

VOCATIONAL & SPECIAL LEARNING 2019 CURRICULUM HANDBOOK



**GOLDEN GROVE
HIGH SCHOOL**

2018

Principal: Mr Peter Kuss



Vocational & Special Learning Programs

VOCATIONAL EDUCATION & TRAINING (VET) WORKPLACE LEARNING PROGRAMS

Vocational Education and Training (VET) is a way for you to experience the world of work in a range of occupations whilst still at school. All VET courses are designed to prepare you for the world of work and/or further training, predominantly at TAFE.

Please note: All VET courses and costs are subject to change, dependent on training organisations.

If students withdraw from VET programs we are not able to reimburse the cost unless they are removed within 21 days of course commencement.

NEVO Courses (North Eastern Vocational Opportunities)

These courses are generally conducted off-site, and are all fully certified industry workplace learning programs offered by NEVO (at participating Secondary Schools or TAFE / RTOs) in conjunction with GGHS.

ADVICE TO STUDENTS

Each course can be one, two or three semesters in length dependent on the level. Typically, students will be required to complete one day a week off-site at a school, TAFE or a Registered Training Organisation for the duration of the course.

All courses are nationally industry accredited in Certificate I, II or III. To register for these programs students MUST complete an enrolment pack.

From time to time some courses are cancelled due to lack of student numbers across the district.

Final cost can be sourced while completing the application process.

Further details for NEVO Courses are available from the NEVO website – www.nevo.sa.edu.au, NEVO Brochure and the NEVO Student Information Sheets available from the VET Leader. Students must read these information sheets carefully, in conjunction with this curriculum handbook.

TAFE and external training information will also be made available to students looking for options outside of NEVO.

Students in Year 12 may combine NEVO – VET Courses with the Stage 2 subject, Workplace Practices. Year 12 students may also combine their Australian School-Based Traineeship with Stage 2 Workplace Practices. This will be individually negotiated with the VET Leader.

AUSTRALIAN SCHOOL BASED APPRENTICESHIPS / TRAINEESHIPS

This program involves students who, as part of their Year 10, 11 and 12 SACE studies, undertake a Certificate II or III qualification while being in paid employment.

ADVICE TO STUDENTS

To complete this study, students must be employed part-time with an organisation, such as Target, Foodland, Coles, KFC, McDonalds, Dominos, Hungry Jacks or an Automotive Industry, and undertake an Apprenticeship / Traineeship to be completed over a two year period.

Under nationally agreed government arrangements, which allow for Australian School-Based Apprenticeships, students are required to:

- attend school for 3, 4 or 5 days a week, where students complete the SACE Curriculum at Stage 1 and 2
- be employed and attend work for a minimum of 10 hours, up to a maximum of 15 hours per week. Seven of these hours may be a school day. Students may work the equivalent of another day as a shift or shifts after school and/or weekends. This will be negotiated with the employer
- attend off-the-job training where the nominal hours for the Certificate II or III qualification will be delivered
- the apprentice will be paid in accordance with the National Training Wage Award for productive work

Under these arrangements the student is a secondary Stage 1 / 2 student and an employee.

Students who are currently employed with any of the organisations listed above should see the VET Leader.

Students who would like to begin an Australian School-Based Apprenticeship should see the VET Leader.

Students in Year 12 should consider enrolling in Workplace Practices.

SHARED LEARNING – CROSS CAMPUS STUDY AND VET

On our Campus

- we are committed to excellence in teaching and learning and;
- we work creatively and collaboratively to expand learning opportunities.

Our three schools have shared resources, facilities and most importantly, learning, for over 30 years. The Campus' reputation for providing opportunities for student success and quality education is well known within our school communities and education sectors.

The Campus provides greater options through:

- **Shared Learning** – In line with the Campus principle of Shared Learning, students may study one of these courses. The course may include students from all three schools and may be hosted by a teacher from any of the schools on campus. The courses are identified as 'Shared Learning VET' or 'Shared Learning SACE'.
- **Cross Campus Study** – At Stage 1 or Stage 2 students may elect to study one subject Cross Campus. This means attending a subject hosted at one of the other schools on the Campus.

