



COURSE GUIDE 2025

Vocational Education & Training Delivered to Secondary School Students

AIET RTO 121314
www.aiet.edu.au

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ABOUT US

AIET partners with schools to provide quality vocational education and training (VET) to students as part of their senior secondary certificate of education. Our friendly team boasts years of experience in the VET in schools space and is committed to our focus on support, providing teachers and coordinators with industry-leading assessments and resources, and ongoing flexibility to suit the unique needs of secondary schools and their students.

Our programs are designed in consultation with industry and offer a range of flexible assessment strategies and frameworks. VET strengthens a school's curriculum by giving students the opportunity to gain knowledge that complements their other senior secondary studies, and provides practical workplace skills for a range of careers. AIET programs are designed to reflect best practice in the workplace and meet the skills needs of each industry qualification, while providing flexibility for students and teachers alike. Our support processes for teachers and VET Coordinators make it easier for schools to deliver quality VET programs, inside a simple and user-friendly platform.

Within our group of RTOs, Ripponlea Institute is also a provider of the TAE40122 Certificate IV in Training and Assessment. We tailor our courses and delivery models to the context of secondary school VET programs. Requirements for secondary school teachers has been significantly reduced to only 3 units of a TAE Assessor Skill Set - secondary school teachers no longer need to complete a full TAE in order to deliver VET. Ripponlea offers either the full TAE40122 Certificate IV in Training & Assessment, TAESS00019 Assessor Skill Set or the TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set (as well as update units and upgrades where applicable).

AIET encourages Structured Workplace Learning (SWL) as a valuable component of any VET program. SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VET programs. SWL complements the training undertaken at the school. It provides the context for:

- Enhancement of skills development
- Practical application of industry knowledge
- Increased employment opportunities

All hours listed are Nominal Hours, taken from the relevant Purchasing/Nominal Hours Guide.



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AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

This qualification provides students with vocational skills, knowledge, and preparation for an apprenticeship in the automotive industry. Depending on the electives chosen, the qualification includes industry research, operating electrical testing equipment, using, and maintaining measuring equipment and resolving routine problems in an automotive workplace.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (7 core, 5 elective)**, of which:

- all 5 units may be from the elective units listed
- up to 2 units may be from a Certificate I or Certificate II qualification in this Training Package or another endorsed Training Package or accredited course





AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	Core	25	20
AURAF103	Communicate effectively in an automotive workplace	Core	20	20
AURAF104	Resolve routine problems in an automotive workplace	Core	20	20
AURASA102	Follow safe working practices in an automotive workplace	Core	20	20
AURETR103	Identify automotive electrical systems and components	Core	25	10
AURLTA101	Identify automotive mechanical systems and components	Core	25	15
AURTTK102	Use and maintain tools and equipment in an automotive workplace	Core	20	30
AURTTA127	Carry out basic vehicle servicing operations	Elective	40	35
AURETR115	Inspect, test and service batteries	Elective	10	20
AURETK003	Operate electrical test equipment	Elective	40	35
AURETR006	Solder electrical wiring and circuits	Elective	20	20
AURVTW010	Set up and use welding equipment	Elective	40	35
AURTTB007	Remove and replace brake assemblies	Elective	20	20
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	Elective	40	35
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines	Elective	40	35
AURTTJ003	Remove and replace wheel and tyre assemblies	Elective	10	10
AURETR048	Construct and test basic electronic circuits	Elective	40	35
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	Import	20	20

OTHER DETAILS

Victorian Schools: In Victoria, students are required to undertake additional Units of Competency to meet nominal hours requirements for VCE credit. Please note, when registering your program with AIET you will need to select additional units (more than 12 total) in order for your students to meet the 360 nominal hours required.



CPC10120 CERTIFICATE I IN CONSTRUCTION

This qualification introduces the student to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials.

The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.



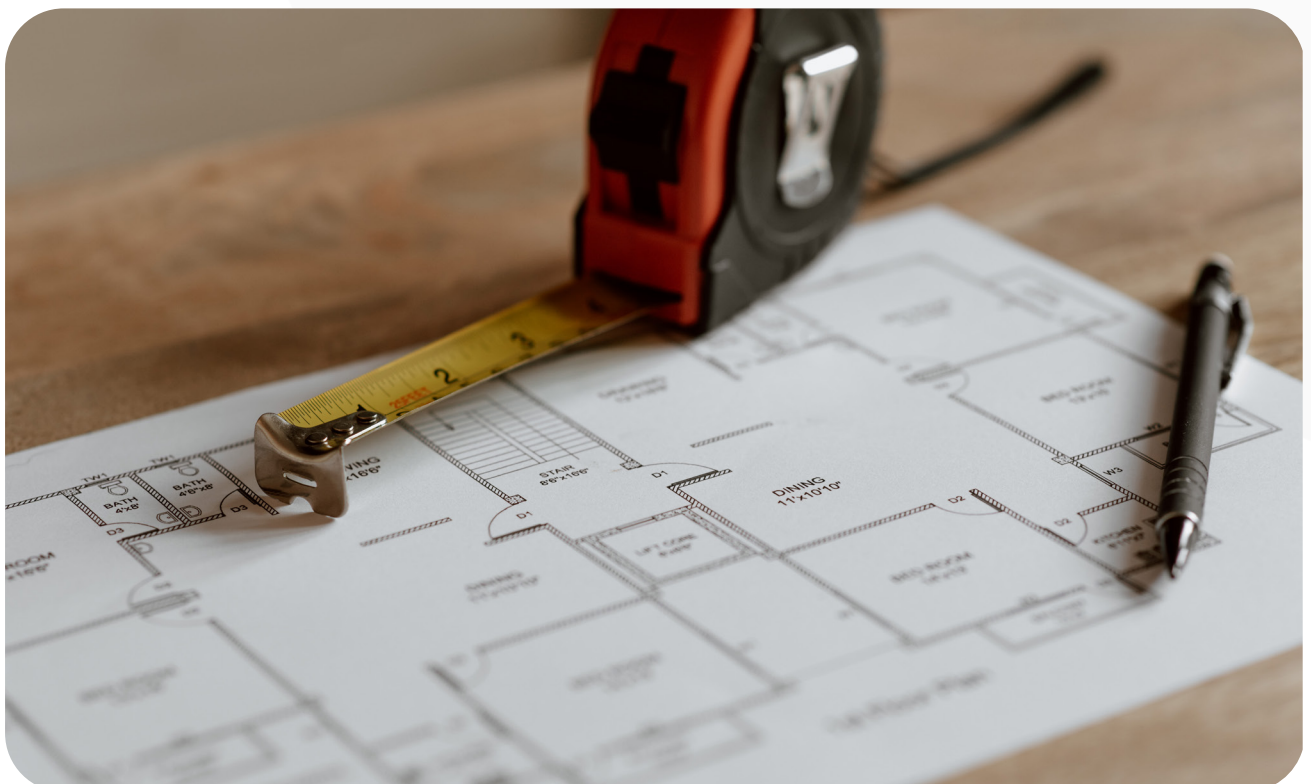
COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (8 core, 3 elective)**, of which:

