well as all the safety, communication, and personal skills to make sure you are confident and competent in a demanding workplace.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests, practical skill demonstration and exams.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
BSBWOR301	Organise personal work priorities and development
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
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWS001	Participate in workplace health and safety

##### YEAR TWO

CODE	UNITS
BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCCCS015	Provide individualised support
CHCCCS026	Transport individuals
CHCDIV001	Work with diverse people
HLTAHA001	Assist with an allied health program

#### ENROLMENT TYPE VE1

#### PROGRAM LENGTH 2 Years (465 hours)

#### PROGRAM CONTENT 13 Units

#### LOCATION SuniTAFE: Friday, 9am-3pm

#### MODE Face to face Classroom delivery

#### WORK PLACEMENT Required

#### PATHWAYS This qualification enables students to pathway into Certificate IV in Allied Health Assistance.

#### POSSIBLE EMPLOYMENT OPTIONS

- Therapy Assistant
- Physiotherapy Assistant
- Occupational Therapy Assistant
- Podiatry Assistant
- Speech Pathology

#### TRAINING & ASSESSING SuniTAFE: Delivered by SuniTAFE trainers.

## HORTICULTURE



### CERTIFICATE II IN RURAL OPERATIONS AHC21216

#### COURSE AIMS

This course is your entry point into the general range of seasonal tasks, maintenance work and the use of machinery in local rural industries such as Citrus, Vineyards and Nursery fields.

#### COURSE ASSESSMENT METHOD

A range of assessment methods will be used; module theory assessments, tests and practical skill demonstrations.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

##### YEAR ONE

CODE	UNITS
AHCWHS201	Participate in work health and safety processes
AHCPHT214	Support horticultural crop harvesting
AHCIRG221	Assist with pressurised irrigation operations
AHCCHM201	Apply chemicals under supervision
AHCNSY203	Undertake propagation activities
AHCPHT201	Plant horticultural crops
AHCSOL202	Assist with soil or growing media sampling and testing

##### YEAR TWO

CODE	UNITS
AHCMOM202	Operate tractors
AHCMOM204	Undertake operational maintenance of machinery
AHCNSY201	Pot up plants
AHCNSY202	Care for nursery plants
AHCWRK204	Work effectively in the industry
AHCPCM202	Collect, prepare and preserve plant specimens
AHCPCM201	Recognise plants
AHCWRK209	Participate in environmentally sustainable work practices

#### ENROLMENT TYPE VE3

#### PROGRAM LENGTH 2 Years (440 hours)

#### PROGRAM CONTENT 15 Units

#### LOCATION SuniTAFE: Friday, 9am-3pm

#### MODE Face to face Classroom delivery

#### WORK PLACEMENT Recommended

#### PATHWAYS This qualification can lead to an apprenticeship/traineeship in Certificate III in Horticulture.

#### POSSIBLE EMPLOYMENT OPTIONS

- Assistant or labourer in a horticultural setting

#### TRAINING & ASSESSING SuniTAFE: Delivered by SuniTAFE trainers.



# HORTICULTURE

## CERTIFICATE II IN HORTICULTURE AHC20416

### COURSE AIMS

The Certificate II in Horticulture is your entry into the horticulture industry. You will learn a range of basic practical skills and gain knowledge you need to start your career in horticulture.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: practical assessments, assignments, completion of workbooks.

### CERTIFICATION

Students will be issued a certificate upon successful completion of the units of competence outlined below. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

#### YEAR ONE

##### Compulsory:

CODE	UNITS
AHCPMG201	Treat weeds
AHCPMG202	Treat plant pests, diseases and disorders
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWHS201	Participate in work health and safety processes
AHCCHM201	Apply chemicals under supervision
AHCIRG217	Assist with pressurised irrigation operations
AHCNSY203	Undertake propagation activities

#### YEAR TWO

CODE	UNITS
AHCPCM201	Recognise plants
AHCMOM202	Operate tractors
AHCMOM204	Undertake operational maintenance of machinery
AHCNSY201	Pot up plants
AHCNSY202	Care for nursery plants
AHCPCM202	Collect, prepare and preserve plant specimens
AHCWRK204	Work effectively in the industry

### ENROLMENT TYPE VE1

### PROGRAM LENGTH 2 Years

### PROGRAM CONTENT 14 Units

### LOCATION SuniTAFE: Friday 9am – 3pm

### MODE Face to face Classroom delivery

### WORK PLACEMENT Recommended

### PATHWAYS Successful completion of this course will give you a great start of moving onto studying Certificate III in Horticulture or to start an apprenticeship in this field.