The process for identifying interest and intent to study via Shared Learning are as follows:

- Find out more from the VET Leader and course information evenings.
- Indicate interest on subject selection forms.
- Attend your Course Counselling session to discuss your interest. At this time you will be provided with advice on the suitability of this course for your identified pathway and formal application paperwork and processes will be explained.
- Return the completed application form to your own school.

Class viability will be determined by demand and staffing.

To see what Shared Learning may offer to enhance your pathway, please consult the Curriculum Handbooks and Campus VET brochure via the links supplied:

Gleeson College:

↳ www.gleeson.sa.edu.au/collegelife/curriculum

Golden Grove High School:

↳ www.goldengrovehs.sa.edu.au/news-publications/handbooks.html

Pedare Christian College:

↳ <http://www.pedarecc.sa.edu.au/wp-content/uploads/2017/08/Senior-School-Curriculum-Handbook-2018-FINAL1.pdf>

Shared Learning VET Brochure:

↳ www.gleeson.sa.edu.au/collegelife/sharedlearning

FLEXIBLE LEARNING PROGRAMS

Flexible learning programs are designed to allow a student to make a greater contribution to their own learning programs. Students are able to use a broad range of community resources, knowledge and skills to negotiate a learning program using specific Flexible Learning Statements. Recognition of Community Learning is available within flexible learning.

COMMUNITY LEARNING

This refers to learning that is a result of following a structured, accredited community developed program and/or the result of a personal learning program.

There are two kinds of community based learning programs that the SACE Board recognises and in which students will be able to achieve one or more units toward their SACE certificate.

ADVICE TO STUDENTS

Students who wish to gain SACE recognition for Community Learning will need to apply for accreditation through the Counsellors.

Community-developed Programs

These are formally accredited programs conducted by recognised institutions, such as Australian Music Examination Board, The Duke of Edinburgh', Royal Life Saving Society, Scouts, Guides, The SA Country Fire Service, SA State Emergency Services, Operation Flinders, St John Ambulance, Cadets, Air Force Cadets.

A complete list is included as an [appendix](#) along with the [SACE application form](#). Any applications are to be lodged with the SACE Leader.

Personal Learning

These activities are not formally accredited. These programs or set activities are developed by the individual or specifically for the individual. Examples of personal enrichment programs are: caregiving, taking leadership in the workplace, mentoring etc.

Students interested in claiming SACE recognition for these programs will need to see either one of the following: the Counsellors, Assistant Principal for the Senior School or the SACE Leader.

CERTIFICATE II CONSTRUCTION (DOORWAYS TO CONSTRUCTION – D2C)

Course Length: Full year, one full day per week

Host: Gleeson College

Refer to One+ information on page 8 of this document

**CERTIFICATE II ELECTRONICS
(ELECTROTECHNOLOGY) UEE21911**

RTO: PEER VEET

SACE Credits: Up to 50 Stage 2 credits. Full completion obtained when structured workplace learning is completed.

Course length: Full year. The student must be in attendance for **80%** of the course duration to achieve a successful outcome. Duration may change due to special needs or Credit Transfer/RPL.

Delivery Mode: Internally delivered for a student requiring full competencies, with no RPL, will be predominately face to face learning with some self-paced learning and or other contact time within the school environment. Assessment of competencies for a student, not requiring RPL, is theory and practical assessment

Venue: Trade Training Centre, Golden Grove High School

Cost: To be confirmed

ADVICE AND INFORMATION TO STUDENTS

This is an Electrotechnology (electrical) based program and is available to students who are school based participating in Year 11 and/or 12 and are wanting to access opportunities to gain SACE credits. On successful completion of all requirements, students will receive a full qualification in **Certificate II in Electronics**. A transcript detailing all successful outcomes will be supplied by PEER, a White card to participate in work in the Construction industry, First Aid and Rescue from live LV panel will be accredited with certificates. The learning program is one year in duration. This includes 360 hours of face to face learning and delivery and 160 hours of work placement. The student is expected to do an average four hours a week of independent study and or other contact time with in the school environment.

A Subject Application Form must be completed.