- up to 3 units from the elective units
- 1 unit from Certificate I or II qualifications in the CPC Training Package or another current Training Package or accredited course





CPC10120 CERTIFICATE I IN CONSTRUCTION

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core	20	32
CPCCOM1012	Work effectively and sustainably in the construction industry	Core	20	16
CPCCCM2005	Use construction tools and equipment	Core	96	40
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCM2004	Handle construction materials	Core	16	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCOM1013	Plan and organise work	Core	20	16
CPCCCM1011	Undertake basic estimation and costing	Core	16	14
CPCCVE1011	Undertake a basic construction project	Core	40	24
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCWHS1001	Prepare to work safely in the construction industry	Core	6	6
.....				
CPCCOM1014	Conduct workplace communication	Elective	20	16
CPCCOM1015	Carry out measurements and calculations	Elective	20	16
CPCCCM2006	Apply basic levelling procedures	Elective	8	16
CPCCOM2001	Read and interpret plans and specifications	Elective	36	32
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				

OTHER DETAILS

Victorian Schools: This qualification is not available as a VCE VET program in Victoria, however schools may seek block credit arrangements with the VCAA.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

This qualification provides students with the knowledge and skills that will enhance their employment prospects in the building and construction industry. Students gain a broad knowledge of building, bricklaying, and tile laying by understand a range of practical tasks and projects.

The aim of the Certificate II in Construction Pathways is to provide students with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the certificate III level.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (5 core, 5 elective)**, of which:

- Elective units are to be chosen from at least two but no more than four of groups A to I
- 1 elective may be chosen from any current training package or accredited course as long as it contributes to a valid industry-supported vocational outcome, maintains the AQF level of this qualification, and does not replicate the content of another unit used to achieve this qualification





CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCOM1012	Work effectively and sustainably in the construction industry	Core	20	16
CPCCOM1013	Plan and organise work	Core	20	16
CPCCOM1015	Carry out measurements and calculations	Core	20	16
CPCCVE1011	Undertake a basic construction project	Core	40	24
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core	20	32
CPCCBL2001	Handle and prepare bricklaying and blocklaying materials	A	16	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCBL2002	Use bricklaying and blocklaying tools and equipment	A	30	30
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCA2002	Use carpentry tools and equipment	B	96	52
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCA2011	Handle carpentry materials	B	16	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCWF2002	Use wall and floor tiling tools and equipment	D	96	60
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCM2004	Handle construction materials	I	16	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCM2006	Apply basic levelling procedures	I	8	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCM2009	Carry out basic demolition	I	32	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCM2012	Work safely at heights	I	8	16
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				
CPCCCO2013	Carry out concreting to simple forms	I	20	24
Pre-requisite unit: CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry				

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22614VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP

The the Certificate II in Building and Construction Pre-apprenticeship provides students with basic industry specific skills and knowledge to enable transition into an apprenticeship of a particular trade stream within one of the building and construction industry sectors at the Certificate III level.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **19 units of competency (9 core, 10 elective)**, of which:

- 10 electives must be chosen from one elective group / trade streamup
- (please note: all elective units listed are from the Carpentry stream)





22614VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCOM1014	Conduct workplace communication	Core	20	16
CPCCOM1015	Carry out measurements and calculations	Core	20	16
CPCCCM2006	Apply basic levelling procedures	Core	8	16
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core	20	32
CPCWHS1001	Prepare to work safely in the construction industry	Core	6	6
HLTAID010	Provide basic emergency life support	Core	12	10
Additional note: We recommend this unit is delivered by an external provider				
VU23312	Prepare for work in the building and construction industry	Core	18	N/A
VU23313	Interpret and apply basic plans and drawings	Core	25	N/A
VU23314	Erect and safely use working platforms	Core	24	N/A
VU23320	Identify and handle carpentry tools and equipment	B	100	N/A
VU23321	Perform basic setting out	B	24	N/A
VU23322	Construct basic sub-floor	B	48	N/A
VU23323	Construct basic wall frames	B	48	N/A
VU23324	Construct a basic roof frame	B	40	N/A
VU23325	Install basic external cladding	B	24	N/A
VU23326	Install basic window and door frames	B	24	N/A
VU23327	Install interior fixings	B	40	N/A
VU23328	Dismantle basic timber structures	B	20	N/A
VU23329	Construct basic formwork for concreting	B	40	N/A



22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

This pre-apprenticeship qualification is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade.

The course equips students with the skills and knowledge to enhance their employment prospects, with a strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as provide an understanding of the nature of the work and conditions.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **19 units of competency**.





22569VIC CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry	Core	6	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core	20	32
CPCCCM1015	Carry out measurements and calculations	Core	20	16
CPCPCM2039A	Carry out interactive workplace communication	Core	10	12
CPCCCM2001	Read and interpret plans and specifications	Core	32	32
BSBWRT311	Write simple documents	Core	30	30
CUAACD303	Produce technical drawings	Core	50	70
HLTAID010	Provide basic emergency life support	Core	12	10
Additional note: We recommend this unit is delivered by an external provider				
VU23046	Apply basic sheet metal practices	Core	50	N/A
VU23047	Cut and penetrate building materials and structures	Core	30	N/A
VU23048	Fabricate simple plumbing pipe systems	Core	30	N/A
VU23049	Identify career pathways in the plumbing industry	Core	30	N/A
VU23050	Perform basic oxyacetylene welding and cutting	Core	20	N/A
VU23051	Prepare to work in the plumbing industry	Core	20	N/A
VU23052	Use and apply basic levelling equipment for plumbing	Core	8	N/A
VU23053	Use basic electric welding equipment and techniques	Core	20	N/A
VU23054	Use basic plumbing hand tools	Core	50	N/A
VU23055	Use basic power tools	Core	20	N/A
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	Core	30	N/A

OTHER DETAILS

Compulsory Units: This qualification does not have any elective units. All Units of Competency are listed above as core and must be completed to achieve the qualification.

