VET Qualifications at Ingham State High School

Certificate II

- Automotive Vocational Preparation (AUR20720)
- Community Services (CHC22015)
- Electrotechnology (UEE22020)
- Engineering Pathways (MEM20422)
- Hospitality (SIT20322)
- Rural Operations (AHC21216)

Certificate III

- Health Services Assistance (HLT33115)

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Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Ingham State High School** for statistical, regulatory and research purposes. **Ingham State High School** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

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NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Certificate II in Automotive Vocational Preparation
VET *(AUR20720)*

Certificate II in Automotive Vocational Preparation covers the skills and knowledge required to perform a limited range of tasks related to familiarisation and inspection of mechanical and electrical components and systems of cars, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body

Pathways

The Certificate II in Automotive Vocational Preparation prepares prospective employees to undertake work in the broader automotive industry. Job roles related to this qualification include a trades' assistant; a vehicle service assistant; an automotive service assistant; a trainee serviceperson and an automotive trainee.

Safety Requirements

- Sturdy footwear consisting of an impervious upper are essential to be worn in all classes.
- It is highly desirable that students wear an industrial type shirt when in the workshop.
- The senior workshops at Ingham State High School require safety glasses to be worn at all times and students are required to supply their own glasses. As an option, students may purchase safety glasses from the department at a nominal cost.

Structure and Competencies

Code	Core Units of Competency
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAFA103	Communicate effectively in an automotive workplace
AURAFA104	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
Code	**Elective Units of Competency**
AURAMA001	Work effectively with others in an automotive workplace
AURETK001	Identify, select and use low voltage electrical test equipment
AURTTA003	Use and maintain basic mechanical measuring devices
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTE003	Remove and tag engine system components

Certificate II in Community Services

VET *(CHC22015)*

Provided by Aurora Training Institute

Certificate II in Community Services is delivered within 12 months in a face-to-face and online environment, with weekly classroom sessions within the school from an external provider. Learning sources will be offered electronically or paper-based depending on individual student needs or preferences. To be eligible to enrol in this course you must have not already exhausted your Certificate II VETiS funding.

Pathways

This qualification will give you core skills to work within a community framework, be a first port of call for clients, and work with people from diverse backgrounds assisting individuals in meeting their immediate needs. The community services sector in Australia is forecasting enormous job growth over the next 5 years.

Successful completion of this course will qualify you to seek employment as an assistant community services worker in a diverse range of settings.

Structure and Competencies

To achieve a CHC22015 – Certificate II in Community Services a total of 9 units must be completed including 5 core units and 4 elective units as listed below.

Code	Core Units of Competency
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities
Code	**Elective Units of Competency**
FSKLRG09	Use strategies to respond to routine workplace problems
FSKRDG10	Read and respond to routine workplace information
BSBTWK201	Work effectively with others
HLTWHS006	Manage personal stressors in the work environment

Certificate III in Health Services Assistance

VET *(HLT33115)*

Provided by Aurora Training Institute

Certificate III in Health Services Assistance is delivered within 12 months after the completion of Certificate II in Community Services. This course is delivered in a face-to-face and online environment with weekly classroom sessions within the school from an external provider. Learning sources will be offered electronically or paper-based depending on individual student needs or preferences.

Pathways

This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to assist Health Professional staff in the care of clients. The role of a Health Services Assistant would involve direct client contact under supervision by a Health Professional.

This is a nationally recognised accredited course.

Successful completion of this course will qualify you to seek employment as an assistant community services worker, patient support assistant, ward clerk, hospital orderly, ward assistant.

Structure and Competencies

To achieve a HLT33155 – Certificate III in Health Services Assistance, students will receive RPL for 5 Units of Competency from **Certificate II in Community Services** and must complete 4 more core units and 7 elective units as listed below.

Code	Core Units of Competency
HLTAAP001	Recognise healthy body systems
HLTINF006	Apply basic principles and practices of infection prevention and control
BSBMED301	Interpret and apply medical terminology appropriately
BSBWOR301	Organise personal work priorities and development
Code	**Elective Units of Competency**
HLTFSE007	Oversee the day to day implementation of food safety in the workplace
CHCMHS001	Work with people with mental health issues
CHCCCS015	Provide individualised support
CHCDIS007	Facilitate the empowerment of people with disability
BSBINN301	Promote innovation in a team environment
BSBFLM312	Contribute to team effectiveness
BSBTEC201	Use business software applications

Certificate II in Electrotechnology
VET *(UEE22020)*

Certificate II in Electrotechnology is delivered within 12 months in a face-to-face and online environment, with one full day per week classroom session within the school from an external provider. Learning sources will be offered electronically or paper-based depending on individual student needs or preferences. To be eligible to enrol in this course you must have not already exhausted your Certificate II VETiS funding and must complete a Language, Literacy and Numeracy (LLN) examination.

Pathways

Kick start your career in the electrotechnology industry with this entry-level course. Build the skills you need to get your foot in the door for an apprenticeship or seek trade assistant work to get you started. Successful completion of this course will put you on the path to an apprenticeship with a huge choice in the industry. Opportunities exist in electrical cabling, equipment, instrumentation, switchgear, telecommunications, air conditioning and refrigeration, or renewable energy.

