



# VET Handbook 2021

*Small School  
Big Opportunities*

# Vocational Education and Training (VET)

VET in the VCE or VCAL allows students to include vocational studies within their senior secondary certificate. Students undertake nationally recognised training from either accredited state curriculum or national training packages which may contribute to their VCE and/or VCAL.

Schools are able to offer senior secondary students programs selected from the range of industry areas approved by the VCAA.

## **Successful completion of VET in a senior secondary program may provide students with:**

- ❖ A VCE or VCAL certificate issued by the VCAA, and a VET certificate issued by a Registered Training Organisation. (RTO)
- ❖ Two statements of results issued by the VCAA giving details of units completed in the VCE and units of competence/modules completed in the VET qualification
- ❖ An enhanced ATAR which can improve access to further education
- ❖ Pathways into employment and or further VET qualifications
- ❖ Workplace experience including structured workplace training

## **Students value VET because it:**

- ❖ Allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- ❖ Provides direct experience of business and industry.

## **Employers value VET because it:**

- ❖ Contributes to the development of entry level skills for their industry
- ❖ Provides students with a practical and focussed introduction to workplace requirements
- ❖ Enhances the employability of students
- ❖ Enables industry to contribute to educational programs in schools
- ❖ Enables industry to participate in local community networks

St Brigid's College offers 2 onsite VET programs which operate as part of the normal school timetable. The 2 onsite programs on offer for 2020 will be:

- ❖ Certificate II in Hospitality (Kitchen Operations)
- ❖ Certificate II in Small Business (Operations/Innovation)

## Certificate II in Hospitality (Kitchen Operations)

The VCE VET Hospitality program is designed to provide students with training and skill development for the achievement of competence in food and beverage service and/or commercial cookery. The program will also provide access to a range of potential career paths within the hospitality industry.

### **Possible Job Outcomes:**

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

It contributes to VCE and VCAL completion.

### **How will the program run?**

This VET Certificate is run within the school timetable.

### **Units covered:**

#### **Year 1 - Units of competence**

- BSBWOR203B - Work effectively with others
- SITHCCC102 - Prepare simple dishes
- SITHIND201 - Source and use information on the hospitality industry
- SITXFSA101 - Use hygienic practices for food safety
- SITXWHS101 - Maintain the quality of perishable items
- SITXWHS101 - Participate in safe work practices
- SITCCC101 - Use food preparation equipment
- SITHCCC201 - Produce dishes using basic methods of cookery
- SITHKOP101 - Clean kitchen premises and equipment

#### **Year 2 - Units of competence**

- SITHCCC202 - Produce appetisers and salads
- SITHCCC204 - Produce vegetables, fruit, egg and farinaceous dishes
- SITHCCC203 - Produce stocks, sauces and soups
- SITXINV301 - Purchase goods
- SITHCCC207 - Use cookery skills effectively

## Certificate II in Small Business (Operations/Innovation)

This qualification provides students with the knowledge and skills to meet the current and future industry requirements to effectively work within small business contexts across a range of industry sectors. The certificate is delivered with a project-based approach. Students work together in groups to complete projects that require practical learning, collaboration and problem solving.

### **Possible outcomes:**

On completion of the certificate the students will have developed skills required for small business environments such as policies and procedures, basic market research, small business planning, small business quality, routine financial activities, customer service, social media collaboration and small business operations.

The Certificate II in Small Business (Operations/Innovation) is designed to be completed in two years. It provides credit toward the VCE and VCAL.

### **How will the program run?**

This VET Certificate is run within the school timetable.

### **Units covered:**

#### **Year 1 - Units of competence**

- BSBWHS201 - Contribute to the health and safety of self and others
- VU21420 - Develop elementary professional skills for small business environments
- VU21421 - Follow small business policies and procedures
- VU21419 - Contribute to small business operations and innovation
- ICTWEB201 - Use social media tools for collaboration and engagement
- VU21425 - Assist with the presentation of public activities and events

#### **Year 2 - Units of competence**

- VU21422 - Undertake basic market research and promotion for a small business product or service
- VU21423 - Contribute to small business planning
- VU21424 - Participate in small business quality and change processes
- VU21426 - Follow procedures for routine financial activities of a small business
- BSBPRO301A - Recommend products and services
- SITXCCS006 - Provide service to customers