Assessment Structure: Assessments for this qualification are offered as clustered projects.



22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

This qualification prepares students to enter the electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many electrotechnology disciplines.

The training is mainly project based and gives industry relevant hands-on experience in a realistic simulated environment. It also includes training in the fundamentals of electrical, telecommunication, refrigeration, and air conditioning systems as well as workshop experience in fabrication and assembly techniques, wiring, cabling, basic installation skills and use of test equipment. Students learn how to read circuit diagrams, take electrical measurements, and perform electrical calculations.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (13 core, 2 elective)**



OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22499VIC CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry	Core	6	6
HLTAID011	Provide first aid	Core	18	18
Additional note: We recommend this unit is delivered by an external provider				
UEENEEE101A	Apply Occupational Health & Safety regulations, codes & practices in the workplace	Core	20	18
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	Core	40	36
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				
UEENEEE103A	Solve problems in ELV single path circuits	Core	40	36
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				
UEENEEE105A	Fix and secure electrotechnology equipment	Core	20	18
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	Core	20	18
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				
VU22333	Perform intermediate engineering computations	Core	40	N/A
VU21544	Install a sustainable extra low voltage energy power system	Core	30	N/A
VU22670	Provide an overview of the electrotechnology industry	Core	30	N/A
VU22671	Use test instruments in the electrotechnology industry	Core	20	N/A
VU22672	Carry out basic electrotechnology project	Core	40	N/A
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	Core	30	N/A
UEENEEPO24A	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	Elective	20	18
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				
UEENEEPO26A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies	Elective	20	18
Pre-requisite unit: UEENEEE101A Apply Occupational Health & Safety regulations, codes & practices in the workplace				



UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

The Certificate II in Electrotechnology (Career Start) qualification is the standard pre-apprenticeship pathway for students to begin a career as an electrician. Students learn foundational skills in safety and first aid, as well as technical skills in electrotechnology components, accessories, and equipment.



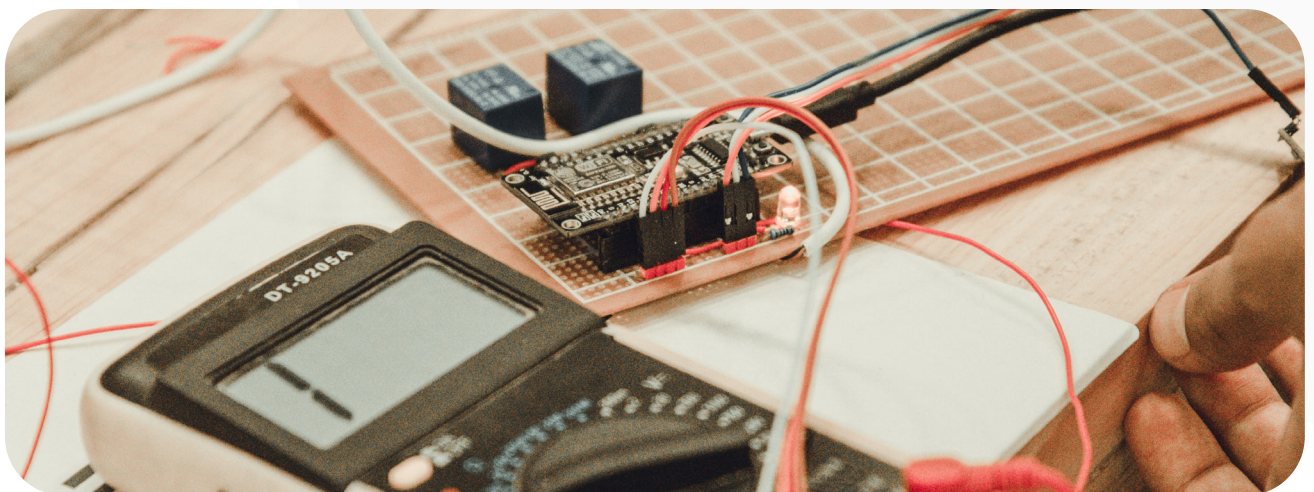
COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be reached with a total of 410 weighting points, 270 x core weighting points and 140 elective weighting points, of which:

- A total of 140 weighting points elective from the groups, of which between 0 and 60 can be taken from Group A
- A maximum of 60 weighting points can be selected from Group A, or from any training package / accredited course
- A minimum of between 80 and 140 weighting points from Group B, or,
- All 140 weighting points can be taken from Group B



OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
CPCCWHS1001	Prepare to work safely in the construction industry	Core	10	6
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	Core	20	18
UEECD0009	Carry out routine work activities in an energy sector environment	Core	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEECD0021	Identify and select components, accessories and materials for energy sector work activities	Core	20	18
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
Pre-requisite unit:	UEECD0009 Carry out routine work activities in an energy sector environment			
UEECD0038	Provide solutions and report on routine electrotechnology problems	Core	60	54
UEECD0046	Solve problems in single path circuits	Core	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	Core	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises	Core	40	36
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BSBOPS203	Deliver a service to customers	A	40	40
HLTAID009	Provide cardiopulmonary resuscitation	A	10	4
Additional note:	We recommend this unit is delivered by an external provider			
UEECD0035	Provide basic instruction in the use of electrotechnology apparatus	A	20	18
UEECO0002	Maintain documentation	A	20	18
UEEAS0001	Assemble electronic components	B	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEEAS0004	Select electronic components for assembly	B	20	18
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEECD0019	Fabricate, assemble and dismantle utilities industry components	B	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEECD0020	Fix and secure electrotechnology equipment	B	20	18
UEECD0033	Produce products for carrying out energy sector work activities	B	40	54
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
Pre-requisite unit:	UEECD0019 Fabricate, assemble and dismantle utilities industry components			
UEECD0034	Produce routine tools/devices for carrying out energy sector work activities	B	40	36
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			
UEERL0001	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	B	20	18
Pre-requisite unit:	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace			



MEM20422 CERTIFICATE II IN ENGINEERING PATHWAYS

This qualification is designed to develop trade-like skills and offers an introduction to essential engineering practices. Students explore the world of welding, machining, and utilising engineering tools and equipment to create and modify objects.

