

# CURRICULUM HANDBOOK

Golden Grove High School



## Vocational & Flexible Learning 2021



***Respect • Equality • Pride • Integrity • Resilience***



Department for Education  
T/A South Australian  
Government Schools  
CRICOS Provider No.: 00018A



Government  
of South Australia  
Department for Education

Success For All

# Vocational & Flexible 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.

### ADVICE TO STUDENTS

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

All courses are nationally accredited in Certificate I, II or III. To register for these programs students **MUST** complete:

1. A VET Expression of Interest [form](#)
2. A GGHS VET [application](#).

From time to time some courses are cancelled due to lack of student numbers across the district – this is beyond our control. Students may be able to seek a position in another course, but this cannot be guaranteed.

### OPTIONS: NEVO

GGHS is part of the North Eastern Vocation Offerings. Further details for NEVO Courses are available from the NEVO [website](#), 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. Students looking to undertake a NEVO course must also register their interests on the NEVO website.

### ONE+ (Cross-Campus) offerings

In line with the One+ principal of Shared Learning, students may study VET in schools courses. One+ course information can be viewed [here](#).

The application form is [here](#).

### EXTERNAL PROVIDERS & TAFE

[TAFE](#) and external training information will also be made available to students looking for options outside of NEVO and One+.

Students in Year 12 should combine VET with one or both of the following Stage 2 subjects;

- Vocational Pathways & Entrepreneurship
- Workplace Practices.

See the [Year 12 Curriculum Handbook](#).

## AUSTRALIAN SCHOOL BASED APPRENTICESHIPS

Year 11 and 12 students may also undertake an Australian School-Based Apprenticeship /Traineeship. This is to support their SACE completion and Vocational Pathway. An ASBA is individually negotiated with an employer/training provider/families and the VET Leader.

Certificate III VET (and certain Certificate II) courses can count towards Stage 1 or Stage 2 credits. Full completion of most Certificate III qualifications can be used towards an ATAR.

## FLEXIBLE APPRENTICESHIPS AND TRAINEESHIPS

This can be undertaken by 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 Industry, and undertake an Apprenticeship / Traineeship.

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

- be employed and attend work for a minimum of 10 hours and 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. Students may have their school time table amended accordingly.
- attend off-the-job training where the nominal hours for the Certificate II or III qualification will be delivered
- the apprentice/trainee will be paid in accordance with the National Training Wage Award for productive work

Students who would like any further information on any of the above should see the VET Leader in the Hub or contact [dl.1843.VET@schools.sa.edu.au](mailto:dl.1843.VET@schools.sa.edu.au)



## DIRECT GGHS OFFERINGS

### COMBINED CERTIFICATE II ELECTRONICS AND ELECTROTECHNOLOGY

**RTO:** PEER

**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, is theory and practical assessment

**Venue:** Trade Training Centre, Golden Grove High School

**Cost:** \$2850 (funding 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** and a full qualification in **Certificate II Electro technology**. 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 (to be confirmed). 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.

**To apply students need to complete:**

- **GGHS VET Expression of Interest form as well as the NEVO Expression of interest form**
- **VET application booklet**

#### STRUCTURED WORKPLACE LEARNING COMPONENT

Students may be required to complete 160 hours for the requirements of the Certificate II program (to be determined in relation to funding model). 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
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace.
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEEE104A	Solve problems in dc circuits
UEENEEE137A	Document and apply measures to control OHS risks associated with electro technology work.
UEENEEH102A	Repair basic electronic apparatus faults by replacement of components
UEENEEK142A	Apply environmentally and sustainable energy procedures in the energy sector
UEENEEE038B	Participate in development and follow a personal competency development plan
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEED101A	Use computer applications relevant to a workplace
UETTDRRFo6B	Perform rescue from a live LV panel
HLTAID001	Provide cardiopulmonary resuscitation

\*Units of Competency subject to change based on packaging requirements.