### POSSIBLE EMPLOYMENT OPTIONS This qualification could lead to employment as an assistant or labourer in the horticultural setting.

### TRAINING & ASSESSING SuniTAFE: Delivered by SuniTAFE trainers.

# INFORMATION TECHNOLOGY

## CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

### COURSE AIMS

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

### COURSE ASSESSMENT METHOD

A range of assessment methods will be used: observation and oral questioning, project work, practical task, role play/simulation, knowledge based test, written task.

### CERTIFICATION

Students will receive a statement of results on successful completion of the units of competence outlined. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

### UNITS OF COMPETENCY

**Please note:** This program is currently under review – the new course code and units of competency for the VCE VET ICT program will be available in late 2021.

### ENROLMENT TYPE VE1

### PROGRAM LENGTH 2 Years

### PROGRAM CONTENT TBA

### LOCATION SuniTAFE: 9am-3pm

### MODE Face to face Classroom delivery

### WORK PLACEMENT N/A

### PATHWAYS By completing this qualification you will gain employable skills in this area. Students may choose to extend their skills set and undertake Certificate IV or Diploma studies.

### POSSIBLE EMPLOYMENT OPTIONS This qualification could lead to employment working in an office environment such as Help Desk Officer, Client Support Officer, ICT Operations Support.

### TRAINING & ASSESSING SuniTAFE: Delivered by SuniTAFE trainers.

## RETAIL



### CERTIFICATE II IN RETAIL SERVICES

SIR20216

#### COURSE AIMS

Get the skills you need to work effectively in a diverse range of retail settings. This course offers students an opportunity to develop contemporary customer service skills along with engaging in visual merchandising and social media aspects of business. There is a strong focus on working with others and becoming a valuable team member.

#### COURSE ASSESSMENT METHOD

Direct observation of work practices, topic tests and oral presentations.

#### CERTIFICATION

Successful Year 1 students will receive a Statement of Results. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

#### UNITS OF COMPETENCY

CODE	UNITS
SIRXCEG001	Engage the customer
SIRXCOM001	Communicate in the workplace to support team and customer outcomes
SIRXIND001	Work effectively in a service environment
SIRXIND003	Organise personal work requirements
SIRXPKD001	Advise on products and services
SIRXRSK001	Identify and respond to security risks
SIRXWHS002	Contribute to workplace health and safety
SIRRMER001	Produce visual merchandise displays
SIRXOSM001	Identify and review social media and online platforms for organisational use
BSBWOR204	Use business technology
BSBTWK201	Work effectively with others
SIRXSLS2002	Follow point of sale procedures

#### ENROLMENT TYPE

VE3

#### PROGRAM LENGTH

2 Years

#### PROGRAM CONTENT

12 Units

#### LOCATION

SuniTAFE: Friday, 9am-3pm

#### MODE

Face to face  
Classroom delivery

#### WORK PLACEMENT

Recommended

#### PATHWAYS

Completing this program may assist students interested in gaining a traineeship within a business environment. Students can also pathway into Certificate IV in Business.

#### POSSIBLE EMPLOYMENT OPTIONS

- Specialty retailers, Supermarkets, Department Stores.

#### TRAINING & ASSESSING

SuniTAFE: Delivered by SuniTAFE trainers.

## SUNITAFE AND MRTTC VETDSS 2022 EXPRESSION OF INTEREST





**SUNITAFE VETDSS 2022 EXPRESSION OF INTEREST – MILDURA CAMPUS  
VETDSS STUDENT PRIVACY NOTICE AND DECLARATION FOR STUDENTS UNDER 18**

Every section MUST be completed.

**Incomplete forms will be returned to your school.**

Please return to your schools VET/CAREERS Coordinator before **Friday 17th September 2021**. If you are interested in more than one course please indicate your first and second preference in the boxes.

Please Note: You will be expected to attend an information session in Term 4. [Date to be advised]

**STUDENT DETAILS**

First Name .....

Last Name .....

Date of Birth ...../...../.....

Mobile or Phone .....

Email .....