STRUCTURED WORKPLACE LEARNING COMPONENT

Students are required to complete 160 hours for the requirements of the Certificate II program. It is recommended that work placements are undertaken during the school holidays if possible to minimise disruption to schooling. The RTO will provide Personal Protective Equipment (PPE) and the workplace booklet to complete various competencies whilst on-job. Students must organise their work placements, but may request assistance from the RTO.

CONTENT/UNITS OF COMPETENCY

Code	Description
	Apply occupational health and safety regulations, codes and practices in workplace
UEENEEE038B	Participate in the development and follow a personal competency development plan
UEENEEE104A	Solve problems in d.c circuits
UEENEEH102A	Repair basic electronic apparatus faults by replacement of components
UEENEEE137A	Document and apply measures to control OHS risk associated with Electrotechnology work
UEENEEE102A	Fabricate, assemble and dismantle utilities industry
UEENEEK142A	Apply environmentally and sustainable energy procedures in the energy sector
UEENEEED101A	Use computer applications relevant to a workplace
UEENEEA102A	Select electronic components for assembly
UEENEEA101A	Assemble electronic components
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications
UEENEEC001B	Maintain documentation
UEENEEE130A	Provide solutions and report on routine Electrotechnology problems (Maths)
CPCCOHS1001A	Work safely in the construction industry
HLTAID003	Provide First Aid
HLTAID002	Provide basic emergency Life support
HLTAID001	Provide cardiopulmonary resuscitation
UETTDRRF06B	Rescue from a live LV panel

CAREER/COURSE PATHWAYS

This is a VET program that provides a foundation for many different career and training pathways in the very broad Electrotechnology industry. This includes refrigeration/air conditioning, telecommunications, security, power distribution etc. The work placements are viewed as an essential part of the program, allowing students exposure to different areas of the industry. Even without full completion of the Certificate II, potential employers and RTOs would view involvement in this program a real advantage in job seeking.

Students on work placement may find that an employer may indicate their interest in employing the student in the future.

**CERTIFICATE II FOOD PROCESSING
CAFÉ SKILLS & BARISTA**

RTO: iifp
SACE Credits: 60 Credits (Stage 1)
Course Length: Semester 2 only
Delivery Mode: Internally delivered by an external trainer during one whole day a week (TBC)
Venue: Golden Grove Shared Campus Catering Kitchen
Cost: To be confirmed - provided eligibility requirements (including being 16 years of age) are met and Work Ready funding is available.

ADVICE AND INFORMATION TO STUDENTS
 This program is an introduction to Café Sales and Barista and is ideal for students wishing to pursue a career in the food or hospitality industry.

Barista skills, sweet and savoury food preparation, food safety and hygiene as well as customer service and presentation are all covered in detail.

The course will be delivered in the Catering Kitchen which provides an industry standard work environment.

Students will be required to undertake a theoretical component as well as practical, hands on tasks. In order to obtain the full certificate/parchment students will be required to undertake **30 hours** of work placement paid or unpaid and must complete a log and journal as evidence. Students may use their existing job as their work placement.

**UNITS OF COMPETENCY
CORE UNITS**

Code	Description
FDFFS2001A	Implement the food safety program and procedures
FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
MSAENV272B	Participate in environmentally sustainable work practices
ELECTIVE UNITS	
FDFOP2002A	Inspect and sort materials and product
FDFOP2061A	Use numerical applications in the workplace
FDFOP2004A	Clean and sanitise equipment
FDFOP2010A	Work with temperature controlled stock
FDFOP2046A	Operate a production process
SITHFAB012B	Prepare and serve espresso coffee
FDFOP2048A	Pre-process raw materials
FDFOP2039A	Operate a frying process

CAREER/COURSE PATHWAYS:
 This program equips students with skills and a nationally recognised qualification to enter the Food and Hospitality industry. Continuation into Certificate III programs, school-based apprenticeships and/or fulltime apprenticeships and employment are pathways made available to students when the program is completed. This program is best undertaken to complement a Stage I SACE course which may include other related subjects.

