

**VDSS**

VOCATIONAL EDUCATION &  
TRAINING (VET) DELIVERED  
TO SECONDARY STUDENTS



**COURSE GUIDE 2024**

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**Training** that  
leads **to jobs!**





# Training that leads to jobs!

## EMPOWERING STUDENTS WITH INDUSTRY-RELEVANT SKILLS


At iTFE, we are dedicated to preparing students for success in their chosen career paths. Through our practical courses and hands-on learning approach, we equip students with the skills, knowledge, and experience necessary to excel in their fields. As part of our curriculum, structured workplace learning is a mandatory component in all of our courses. Through our work placement opportunities, students gain valuable real-world experience, further enhancing their readiness for the workforce.

**If you want to know more about VET Delivered to Secondary Students, talk to the VET Coordinator at your school or visit our website at [itfe.edu.au](http://itfe.edu.au).**

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# Guide to VET Delivered to School Students

## HOW DOES IT WORK?

VDSS allows secondary students to gain practical skills in specific industries while contributing toward the completion of the Victorian Certificate of Education (VCE), including the VCE Vocational Major (VM).

The programs run from February to November, and some courses may require students to attend structured workplace learning (SWL) sessions during school holiday periods.

Students in year 10 will also have an opportunity to join our Taster program that will assist them with making a decision on the VDSS course they would like to partake in Year 11 and 12.

## WHAT ARE THE BENEFITS?

The program offers several benefits, including contributing to high school requirements and improving chances of a good score, developing practical skills and experience, earning a nationally recognised qualification or credits towards one, and providing pathways to higher-level courses and apprenticeships.





# How To Be Successful In Your VDSS Program

To excel in your VDSS program, staying motivated and managing your time effectively are crucial. Be prepared to dive into new, hands-on learning and assessment methods that differ from traditional approaches, enhancing your immediate job skills. Strong communication skills are also essential for better learning and teamwork.

Most importantly, maintain a good balance between your studies, VDSS activities, work placements, part-time jobs, sports, and social life. Although it's challenging, achieving this balance is key to your success and well-being, helping you maximise your program benefits and prepare for future opportunities.



# EARLY CHILDHOOD EDUCATION AND CARE\*

## CHC30121 Certificate III Early Childhood Education and Care\*

### WHAT DOES THIS COURSE INVOLVE?

This VCE VET program is ideal for people who want to make a difference in the lives of young children and families. During this partial completion program, you will learn from experienced and supportive trainers and participate in industry work placement. You will gain the skills and knowledge to:

- maintain a safe, clean and appealing environment;
- promote healthy eating and ensure that food and drinks provided are nutritious, appropriate for each child and prepared in a safe and hygienic manner;
- apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment;
- provide children with opportunities to maximise their potential and develop a foundation for future success.

### ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Must be attending Secondary School
- Successful completion of year 10

### STUDY PATHWAYS

After completion of this program, you may wish to complete the remaining units in the Certificate III in Early Childhood Education and Care (CHC30121) to complete your qualification or apply for entry into the Diploma of Early Childhood Education and Care (CHC50121).

### CAREER OUTCOMES

To obtain employment opportunities as a Certificate III level educator you must be enrolled and working towards completion of the Certificate III in Early Childhood Education and Care (CHC30121) qualification. Work settings may include nanny, preschools/kindergartens, long day care, out of hours school care, recreation and mobile care services.

### STRUCTURED WORKPLACE LEARNING

Students must complete at least 40 hours of work placement in year 1 and 40 hours of placement in year 2 within a regulated early childhood education and care service.

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Units	Hours
HLTAID012 Provide First Aid in an education and care setting	
HLTWHS001 Participate in workplace health and safety	
CHCECE056 Work effectively in children's education and care	
CHCECE055 Meet legal and ethical obligations in children's education and care	
CHCPRT001 Identify and respond to children and young people at risk	

### YEAR TWO

Units	Hours
CHCECE037 Support children to connect with the natural environment	
HLTFSE001 Follow basic food safety practices	
CHCECE030 Support inclusion and diversity	
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	

Units subject to change.

\* Partial completion.



# INDIVIDUAL SUPPORT (AGEING)\*



## CHC33021 Certificate III in Individual Support (Ageing)\*

### WHAT DOES THIS COURSE INVOLVE?

This qualification provides the skills and knowledge to work professionally, confidently, safely and competently in residential or home based aged care services. You will work under supervision following the policies and procedures of the organisation providing person centred care and support to older Australians.

### ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Must be attending Secondary School
- Successful completion of year 10

### STUDY PATHWAYS

- Certificate III Individual Support (Face-to-face or traineeship model)
- Certificate IV in Disability Support
- Certificate IV Ageing Support
- Nursing
- Diploma Community Services

### CAREER OUTCOMES

- Personal Care Worker / Assistant
- Community Support Worker
- Home Care Support Worker
- Assistant in Nursing

### COURSE LENGTH

2 years

### STRUCTURED WORKPLACE LEARNING

120 hours over 2 years.