With a focus on safe practices and simulated work environments, this qualification is ideal for those seeking exposure to the engineering industry. Students gain valuable knowledge and skills that enhance their employability in engineering or related workplaces.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (4 core, 8 elective)**, of which:

- a minimum of seven (7) Group A electives must be chosen, and
- a maximum of one (1) Group B elective may be chosen





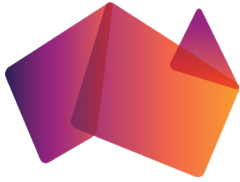
MEM20422 CERTIFICATE II IN ENGINEERING PATHWAYS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
MEM13015	Work safely and effectively in manufacturing and engineering	Core	40	18
MEMPE005	Develop a career plan for the engineering and manufacturing industries	Core	20	20
MEMPE006	Undertake a basic engineering project	Core	80	70
MSMENV272	Participate in environmentally sustainable work practices	Core	30	20
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MEM11011	Undertake manual handling	A	20	18
Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering				
Pre-requisite unit: MEM16006 Organise and communicate information				
MEM16006	Organise and communicate information	A	20	18
Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering				
MEM16008	Interact with computing technology	A	20	18
Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering				
Pre-requisite unit: MEM16006 Organise and communicate information				
MEM18001	Use hand tools	A	20	18
Pre-requisite unit: MEM11011 Undertake manual handling				
Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering				
Pre-requisite unit: MEM16006 Organise and communicate information				
MEM18002	Use power tools/hand held operations	A	20	18
Pre-requisite unit: MEM11011 Undertake manual handling				
Pre-requisite unit: MEM13015 Work safely and effectively in manufacturing and engineering				
Pre-requisite unit: MEM16006 Organise and communicate information				
MEMPE001	Use engineering workshop machines	A	60	55
MEMPE002	Use electric welding machines	A	40	35
MEMPE003	Use oxy-acetylene and soldering equipment	A	40	35
MEMPE004	Use fabrication equipment	A	40	35
MSMSUP106	Work in a team	B	30	26

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



22632VIC CERTIFICATE II IN ENGINEERING STUDIES

The aim of this qualification is to provide students with skills and knowledge in machine processing, fabrication techniques and using power tools and computers for engineering related work activities.

It provides pre-employment training and pathways in the engineering, manufacturing or related industries and accommodates entry into the wider engineering industry.



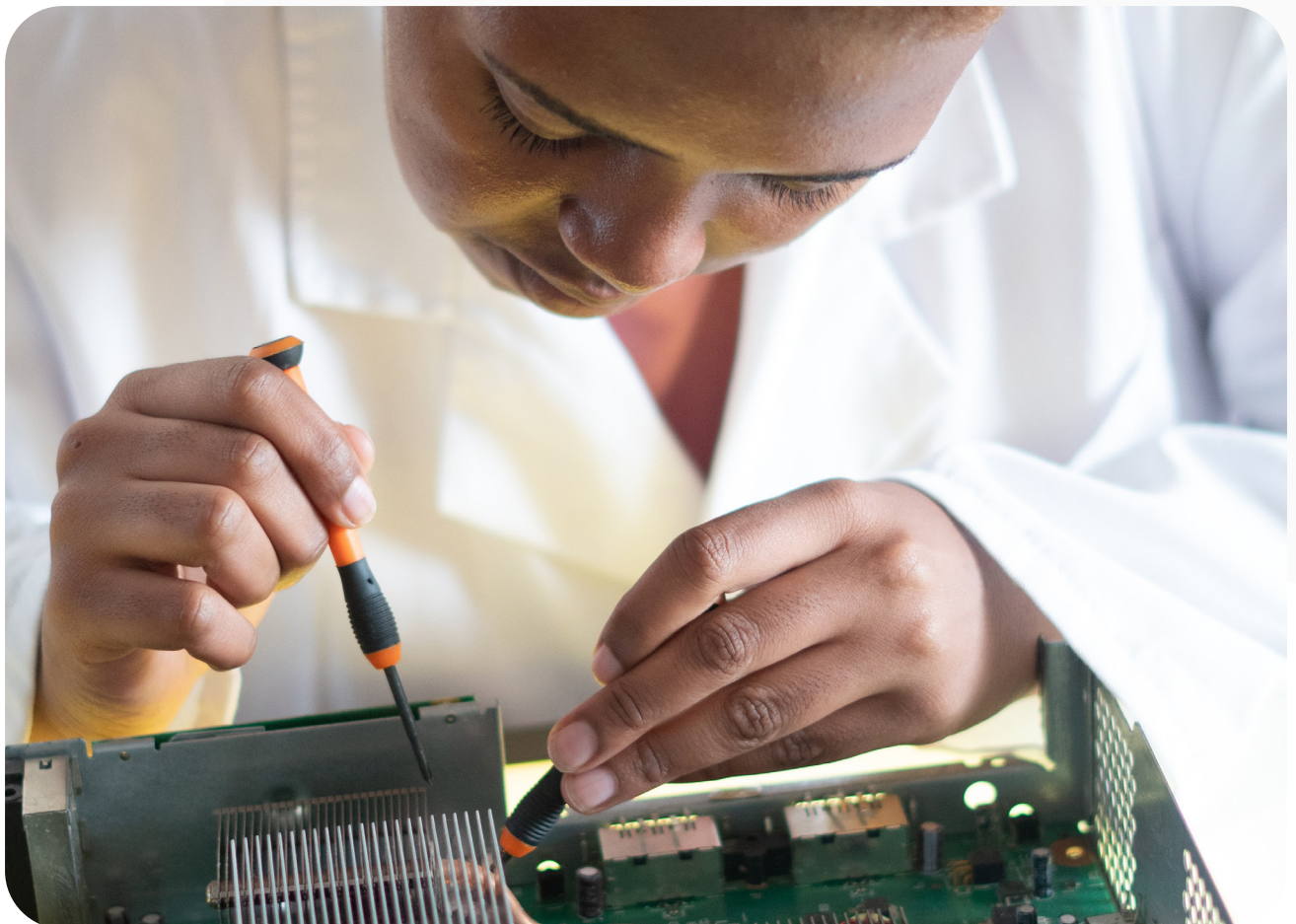
COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **9 units of competency (8 core, 1 elective)**, of which:

- The elective unit must be selected from the elective unit list provided





22632VIC CERTIFICATE II IN ENGINEERING STUDIES

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
VU23475	Safely use hand tools and hand held power tools for general engineering applications	Core	40	N/A
VU23476	Report on the sectors and employment in the manufacturing, engineering and related industries	Core	20	N/A
VU23477	Interpret and prepare basic two and three dimensional engineering drawings	Core	30	N/A
VU23478	Perform basic machining processes	Core	40	N/A
VU23479	Apply basic fabrication techniques	Core	40	N/A
VU23480	Perform intermediate engineering computations	Core	40	N/A
VU23481	Apply occupational health and safety principles in an engineering environment	Core	20	N/A
MEMPE006	Undertake a basic engineering project	Core	80	N/A
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VU23482	Produce basic engineering components and products using fabrication and machining operations	Elective	60	N/A
Pre-requisite unit: VU23478 Perform basic machining processes				
VU23485	Perform basic welding and thermal cutting processes	Elective	60	N/A
Pre-requisite unit: VU23479 Apply basic fabrication techniques				

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units for 'VCE VET Engineering'.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

This qualification offers a comprehensive skill set for aspiring furniture makers, providing a broad knowledge in furniture making tasks. From undertaking basic furniture making projects to developing career plans in the furnishing industry, students will gain hands-on experience in measurements, calculations, and environmentally sustainable work practices.

Safety, effective communication, and teamwork are also emphasised through projects demonstrating the use of hand and power tools, selecting and applying hardware and joining furnishing materials.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (5 core, 7 elective)**, of which:

- 6 units must be from Group A
- 1 unit must be from Group B





MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
MSFFP2020	Undertake a basic furniture making project +	Core	100	90
MSFFP2017	Develop a career plan for the furnishing industry	Core	30	25
MSFGN2001	Make measurements and calculations +	Core	30	20
MSMENV272	Participate in environmentally sustainable work practices	Core	30	20
MSMPC1103	Demonstrate care and apply safe practices at work	Core	30	18
MSFFM2019	Assemble furnishing products +	A	20	40
MSFFM2013	Use furniture making sector hand and power tools +	A	40	38
MSFFM2014	Select and apply hardware	A	16	16
MSFFP2012	Join furnishing materials	A	40	35
MSFGN2004	Produce simple scale drawings by hand	A	40	16
MSMSUP106	Work in a team	B	30	26
MSFFP2011	Use timber furnishing construction techniques	A	100	90
MSFFP2014	Use basic finishing techniques on timber surfaces	A	100	80

OTHER DETAILS

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory scored assessment units.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SHB20121 CERTIFICATE II IN RETAIL COSMETICS

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (9 core, 6 elective)**, of which:

- 1 unit from Group A: Infection control
- 5 elective units, consisting of:
 - at least 3 units from Group B: General electives
 - up to 2 units from the listed electives, elsewhere in the SHB Training Package, or any other current Training Package or accredited course





SHB20121 CERTIFICATE II IN RETAIL COSMETICS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
SHBBCCS004	Demonstrate retail skin care products	Core	25	25
SHBBCCS005	Advise on beauty products and services	Core	30	25
SHBBMUP009	Design and apply make-up	Core	45	40
SHBXCCS007	Conduct salon financial transactions	Core	25	25
SHBXIND003	Comply with organisational requirements within a personal services environment	Core	45	50
Work Placement: 4 x 3 hour work periods				
SHBXIND005	Communicate as part of a salon team	Core	30	25
SHBXWHS003	Apply safe hygiene, health and work practices	Core	40	35
SIRXIND003	Organise personal work requirements	Core	30	15
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	Core	50	45
SHBBINF002	Maintain infection control standards	A	75	90
BSBSUS211	Participate in sustainable work practices	B	20	30
SHBBRES003	Research and apply beauty industry information	B	20	18
SIRRINV001	Receive and handle retail stock	B	35	35
SIRRMER001	Produce visual merchandise displays	B	35	30
SIRXSLS001	Sell to the retail customer	Import	20	40
SHBBFAS004	Provide lash and brow services	Import	30	15
SHBXCCS009	Greet and prepare clients for salon services	Import	10	10
Work Placement: 4 x 2 hour work periods				
SHBBNLS010	Apply nail art	Import	15	10

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



SHB20216 CERTIFICATE II IN SALON ASSISTANT

This qualification is ideal for students interested in a career in hairdressing. Upon successful completion, students will be well prepared to apply for a hairdressing apprenticeship. This hands-on qualification allows students to develop their creative and practical skills within a real salon setting, focused on developing employability skills.

Students learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hair and beauty industry.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (8 core, 4 elective)**.





SHB20216 CERTIFICATE II IN SALON ASSISTANT

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
BSBWHS201	Contribute to health and safety of self and others	Core	20	20
SHHBAS001	Provide shampoo and basin services <small>Work Placement: 4 x 3 hour work periods</small>	Core	40	10
SHBHDES001	Dry hair to shape	Core	40	25
SHBHIND001	Maintain and organise tools, equipment and work areas	Core	20	5
SHBXCCS001	Conduct salon financial transactions	Core	25	25
SHBXCCS003	Greet and prepare clients for salon services <small>Work Placement: 4 x 3 hour work periods</small>	Core	10	10
SHBXIND001	Comply with organisational requirements within a personal services environment <small>Work Placement: 4 x 3 hour work periods</small>	Core	45	50
SHBXIND002	Communicate as part of a salon team	Core	30	25
SHHBAS002	Provide head, neck and shoulder massages for relaxation	Elective	20	20
SHBHCLS001	Apply hair colour products	Elective	30	20
SHBHDES002	Braid hair	Elective	30	10
SHBHIND002	Research and use hairdressing industry information	Elective	15	15
SIRRINV001	Receive and handle retail stock	Elective	35	35
SIRRMER001	Produce visual merchandise displays	Elective	35	30
SIRXSL001	Sell to the retail customer	Elective	20	40

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Victorian Schools: The VCAA mandates a minimum of 40 hours of SWL for students undertaking the Certificate II in Salon Assistant. Where the training package requires work periods / shifts, this can be used to satisfy the VCAA SWL placement requirements for the program.



SHB30121 CERTIFICATE III IN BEAUTY SERVICES

This qualification is for students wishing to enter the personal services industry providing beauty treatments and services. The role of a beautician is to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

Students learn about working as part of a team and independently, using initiative and discretion where required, building a client base, and advising clients about attaining the best possible outcome from each service.