#### 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.

## DIRECT GGHS OFFERINGS

### CERTIFICATE II FOOD PROCESSING CAFÉ SKILLS & BARISTA

**RTO:** IIFP – Independent Institute

**SACE Credits:** Up to 85 Credits (Stage 1)

**Course Length:** One semester

**Delivery Mode:** Internally delivered by an external trainer during one whole day a week (TBC)

**Venue:** Golden Grove Shared Campus Catering Kitchen

**Cost:** Approx. \$110 - 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.

#### To apply students need to complete:

- **GGHS VET Expression of Interest form**
- **VET Application Booklet**

#### UNITS OF COMPETENCY

Code	Description
<b>CORE UNITS</b>	
FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
MSAENV272	Participate in environmentally sustainable work practices

Code	Description
<b>ELECTIVE UNITS</b>	
FDFFS2001A	Implement the food safety program & procedures
FBPBEV2002	Manufacture roast and ground coffee
SITHFAB005	Prepare and serve espresso coffee*
*Pre Requisite SITXFSA001	Use hygienic practices for food safety
SITXFSA001	Use hygienic practices for food safety
FDFOP2004	Clean and sanitise equipment
FBPPBK2002	Operate a pastry forming and filling process
FBPOPR2048	FBPOPR2048 Pre-process raw materials
FBPOPR2029	Operate a baking process
FBPOPR2046	Operate a production process
FBPRBK2003	Assist sponge cake production

#### 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.

## DIRECT GGHS OFFERINGS

### CERTIFICATE III IN FITNESS (SIS30313)

<b>RTO:</b>	Australian Institute of Personal Training
<b>SACE Credits:</b>	up to 100 Stage 2 credits
<b>Course length:</b>	Full Year
<b>Delivery Mode:</b>	Internal and delivered on line
<b>Venue:</b>	Golden Grove High School
<b>Cost:</b>	To be confirmed (Consumables, First Aid Certificate)

#### 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.

#### To apply students need to complete:

- **A Subject Application Form**
- **GGHS VET Expression of Interest form**
- **VET application booklet**

#### 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

It is recommended that students complete 30 hours of work placement during the school holidays. 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.

#### STRUCTURED WORKPLACE LEARNING COMPONENT

## INFORMATION ON ALL OTHER COURSE OFFERINGS CAN BE FOUND AT:

[North Eastern Vocational Opportunities website](#)

[NEVO 2021 Offerings Brochure](#)

[One+ VET Information Booklet](#)

### STAGE 2 SACE (PAIRED WITH VET)

Students using VET as a part of their Stage 2 studies should look at pairing their course with one or both of the following SACE subjects.

#### VOCATIONAL PATHWAYS AND ENTREPRENEURSHIP

20 CREDITS

To assist students who are headed towards a Vocational Pathway we are offering a student-directed course which allows for great learning flexibilities in relation to the world of work, employability skills and pathways' understandings such as within Trades and/or Apprenticeships. In line with Vocational Pathways and Entrepreneurship, students will undertake practicals and connective tasks where they will collaborate, undertake peer and self-assessment and explore and examine different context and application of vocational skills sets and dispositions. Depending on the focus of their topic, students will engage with critical and creative thinking, problem solving and personal development. Using a practice-based model of learning, students will undertake an individualised inquiry (30%) to determine a product, solution, idea or issue that aligns with their vocational pathway. Students who should consider this subject are undertaking a Certificate III as a part of their Stage 2 learning (or Cert II Electronics). This subject, along with a VET course, would pair well with Workplace Practices.

NOTE: this subject may be undertaken 'off line' by negotiation with the teacher.

#### ASSESSMENT

##### *School Based:*

- Practical Inquiry 40%
  - Marketing and Advertising
  - Capabilities in Action
- Connections 30%
  - Skill development, dispositions and employability
  - Social Entrepreneurship

##### *External:*

- Personal Endeavour 30%
  - Students select one capability to be developed within their personal endeavour, exploring the link between that capability and their area of interest.
  - Recommended in two parts (an investigation and explanation)
    - an investigation, that is either research or practical-based and has an outcome

or conclusion (about three quarters of the total evidence)

- an explanation of the connections between their area of interest and the capability selected (about one quarter of the total evidence)

### WORKPLACE PRACTICES

20 CREDITS

#### ADVICE TO STUDENTS

Students undertaking this course will be required to complete either work experience, a VET course, Australian School Based Apprenticeship or have part time employment.

#### CONTENT

Students develop knowledge, skills and understanding of the nature, type and structure of the workplace. They learn about the relationships between work-related issues and practices, the changing nature of work, industrial relations influences, and workplace issues that may be local, national or global, or industry specific. Students can undertake learning in the workplace and reflect on and evaluate their experiences in relation to their capabilities and aspirations.