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Units Hours	
CHCAGE013	Work effectively in aged care
CHCCCS038	Facilitate the empowerment of people receiving support
HLTWHS002	Follow safe work practices for direct client care
CHCCOM005	Communicate and work in health or community services
CHCPRT001	Identify and respond to children and young people at risk

### YEAR TWO

Units Hours	
CHCCCS036	Support relationships with carer and family
CHCCCS043	Support positive mealtime experiences
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically

Units subject to change.

\* Partial completion.



# INDIVIDUAL SUPPORT (DISABILITY)\*



## CHC33021 Certificate III in Individual Support (Disability)\*

### WHAT DOES THIS COURSE INVOLVE?

This qualification provides the skills and knowledge to work professionally, confidently, safely and competently in residential or home based disability support services. You will work under supervision following the policies and procedures of the organisation providing person centred care and support to Australians experiencing disability.

### ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Must be attending Secondary School
- Successful completion of year 10

### STUDY PATHWAYS

- Certificate III Individual Support (Face-to-face or traineeship model)
- Certificate IV in Disability Support
- Certificate IV Ageing Support
- Nursing
- Diploma Community Services

### CAREER OUTCOMES

- Disability Support Worker
- NDIS Support Worker
- Community Support Worker
- Personal Care Worker / Assistant

### COURSE LENGTH

2 years

### STRUCTURED WORKPLACE LEARNING

120 hours over 2 years

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Units	Hours
CHCDIS020	Work effectively in disability support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCOM005	Communicate and work in health or community services
HLTWHS002	Follow safe work practices for direct client care
CHCPRT001	Identify and respond to children and young people at risk

### YEAR TWO

Units	Hours
CHCCCS044	Follow established person centred behaviour supports
CHCDIS012	Support community participation and inclusion
CHCDIV001	Work with diverse people

Units subject to change.

\* Partial completion.



# COMMUNITY SERVICES

## CHC22015 Certificate II in Community Services

### WHAT DOES THIS COURSE INVOLVE?

This Community Services program aims to provide you with the knowledge and skills to achieve competencies that will enhance your employment prospects within a broad range of Community Services related industries.

Electives have been chosen to include a focus on Early Childhood.

### ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Must be attending Secondary School
- Successful completion of year 9

### STUDY PATHWAYS

- Certificate III and IV Community Services
- Certificate III Early Childhood Education & Care
- Certificate III Individual Support (Ageing and Disabilities)
- Certificate III Allied Health Assistant

### CAREER OUTCOMES

After successful completion of this course, you may apply for roles as a community services worker who provides the first point of contact and assists individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

### COURSE LENGTH

1 year - 1 full day per week  
or 2 years

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Core Units	
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
BSBPEF202	Plan and apply time management

Elective Units	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPRT025	Identify and respond to children and young people at risk
HLTFSE001	Follow basic food safety practices
HLTAID012	Provide First Aid in an education and care setting

Units subject to change.





# ALLIED HEALTH

## HLT33021 Certificate III in Allied Health Assistance

### WHAT DOES THIS COURSE INVOLVE?

This course will teach you the skills and knowledge required to provide assistance to health professionals involved in the care of clients and involves direct client contact under supervision.

- Apply effective infection control practices
- Workplace health and safety protocols to ensure a safe working environment
- Develop effective communication techniques to interact with clients, colleagues, and healthcare professionals
- To interpret and apply medical terminology accurately
- Explore the systems and functions of the human body to better understand healthcare practices

### ENTRY REQUIREMENTS

- Applicants must be 16 years or over
- Must be attending Secondary School

### STUDY PATHWAYS

- Certificate III in Allied Health Assistance
- Certificate III Individual Support
- Certificate IV in Allied Health Assistance
- Diploma Nursing
- Diploma Remedial Massage
- Bachelor of Nursing

### CAREER OUTCOMES

This course will prepare you to work in clinical, community and residential settings.

Possible roles include:

- Therapy Assistant
- Physiotherapy Assistant
- Allied Health Assistant
- Podiatry Assistant
- Speech Pathology Assistant

### COURSE LENGTH

2 years

### STRUCTURED WORKPLACE LEARNING

80 hours

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Units	Hours
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTAHA027	Assist with an allied health program
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety

### YEAR TWO

Units	Hours
BSBMED301	Interpret and apply medical terminology appropriate
HLTAAP001	Recognise healthy body systems
HLTAHA041	Support food services and dietetics in menu and meal order processing
HLTFSE001	Follow basic food safety practices

Units subject to change.



# SUPPLY CHAIN OPERATIONS

## TLI20421 Certificate II in Supply Chain Operations

### WHAT DOES THIS COURSE INVOLVE?

Set yourself on the path to a career in logistics with this entry-level course. Gain the basic knowledge and skills required to seek employment as a logistics clerk.

The logistics and warehousing industries are essential to Australia's supply chain. The introduction of new automation and tracking technologies are driving demand in the sector with an expected growth of 2.6% annually over the next five years.