COURSE DURATION: 2 years (6-7 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **18 units of competency (14 core, 4 elective)**, of which:

- 1 unit from Group A: Infection control
- at least 2 units from Group B: General electives
- up to 1 unit from the listed electives, elsewhere in the SHB Training Package, or any other current Training Package or accredited course





SHB30121 CERTIFICATE III IN BEAUTY SERVICES

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
SHBBBOS007	Apply cosmetic tanning products	Core	20	12
SHBBCCS005	Advise on beauty products and services	Core	30	25
SHBBFAS004	Provide lash and brow services	Core	30	15
SHBBHRS010	Provide waxing services	Core	100	130
Work Placement: Minimum 38 hours of work in a commercial Beauty Therapy salon				
SHBBMUP009	Design and apply make-up	Core	45	40
SHBBNLS007	Provide manicure and pedicure services	Core	60	60
Pre-requisite unit: HBBNLS011 Use electric file equipment for nail services				
SHBBNLS011	Use electric file equipment for nail services	Core	30	15
SHBBRES003	Research and apply beauty industry information	Core	20	20
SHBXCCS007	Conduct salon financial transactions	Core	25	25
SHBXCCS008	Provide salon services to clients	Core	30	15
Work Placement: 6 x 3 hour work periods				
SHBXIND003	Comply with organisational requirements within a personal services environment	Core	45	50
SHBXWHS003	Apply safe hygiene, health and work practices	Core	40	35
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	Core	50	45
SIRXSLS001	Sell to the retail customer	Core	20	40
SHBBINF002	Maintain infection control standards	A	75	90
SHBBMUP008	Apply eyelash extensions	B	40	25
SHBBMUP010	Design and apply make-up for photography	B	30	30
SHBXCCS009	Greet and prepare clients for salon services	B	10	10
Work Placement: 4 x 2 hour work periods				
SHBXIND005	Communicate as part of a salon team	Import	30	25
SHBBCCS004	Demonstrate retail skin care products	Import	25	25

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SHB30221 CERTIFICATE III IN MAKE-UP

This qualification is for students wishing to specialise in makeup artistry within the beauty industry. The role of a makeup artist is to design and apply makeup for various purposes and occasions, including beauty, fashion, media, and entertainment. Students learn about working in diverse settings, collaborating with other professionals, advising clients on makeup looks, and developing advanced technical skills in makeup application.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 1 unit must be from Group A: Infection control;
- At least 3 units from Group B;
- Up to 3 elective units may be chosen from the list below, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.





SHB30221 CERTIFICATE III IN MAKE-UP

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
SHBBMUP009	Design and apply make-up	Core	45	40
SHBBMUP010	Design and apply make-up for photography	Core	45	25
SHBBMUP013	Design and apply creative make-up	Core	50	45
SHBBRES003	Research and apply beauty industry information	Core	20	20
SHBXCCS008	Provide salon services to clients	Core	30	15
SHBXIND003	Comply with organisational requirements within a personal services environment	Core	45	50
SHBXWHS003	Apply safe hygiene, health and work practices	Core	40	35
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	Core	50	45

Group A: Infection Control

SHBBINF002	Maintain infection control standards	A	75	90
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Group B: General Elective Units

SHBBBOS007	Apply cosmetic tanning products	B	20	20
SHBBCCS005	Advise on beauty products and services	B	30	25
SHBBFAS004	Provide lash and brow services	B	30	15
SHBBHRS010	Provide waxing services	B	100	130
SHBBMUP008	Apply eyelash extensions	B	30	25
SHBBMUP014	Work collaboratively on make-up productions	B	40	35
SHBXCCS007	Conduct salon financial transactions	B	25	25
SHBXCCS009	Greet and prepare clients for salon services	Import	10	10
SIRRMER001	Produce visual merchandise displays	Import	35	30
SHBXIND005	Communicate as part of a salon team	Import	30	25



AHC20422 CERTIFICATE II IN HORTICULTURE

This qualification is tailored for beginners in the industry and equips individuals with essential skills for entry-level horticulture positions. Students explore the world of machinery operation, plant recognition, and effective weed, pest, and disease management. Students also develop expertise in tree and shrub planting, soil testing, and sustainable work practices. From safety protocols to chemical application, irrigation techniques, and problem-solving, the Certificate II in Horticulture assists students to jumpstart a promising horticulture career.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 5 units must be from the electives listed
- the remaining 2 units must be from the electives listed, or any currently endorsed Training Package or accredited course.





AHC20422 CERTIFICATE II IN HORTICULTURE

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
AHCMOM203	Operate basic machinery and equipment	Core	20	24
AHCPCM204	Recognise plants	Core	40	35
AHCPGD207	Plant trees and shrubs	Core	20	20
AHCPMG201	Treat weeds	Core	40	35
AHCPMG202	Treat plant pests, diseases and disorders	Core	30	35
AHCSOL203	Assist with soil or growing media sampling and testing	Core	30	25
AHCWHS202	Participate in workplace health and safety processes	Core	30	35
AHCWRK211	Participate in environmentally sustainable work practices	Core	30	25
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AHCCHM201	Apply chemicals under supervision	Elective	30	35
AHCIRG219	Assist with low volume irrigation operations	Elective	40	35
AHCNSY205	Pot up plants	Elective	20	20
AHCNSY206	Care for nursery plants	Elective	30	25
AHCNSY207	Undertake propagation activities	Elective	30	25
AHCNSY208	Maintain indoor plants	Elective	20	20
AHCPER222	Use and maintain basic hand tools and equipment for garden and farm	Elective	40	35
AHCPGD102	Support gardening work	Elective	10	30
AHCPGD209	Prune shrubs and small trees	Elective	35	30
BSBCRT201	Develop and apply thinking and problem solving skills	Elective	30	25



SIT20322 CERTIFICATE II IN HOSPITALITY

The Certificate II in Hospitality is for students who aspire to become food and beverage attendants and want to build an exciting career in the growing hospitality industry. Students learn the practical skills to deliver great customer service in a range of hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs and cafés. This qualification provides detailed training in a range of hospitality operational skills including basic food and beverage service.



COURSE DURATION: 2 years (3-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **12 units of competency (6 core, 6 elective)**, of which:

- 1 unit from Group A
- 3 units from Group B
- 2 units from Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course



OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory Units 3&4 scored assessment units for 'VCE VET Hospitality'.