Postal Address: .....

..... Postcode .....

School Name .....

VET Coordinator .....

Current Year Level: .....

USI Number

VSN

**PARENT DETAILS**

First Name .....

Last Name .....

Relationship to Student.....

Mobile or Phone: .....

Email: .....

**Please print double sided and ensure the signed declaration on page 31 is attached.**

**PLEASE TICK THE NAMES OF THE VETDSS COURSES YOU WOULD LIKE TO ENROL INTO AT SUNITAFE IN 2022**

- Certificate II in Automotive Vocational Preparation
- Certificate II in Building and Construction [Carpentry Pre-Apprenticeship]
- Certificate II in Electrotechnology [Career Start]
- Certificate II in Engineering Studies
- Certificate II in Horticulture
- Certificate II in Kitchen Operations
- Certificate II in Plumbing
- Certificate II in Retail Services
- Certificate II in Visual Arts
- Certificate III in Allied Health Assistance
- Certificate III in Beauty Services
- Certificate III in Community Services
- Certificate III in Design Fundamentals
- Certificate III in Information, Digital Media and Technology
- Certificate II in Rural Operations

Year of course enrolling in  1  2

**SUNRAYSIA INSTITUTE OF TAFE PRIVACY STATEMENT**

Sunraysia Institute of TAFE’s enrolment and pre-enrolment processes seek personal information and health information about me. The purpose for collecting this information is to register my interest in enrolling and subsequent selection or to register me as a student at Sunraysia Institute of TAFE. The information will also be used to assist in the selection process if applicable and/or make sure I have the support and resources I need during my time here and so that I can be contacted when required. Sunraysia Institute of TAFE asks for the contact details of a person it may need to contact in an emergency. I will ensure that the person I nominate as an emergency contact knows about this arrangement and have given permission for me to provide their personal details to Sunraysia Institute of TAFE. Details of any medical condition or disability that I provide on the enrolment form are sent to Student Support Services who will use this information to provide appropriate support for me if this is required. Student Support Services can be contacted on 5022 3666 for further information on the services available. All students automatically receive an email account on the student mail system which displays their student ID, given name and surname. If I do not wish to have my details published in the internal directory, I will contact the Information Technology department on 5022 3911 or via email helpdesk@sunitafe.edu.au. Sunraysia Institute of TAFE will also pass on results and attendance information to my employer if I am an apprentice or trainee, to my employer if they have paid course fees and request results, or to my Job Services Australia Provider who has referred me, as requested. Sunraysia Institute of TAFE will also provide my Statement of Results to my school [upon request] if I am participating in a program endorsed by my school. Sunraysia Institute of TAFE are required by law to provide some information to government agencies such as the Police force and Centrelink. I may be contacted to participate in a survey conducted by Sunraysia Institute of TAFE, audit or review relating to my training. This provides valuable feedback on the delivery of VET programs at Sunraysia Institute of TAFE. For students eligible for VET Student Loans, the following privacy statement also applies: Sunraysia Institute of TAFE is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number [CHESSN] to me. Sunraysia Institute of TAFE will disclose this information to the Department of Education and Training [DET] for those purposes. DET will store the information securely in the Higher Education Information Management System. DET may disclose the information to the Australian Taxation Office. Sunraysia Institute of TAFE and DET will not otherwise disclose the information without my consent unless required or authorised by law.

**VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE**

The Victorian Government, through the Department of Education and Training [the department], develops, monitors and funds vocational education and training [VET] in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET Services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 [Vic] and the Health Records Act 2001 [Vic]. Collection of your data: I understand that: Sunraysia Institute of TAFE is required to provide the Department with student and training activity data. This includes personal information collected in the Sunraysia Institute of TAFE enrolment form and unique identifiers such as the Victorian Student Number [VSN] and the Commonwealth’s Unique Student Identifier [USI]. Sunraysia Institute of TAFE provides data to the Department in accordance with the VET Student Statistical Collection Guidelines, available at [www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). Use of your data: The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring [such as program of subject completion], which may be relevant to the services provided to the student. A student’s USI may be used for specific VET purposes including the verification of student data provided by Sunraysia Institute of TAFE; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies. Disclosure of our data: As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research [NCVER]. Legal and Regulatory: The Department’s collection and handling of enrolment data and VSNs is authorized under the Education and Training Reform Act 2006 [Vic]. The department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 [Cth] and the Student Identifiers Regulation 2014 [Cth]. Survey Participation: You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Consequences of not providing your information: Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy. Access, correction and complaints: You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact the Institutes Privacy Officer in the first instance by phone on 03 5022 3774 or email [cdiana@sunitafe.edu.au](mailto:cdiana@sunitafe.edu.au) For further information about the way the department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>. For further information about Unique Student Identifiers, including access, correction and complaints, go to: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>.