This course covers a range of warehousing duties including safety, order picking, and receiving and dispatching of goods. You will also gain customer service skills within the logistics environment.

Completing this course provides you with hands-on experience and a nationally recognised qualification, preparing you for roles such as logistics clerk or administrative worker in the integrated logistics field.

### ENTRY REQUIREMENTS

- Must be attending Secondary School

### STUDY PATHWAYS

- Certificate III Supply Chain
- Cert III Driving Operations

### CAREER OUTCOMES

- Depot yard person
- Despatch clerk
- Inventory clerk
- Loader
- Pick packer
- Reach truck/forklift driver
- Receiving clerk
- Store person
- Transport clerk
- Warehouse operator
- Yard person

### COURSE LENGTH

2 years

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

### YEAR ONE

Starting out in Supply Chain		
TLIX0023	Identify the roles and functions of the supply chain industry	Core
TLIE1003	Participate in basic workplace communication	Core
TLIL0007	Complete workplace induction procedures	Core
Safety in a Supply Chain		
TLIF0025	Follow work health and safety procedures	Core
TLIF0022	Conduct housekeeping activities	Elective
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	Core
TLIF2012	Apply safe procedures when handling/transporting dangerous goods or explosives	Elective

### YEAR TWO

Moving the goods		
TLIB2001	Check and assess operational capabilities of equipment	Elective
TLID0020	Shift materials safely using manual handling methods	Elective
TLID0015	Load and unload goods/cargo	Elective
TLIA0010	Identify goods and store to specifications	Elective
Picking and Processing		
TLIA0022	Pick and process orders	Elective
TLIE0002	Process workplace documentation	Elective
TLIA0021	Participate in stocktakes	Elective

Units subject to change.



# HOSPITALITY

## SIT20322 Certificate II in Hospitality

### WHAT DOES THIS COURSE INVOLVE?

Imagine diving into the exciting world of hospitality. This qualification is designed to introduce you to the dynamic industry and equip you with essential operational skills and industry knowledge.

From mastering routine tasks to working under direct supervision, you'll gain hands-on experience in a range of hospitality operations.

Discover the secrets behind delivering exceptional customer service, explore the inner workings of the industry, and get ready to embark on an exciting career in hospitality.

### ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Must be attending Secondary School
- Successful completion of year 10

### STUDY PATHWAYS

After completing the Certificate II in Hospitality you will have the opportunity to continue into a Certificate III in Hospitality.

### CAREER OUTCOMES

- Cafe Attendant
- Bar Attendant
- Food And Beverage Attendant
- Bar Attendant
- Waiter
- Barista

### COURSE LENGTH

2 years

### STRUCTURED WORKPLACE LEARNING

Min 80 hours

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools. All fees are invoiced to secondary schools.

Units	
BSBTWK201	Work effectively with others
SITHIND006	Source and use information on the hospitality industry
SITHIND007	Use hospitality skills effectively
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS005	Participate in safe work practices
SITXWHS005	Participate in safe work practices

Units subject to change.



# ENTREPRENEURSHIP & NEW BUSINESS



## BSB30220 Certificate III in Entrepreneurship & New Business

### WHAT DOES THIS COURSE INVOLVE?

Starting up and running your own small business can be a daunting prospect. However, with the right support, training and guidance it can be one of the most rewarding and self-satisfying of life's achievements.

Designed to equip budding and existing entrepreneurs, with small business fundamentals such as researching your market, developing a business plan, personal and team development, marketing, keeping track of your finances, networking and business development.

### ENTRY REQUIREMENTS

Applicants must be attending Secondary School

### STUDY PATHWAYS

After completing the BSB30220 Certificate III in Entrepreneurship & New Business, you will have the opportunity to continue into a BSB40320 Certificate IV in Entrepreneurship & New Business.

### CAREER OUTCOMES

Owning your own successful business!

### COURSE LENGTH

2 Year delivery - full completion

- Year 1 – 1, 2 sequence
- Year 2 – 3, 4 sequence

No placement required

### SCORED / NON-SCORED

Non-Scored

### SEQUENCE:

1, 2, 3, 4 available

### CONTRIBUTION TO THE VCE AND VCE VOCATIONAL MAJOR

Please speak to your VET coordinator for more information about contribution to VCE or VCE VM.

### TUITION AND MATERIALS

All fees will be made available to secondary schools.  
All fees are invoiced to secondary schools

### YEAR ONE - 180 HOURS

Core Units	
BSBESB301	Investigate business opportunities
BSBESB302	Develop and present business proposals
BSBESB303	Organise finances for new business ventures
BSBESB305	Address compliance requirements for new business ventures
BSBESB304	Determine resource requirements for new business ventures

### YEAR TWO - 185 HOURS

Core Units	
BSBOPS304	Deliver and monitor a service to customers
BSBTWK401	Build and maintain business relationships
BSBPEF301	Organise personal work priorities
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXMKT002	Use social media to engage customers

Units subject to change.



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For more information contact  
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