SIT20322 CERTIFICATE II IN HOSPITALITY

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
BSBTWK201	Work effectively with others	Core	40	35
SITHIND006	Source and use information on the hospitality industry	Core	25	15
SITHIND007	Use hospitality skills effectively	Core	0	30
Work Placement:	12 complete service periods			
SITXCCS011	Interact with customers	Core	20	20
SITXCOM007	Show social and cultural sensitivity	Core	20	20
SITXWHS005	Participate in safe work practices	Core	12	15
SITXFSA005	Use hygienic practices for food safety	A	15	15
SITHCCC024	Prepare and present simple dishes	B	25	20
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITHCCC025	Prepare and present sandwiches	B	10	15
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITHCCC028	Prepare appetisers and salads	B	25	30
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITHKOP009	Clean kitchen premises and equipment	B	13	10
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
BSBSUS211	Participate in sustainable work practices	B	20	30
SITXFIN007	Process financial transactions +	B	25	35
HLTAID011	Provide first aid	B	18	18
Additional note:	We recommend this unit is delivered by an external provider			
SITHFAB021	Provide responsible service of alcohol	B	10	20
Additional note:	Subject to state restrictions			
SITHFAB022	Clean and tidy bar areas	B	15	15
SITHFAB024	Prepare and serve non-alcoholic beverages +	B	20	15
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITHFAB025	Prepare and serve espresso coffee	B	30	40
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITHFAB027	Serve food and beverage +	B	80	140
Pre-requisite unit:	SITXFSA005 Use hygienic practices for food safety			
SITXCCS014	Provide service to customers	Import	25	25
SITHFAB036	Provide advice on food +	Import	40	40



SIT20421 CERTIFICATE II IN COOKERY

The Certificate II in Cookery qualification develops the skills of basic food preparation and cookery. Students learn to effectively prepare a range of simple dishes, with a focus on safe and hygienic practices. It will enable students to work in entry level positions in various hospitality enterprises where food is prepared and served.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (8 core, 7 elective)**, of which:

- 5 units must be from the electives listed
- the remaining 2 units must be from the electives listed, or any currently endorsed Training Package or accredited course.



OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: The Units of Competency labelled '+' (right) are the compulsory Units 3&4 scored assessment units for 'VCE VET Cookery' (Hospitality).



SIT20421 CERTIFICATE II IN COOKERY

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
SITHCCC023 Pre-requisite unit:	Use food preparation equipment SITXFSA005 Use hygienic practices for food safety	Core	25	25
SITHCCC027 Pre-requisite unit:	Prepare dishes using basic methods of cookery SITXFSA005 Use hygienic practices for food safety:	Core	45	55
SITHCCC034 Pre-requisite unit: Pre-requisite unit: Work Placement:	Work effectively in a commercial kitchen + SITXFSA005 Use hygienic practices for food safety SITHCCC027 Prepare dishes using basic methods of cookery 12 complete service periods in a commercial kitchen	Core	60	55
SITHKOP009 Pre-requisite unit:	Clean kitchen premises and equipment SITXFSA005 Use hygienic practices for food safety	Core	13	10
SITXFSA005	Use hygienic practices for food safety	Core	15	15
SITXINV006 Pre-requisite unit:	Receive, store and maintain stock SITXFSA005 Use hygienic practices for food safety	Core	20	20
SITXWHS005	Participate in safe work practices	Core	12	15
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SITHCCC024 Pre-requisite unit:	Prepare and present simple dishes SITXFSA005 Use hygienic practices for food safety	A	25	20
SITHCCC025 Pre-requisite unit:	Prepare and present sandwiches SITXFSA005 Use hygienic practices for food safety:	A	10	15
SITHCCC028 Pre-requisite unit:	Prepare appetisers and salads + SITXFSA005 Use hygienic practices for food safety	A	25	30
SITHCCC029 Pre-requisite unit:	Prepare stocks, sauces and soups + SITXFSA005 Use hygienic practices for food safety	A	35	35
SITHCCC030 Pre-requisite unit:	Prepare vegetable, fruit, eggs and farinaceous dishes + SITXFSA005 Use hygienic practices for food safety	A	50	45
SITXFSA006	Participate in safe food handling practices	A	40	35
HLTAID011 Additional note:	Provide First Aid We recommend this unit is delivered by an external provider	D	18	18
SITXCCS011	Interact with customers	D	20	20



SIT20122 CERTIFICATE II IN TOURISM

This qualification is for students who have a passion for tourism and enjoy meeting and talking with a diverse group of people. Certificate II in Tourism provides students with the ideal pathway to work in multiple tourism industry facilities, travel agencies, restaurants, theme parks, transport companies and much more.

Students gain the knowledge to undertake routine tasks in using business technology, providing advice on Australian tourism destinations, providing visitor information, and understanding cultural sensitivity.



COURSE DURATION: 2 years (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (5 core, 6 elective)**, consisting of:

- 3 units from Group A
- 3 units from the listed units, elsewhere in the SIT Training Package, or any other current Training Package or accredited course





SIT20122 CERTIFICATE II IN TOURISM

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
SITTIND003	Source and use information on the tourism and travel industry	Core	25	25
SITXCCS009	Provide customer information and assistance	Core	20	20
SITXCCS011	Interact with customers	Core	20	20
SITXCOM007	Show social and cultural sensitivity	Core	20	20
SITXWHS005	Participate in safe work practices	Core	12	15
SIRXPDK001	Advise on products and services	A	30	25
SITXCCS010	Provide visitor information	A	35	20
CUAEVP211	Assist with the staging of public activities or events	A	50	50
SITXCOM008	Provide a briefing or scripted commentary	A	20	20
SITTTVL001	Access and interpret product information	A	65	55
BSBCMM211	Apply communication skills	C	40	35
BSBTWK201	Work effectively with others	C	40	35
SITXCOM006	Source and present information	C	10	10
BSBTEC201	Use business software applications	C	60	55
SITXFIN007	Process financial transactions	C	25	35
SITHFAB021	Provide responsible service of alcohol	C	10	20
Additional note: Subject to state restrictions				
SITHFAB025	Prepare and serve espresso coffee	C	30	40
Pre-requisite unit: SITXFSA005 Use hygienic practices for food safety				
SITXFSA005	Use hygienic practices for food safety	C	15	15
SIRXSLS001	Sell to the retail customer	Import	20	40

OTHER DETAILS

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.



SIT30522 CERTIFICATE III IN EVENTS

Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This qualification aims to provide the student with skills and knowledge and a real insight into the events industry. This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.