**DECLARATION**

I acknowledge that I have read the:

- Sunraysia Institute of TAFE Privacy Statement
- Victorian Government’s VET Student Enrolment Privacy Notice

I agree to SuniTAFE accessing my USI for the purpose of verifying my records at such time I understand I will receive notice that Sunraysia Institute of TAFE has conducted an existing USI search.

.....  
**STUDENTS SIGNATURE** **DATE** **PARENTS SIGNATURE** **DATE**

**MRTTC VETDSS 2022  
EXPRESSION OF INTEREST**

This form **MUST** be completed and returned to the relevant Training Centre with the appropriate Enrolment Form. Complete thoroughly, neatly and in your own handwriting.

MSC students or those applying to DTTC, can do so online through the enrolment tab: [www.milsen.vic.edu.au](http://www.milsen.vic.edu.au)

Every section **MUST** be completed.  
**Incomplete forms will be returned to your school.**

Please return to your schools VET/CAREERS Coordinator before **Friday 17th September 2021**. If you are interested in more than one course please indicate your first and second preference in the boxes.

Please Note: You will be expected to attend an information session in Term 4. [Date to be advised]

**STUDENT DETAILS**

First Name: .....

Last Name: .....

Date of Birth: ...../...../.....

Mobile or Phone: .....

Postal Address: .....

..... Postcode: .....

Current Year Level: .....

USI Number:

VSN:

**PARENT DETAILS**

First Name: .....

Last Name: .....

Relationship to Student: .....

Mobile or Phone: .....

Email: .....

**SCHOOL DETAILS**

School Name: .....

VET Coordinator: .....

Contact Phone: .....

Contact Email: .....

**DEAKIN TRADE TRAINING CENTRE**

- Certificate II in Automotive Vocational Preparation
- Certificate II in Building & Construction
- Certificate II in Engineering Studies
- Certificate II in Furniture Making Pathways
- Certificate III in Commercial Cookery [Patisserie]

**RED CLIFFS SECONDARY COLLEGE**

- Certificate II in Applied Fashion Design and Technology

**RIVERSIDE TRADE TRAINING CENTRE**

- Certificate II in Hospitality [Front House]
- Certificate II in Kitchen Operations
- Certificate II in Salon Assistant [Hairdressing]
- Certificate III in Beauty Services
- Certificate III in Makeup

Year of course enrolling in  1  2

**SIGNATURES**

Student: .....

Parent: .....

VET Coordinator: .....

Home Group Teacher: .....

**FURTHER INFORMATION**

If you would like more information about VET Delivered to Secondary Students programs please speak to your VET/ Careers/Home Group Coordinator at your home school.

**DEAKIN TTC** Mildura Senior College  
Linda Snoxall – VETDSS Coordinator  
Email: [vet@milsen.vic.edu.au](mailto:vet@milsen.vic.edu.au)

**RIVERSIDE TTC** St Joseph’s College, Mercy Campus  
Adele Kennedy – VETDSS Coordinator  
Email: [careers@sjcnda.vic.edu.au](mailto:careers@sjcnda.vic.edu.au)

**SUNITAFE**  
Karen Chynoweth – Manager, Skills and Jobs Centre  
Email: [skillsandjobs@sunitafe.edu.au](mailto:skillsandjobs@sunitafe.edu.au)



### **DEAKIN TRADE TRAINING CENTRE**

Mildura Senior College  
Cnr 14th Street & Deakin Avenue, Mildura Vic 3500  
T (03) 5021 2911

### **RIVERSIDE TRADE TRAINING CENTRE**

St Joseph's College, Mercy Campus  
159-177 Riverside Ave, Mildura VIC 3500  
T (03) 5018 8097

### **SUNITAFE**

Mildura Campus  
Benetook Avenue, Mildura VIC 3500  
T (03) 5022 3666