Structure and Competencies

To achieve a UEE22020 – Certificate II in Electrotechnology a total of 11 units must be completed including 8 core units and 3 elective units as listed below.

Code	Core Units of Competency
CPCCWHS1001	Prepare to work safely in the construction industry
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace
UEECD0009	Carry out routine work activities in an energy sector environment
UEECD0021	Identify and select components, accessories and materials for energy sector work activities
UEECD0038	Provide solutions and report on routine electrotechnology problems
UEECD0046	Solve problems in single path circuits
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises
Code	**Elective Units of Competency**
UEECD0008	Carry out preparatory energy sector work activities
UEECD0019	Fabricate, assemble and dismantle utilities industry components
UEECD0033	Produce products for carrying out energy sector work activities

Certificate II in Engineering Pathways
VET *(MEM20422)*

Certificate II in Engineering Pathways is intended for students interested in exposure to an engineering or related working environment with a view to entering into employment in that area. This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment. Students undertaking this subject should have a keen interest in the engineering field and possess an appreciation of Occupational Health and Safety standards required in a workshop environment.

Pathways

This certificate will set you on the path to pursue an apprenticeship in a wide range of engineering jobs including fitting and turning, sheet metal fabrication, boilermaking, welding, casting and moulding, and diesel, mechanical or electrical fitting. You may also look for work as a trades assistant, or choose to develop your design and drafting skills through a traineeship or further study.

Safety Requirements

- Sturdy footwear consisting of an impervious upper are essential to be worn in all classes (non-steel cap safety boots e.g. T-Boot).
- A long sleeve work shirt must be worn when welding and it is highly recommended that students wear a work shirt for all practical lessons.
- The senior workshops at Ingham State High School require safety glasses to be worn at all times and students are required to supply their own glasses. As an option, students may purchase safety glasses from the department at a nominal cost.

Structure and Competencies

Code	Core Units of Competency
MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSAENV272	Participate in environmentally sustainable work practices
Code	**Elective Units of Competency**
MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEMPE001	Use engineering workshop machines
MEMPE002	Use electric welding machines
MEMPE003	Use oxy-acetylene and soldering equipment
MEMPE004	Use fabrication equipment
MEM11011	Undertake manual handling

Certificate II in Hospitality

VET *(SIT20322)*

Certificate II in Hospitality reflects the role of students who use a defined and limited range of hospitality operational skills. They will be involved in mainly routine and repetitive tasks using practical skills and basic industry knowledge. After achieving this Certificate, students could progress to a wide range of other qualifications in the hospitality and broader service industries.

Pathways

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

Possible job titles include: bar attendant, bottle shop attendant, café attendant, catering assistant, food and beverage attendant, front office assistant, gaming attendant, porter and room attendant.

Safety Requirements

- Students are to provide their own apron and wear closed-in leather or impervious shoes for practical lessons.

- The school supplies students with the chef uniform which is worn for major practical performance assessments.

Structure and Competencies

Code	Core Units of Competency
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
Code	**Elective Units of Competency**
SITXFSA005	Use hygienic practices for food safety
SIRXSLS001	Sell to the retail customer
SITXFIN007	Process financial transactions
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB025	Prepare and serve expresso coffee
SITHFAB027	Serve food and beverage
SITHFAB021	Provide responsible service of alcohol

Certificate II in Rural Operations

VET *(AHC21216)*

Certificate II in Rural Operations provides an occupational outcome for industries and agencies in rural and regional Australia. Industry expects individuals with this qualification to carry out routine tasks under general supervision and exercise limited autonomy with some accountability for their own work.

Pathways

Depending on the units selected individuals can be employed not only in rural industries but also other rural and regional sectors, such as local government, tourism, hospitality, transport, construction, community services, information technology and metals.

Safety Requirements

- Sturdy footwear consisting of an impervious upper are essential for the workshop and on site.
- It is highly desirable that students wear an industrial type shirt when on site and in the workshop.
- The senior workshops and on site at Ingham State High School require safety glasses to be worn when necessary and students are required to supply their own glasses. As an option, students may purchase glasses from the department at a nominal cost.

Structure and Competencies

Code	Core Units of Competency
AHCWRK204	Work effectively in the industry
AHCWRK209	Participate in environmentally sustainable work practices
AHCWHS201	Participate in work health and safety processes

Code	Elective Units of Competency
HLTAID011	Provide first aid
AHCBAC206	Assist agricultural crop maintenance
AHCCHM201	Apply chemicals under supervision
AHCINF207	Maintain properties and structures
AHCMOM202	Operate tractors
AHCMOM203	Operate basic machinery and equipment
AHCMOM204	Undertake operational maintenance of machinery
AHCPMG201	Treat weeds
AHCPMG202	Treat plant pests, diseases and disorders
AHCSOL203	Assist with soil or growing media sampling and testing
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
AHCWRK210	Observe and report on weather
AHCWRK213	Participate in workplace communications