The major components are:

- Industry and Workplace Knowledge:  
This includes Work in Australian Society, the Changing Nature of Work, Industrial Relations, and Finding Employment
- Vocational Learning / VET  
Work Experience, ASBA, Casual and Part-Time Work, NEVO Course, any other VET

#### ASSESSMENT

##### *School Based Assessment*

Folio: Workplace Knowledge	25%
Performance: Vocational Learning / VET	25%
Reflection	20%

##### *External Assessment*

Investigation: 2000 word report	30%
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### 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. See the VET Leader or Year 11/12 Sub School Leader.

#### COMMUNITY LEARNING

A complete list is available [here](#). A [SACE Application form](#) must be completed. Any applications are to be lodged with the SACE Assistant Principal.

# VET EXPRESSION OF INTEREST 2021

*If students are interested in more than one of the courses listed below – they are required to complete a separate application form for each subject.*

This form is to be used by students who want to apply for VET courses on offer in 2021 through Golden Grove HS, NEVO, One+ or selected external providers. **All sections of the form must be completed and returned to The Hub by COB Friday 14 August 2020.** Check the requirements using the online Curriculum Handbook before completing this form. If your course is **NEVO or One+** you will also need to complete additional paperwork as well as the **GGHS VET Application Booklet**.

<b>Surname:</b>	<b>Given Name:</b>	<b>2020 H.G:</b>

1. Fill in the box below to indicate the course you are applying for. If you wish to apply for more than 1 course, you need to complete a separate form for each

<b>Name of VET course (options as per page 2)</b>	<b>Name of provider/organising party</b>

\*Courses incur a cost. For all course information please see Curriculum Handbook, course information documents or Mrs McWaters for further information.

2. **Provide:**  
Student email: .....  
Parent/caregiver email: .....
3. What subject/s would you choose to be removed from if your application into VET was successful? (One per semester of VET study)  
.....
4. Completing this form **is not a guarantee** that you will be accepted into the nominated VET course. Selection will depend upon factors such as: some classes will have class size limitations; students may also be interviewed to select the most eligible candidates; classes will only run if a viable number of students are available to make up a class. You will also be required to attend further meetings and complete forms including USI Number and must adhere to timelines to ensure you are eligible.

**I understand and accept the above conditions.**

Student Name: ..... Signature: .....

Parent Name: ..... Signature: .....

**Return this completed form along with any additional paper work to the box outside the VET Office in The Hub by COB Friday 14 August 2020**

# GGHS VET OFFERINGS 2021

GOLDEN GROVE HIGH SCHOOL (Internal)	NEVO	ONE+	EXTERNAL PROVIDERS
Cert II Food Processing (Café Skills are Barista)	<b>Automotive</b> Cert I Automotive Cert II Automotive	Cert II Kitchen Operations	<b>Australian Institute of Interactive Entertainment</b> Cert III Information, Digital Media and Technology (options in game development or programming) Cert III Screen and Media Cert III Design Fundamentals Cert II Creative Industries
Cert III Fitness (timetabled)	Cert III Business	Cert III Hospitality*	
	Cert III Early Childhood Education and Care	Cert III Individual Support	
	Cert III Individual Support (ageing)	Cert III Sports and Recreation Cert III Micro-business	
	<b>Construction</b> Cert I Construction D2C (Gleeson) Cert I Construction Pathways (Flexicentre) Cert III Construction (Building Links – Flexicentre) Cert II Construction (St Pauls) Partial Cert II Construction*		<b>TAFE</b> Cert II Animal Studies Cert III Animal Studies*
		Cert III IT and Digital Media (Cybersecurity)	<b>Colour Cosmetics</b> Cert III Makeup*
			<b>Clip Joint</b> Cert II Salon Assistant Cert III Hairdressing (partial)*
			<b>Media Makeup</b> Cert II Retail Cosmetics
	Cert III Screen and Media – options THS or BPIHS		<b>Enable College</b> Cert III Early Childhood Education and Care Cert III Individual Support (disability) Cert III Business Administration
	Cert III Fitness (only considered if GGHS class becomes full)		
	Cert II Food Processing		
	Cert II Horticulture – options AC or FC		<b>Queensford College</b> Cert III Early Childhood Education and Care Cert III Hospitality Cert III Business
	Cert II Salon Assistant Cert II Retail Cosmetics		
Combined Cert II Electronics and Electro-tech (One year, Stage 2 credits)			
	Cert II Electrotech (Two years, Stage 1 credits)		

\*courses that require a prior qualification to be completed

Disclaimer – these are the courses/providers recommended by GGHS. Other courses may be considered. Students are required to do their own research into course offerings with alternative providers and discuss with VET leader prior to applying.