**CERTIFICATE II HOSPITALITY
(KITCHEN OPERATIONS)**

Course Length: Full year, timetabling to be confirmed
Host: Pedare Christian College
Refer to One+ information on page 8 of this document

CERTIFICATE III IN FITNESS (SIS30313)

RTO: Australian Institute of Personal Training
SACE Credits: up to 60 Stage 2 credits
Course length: Full Year
Delivery Mode: Internal and delivered on line
Venue: Golden Grove High School
Cost: To be confirmed (Consumables, First Aid Certificate)

CAREER/COURSE PATHWAYS

Studying this qualification leads to career pathways such as: Group Fitness Instructor, Sports Coaching, Gym Floor Supervisor.

Ongoing study leads to: Cert IV in Fitness (Personal Trainer), Cert IV in Business Administration, Cert IV in Business, Diploma of Business, Diploma of Fitness, University studies.

ADVICE AND INFORMATION TO STUDENTS

Students in Year 11 or 12 may complete this subject. All units of competencies **MUST** be completed to gain the full certificate, which contribute to the ATAR.

The program complements existing VET and SACE studies and provides nationally recognised training for students who are interested in pursuing career pathways in group fitness training or personal fitness training in the future. This course offers students an introduction to the exciting field of personal training, fitness instructing and health/nutrition. An integrated training system provides up-to-date online course material, complimented with practical workshops.

Benefits for students include a balance of practical and theory which aims to get them work ready whilst building leadership qualities and team skills.

A Subject Application Form must be completed.

CONTENT/UNITS OF COMPETENCY

Description	Hours
Provide health screening and fitness orientation	15
Recognise and apply exercise considerations for specific populations	100
Instruct fitness programs	50
Incorporate anatomy and physiology principles into fitness programing	95
Provide healthy eating information	55
Instruct exercise to older clients	70
Provide quality service	25
Maintain equipment for activities	5
Work effectively in sport, fitness and recreation environments	25
Conduct fitness appraisals	30
Participate in workplace health and safety	20
Identify risk and apply risk management processes	50
Instruct group exercise sessions	80
Instruct approved community fitness programs	40
Instruct movement programs to children aged 5 to 12 years	90
Provide first aid	18

STRUCTURED WORKPLACE LEARNING COMPONENT

It is recommended that students complete 20 hours of work placement during the school holidays.

Partnerships for Learning

Construction Pathway

CPC 10111 Certificate I in Construction - Doorways 2 Construction

Course Description

Learning includes working effectively and sustainably in the Construction Industry, planning, organising and carrying out workplace communication, measurements and calculations, working in a basic construction project, reading and interpreting plans, using construction materials, tools and equipment, understanding basic levelling and how to work safely in the Construction Industry

Benefits for students

- Increase student's awareness of employment opportunities
- Develop work ready skills including undertaking White Card, work placement and WHS
- Develop skills that could lead to apprenticeships or employment

Pre-Course Experiences/Pre-requisites

No pre-requisites to study this qualification, however, suitable for students:

- In year 10,11 and 12 who have a passion for the Construction Industry

Structured Work Placement

140 hours (20 days) of compulsory structured work placement (two weeks of which must be carried out during term breaks).

Course Code: CPC10111 - RTO: NEVC

CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCCM2005B	Use construction tools and equipment	96
CPCCVE1001A	Undertake a basic construction project	40
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2004	Handle construction materials	16
CPCCCM2006A	Apply basic levelling procedures	8
Total Hours		302

VET Coordinator: Lina Russo

E-Mail: lina.russo@gleeson.catholic.edu.au

Phone: 8282 6600

Training School: Gleeson College

Website: www.gleeson.sa.edu.au

Special Requirements

Dress Code/Extra Clothing Required/Equipment:

- Student to purchase navy blue work pants and steel capped boots.
- High Visibility and other Personal Protective Equipment is provided.

Career Pathways

- D2C provides a pathway to SACE Design & Technology, Certificate II Doorways Plus, Building and Construction Industry traineeships and apprenticeships.

Commencement Date: Term 1 – Week 3

Length of Course: Full Year – *Please note some additional out of class hours may be required*

Day: To be confirmed

Time: 9:00am to 3:20pm

Class Size: Min: 10 to Max: 16

Location: Gleeson College

SACE Credits: Stage 1 - 40

Cost (Per student): \$1,550

An appointment with the VET Coordinator or Counsellor in your school is required to enrol in this course.

Please Note: to the knowledge of the school providing this NEVO VET Course, information is correct at the time of publication.