COURSE DURATION: 2 years (5-7 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **13 units of competency (6 core, 7 elective)**, consisting of:

- 2 units from Group A
- 3 units from Group A or Group B
- 2 units from Group A, Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course





SIT30522 CERTIFICATE III IN EVENTS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
BSBTWK201	Work effectively with others	Core	40	35
SITEEVT020	Source and use information on the events industry	Core	25	30
SITEEVT022	Provide event production support	Core	31	20
SITXCCS014	Provide service to customers	Core	25	25
SITXCOM007	Show social and cultural sensitivity	Core	20	20
SITXWHS005	Participate in safe work practices	Core	12	15
SITEEVT021	Administer event registrations	A	80	70
SITXMPR010	Create a promotional display or stand	A	30	20
BSBTEC201	Use business software applications	B	60	55
BSBTEC301	Design and produce business documents	B	80	70
CUASTA211	Develop basic staging skills	B	20	20
CUASTA212	Assist with bump in and bump out of shows	B	80	80
BSBSUS211	Participate in sustainable work practices	B	20	30
SITXFIN007	Process financial transactions	B	25	35
CUAEVP211	Assist with the staging of public activities or events	Import	50	50



MSL20122 CERTIFICATE II IN SAMPLING AND MEASUREMENT

This qualification is designed to launch a science career as there is a strong demand for sample collection and laboratory skills across diverse industries such as mining, food manufacturing, construction, and pharmaceutical production. This program provides the foundation-level skills necessary to proficiently collect, handle, and transport samples.

Students develop essential knowledge in data recording, storage, simple calculations, and result presentation. Successful completion of this qualification equips students with the ability to gather samples for various industry testing scenarios. It also lays a solid foundation for further studies in environmental sciences, health, or trades.



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **8 units of competency (3 core, 5 elective)**, consisting of:

- at least 2 units from Group A
- at least 1 additional unit from Group A or B
- 2 units from the electives listed or any endorsed Training Package or accredited course





MSL20122 CERTIFICATE II IN SAMPLING AND MEASUREMENT

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
MSL912002	Work within a laboratory or field workplace	Core	40	40
MSL922002	Record and present data	Core	40	60
MSL943004	Participate in laboratory or field workplace safety	Core	40	40
MSL952003	Collect routine site samples	A	30	20
MSL972002	Take routine site measurements	A	30	40
BSBCMM211	Apply communication skills	B	40	35
MSL913004	Plan and conduct laboratory/field work	B	40	40
MSL933009	Contribute to the achievement of quality objectives	B	30	60
MSL953005	Receive and prepare samples for testing	B	30	40
MSL973015	Prepare culture media	B	30	20
MSL973025	Perform basic tests	B	60	80
MSL973026	Prepare working solutions	B	50	80
MSMENV272	Participate in environmentally sustainable work practices	B	30	20
MSL973027	Perform techniques that prevent cross-contamination	B	40	40
MSL973028	Perform microscopic examination	B	40	40



MSL30122 CERTIFICATE III IN LABORATORY SKILLS

This qualification is designed as the entry-level requirement for laboratory personnel across all industries. This program prepares individuals for job roles such as laboratory technicians and instrument operators. As laboratory technicians, students engage in basic laboratory work within a specific scientific discipline. Following set procedures, they utilise their technical skills and basic scientific knowledge to prepare and test samples meticulously. Operating test equipment and instruments, students also make limited adjustments and accurately process and record data.

Through this qualification, students develop essential communication skills, learn laboratory and field work planning, and contribute to quality objectives. They also gain a comprehensive understanding of safety protocols, sample preparation, basic testing, and environmentally sustainable work practices.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **13 units of competency (5 core, 8 elective)**, consisting of:

- at least 4 units from Group A
- at least 3 additional units from Group A or B
- 1 unit from the electives listed or any endorsed Training Package or accredited course





MSL30122 CERTIFICATE III IN LABORATORY SKILLS

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
BSBCMM211	Apply communication skills	Core	40	35
MSL913004	Plan and conduct laboratory/field work	Core	40	40
MSL922002	Record and present data	Core	40	60
MSL933009	Contribute to the achievement of quality objectives +	Core	30	60
MSL943004	Participate in laboratory or field workplace safety	Core	40	40
MSL953005	Receive and prepare samples for testing	A	30	40
MSL973025	Perform basic tests	A	60	80
MSL973026	Prepare working solutions +	A	50	80
MSL973015	Prepare culture media +	A	30	20
MSL973027	Perform techniques that prevent cross-contamination +	A	40	40
MSL973028	Perform microscopic examination +	A	40	40
MSL952003	Collect routine site samples	B	30	20
MSL912002	Work within a laboratory or field workplace	B	40	40
MSL972002	Take routine site measurements	B	30	40
MSMENV272	Participate in environmentally sustainable work practices	Import	30	20

OTHER DETAILS

Victorian Schools: If you are wanting to deliver a scored VCE VET Units 3&4 program, please contact AIET to discuss Victorian Scored Assessment Task options.

Victorian Schools: The Units of Competency labelled '+' (above) are the compulsory Units 3&4 scored assessment units.



SIS20122 CERTIFICATE II IN SPORT AND RECREATION

This qualification is designed to provide students with hands-on experience, and equipping individuals with the essential skills and knowledge to thrive in community recreation centres, outdoor sporting grounds, aquatic centres, and beyond. It also serves as a steppingstone for further studies in the sporting industry.

From learning workplace health and safety practices to assisting in conducting recreation sessions, students develop a wide range of competencies as they are trained in providing quality service, responding to emergency situations, maintaining activity equipment, and staying up-to-date with industry knowledge.



COURSE DURATION: 2 years (4-5 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **10 units of competency (6 core, 4 elective)**, consisting of:

- 2 units from the listed electives
- 2 units from the listed electives, elsewhere in SIS Training Package, or any other current Training Package or accredited course





SIS20122 CERTIFICATE II IN SPORT AND RECREATION

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
HLTWHS001	Participate in workplace health and safety	Core	20	20
SISOFLD001	Assist in conducting recreation sessions	Core	30	25
SISXCCS004	Provide quality service	Core	25	25
SISXEMR003	Respond to emergency situations	Core	20	20
SISXFAC006	Maintain activity equipment	Core	5	15
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	50	45
BSBPEF301	Organise personal work priorities	Elective	30	30
BSBSUS211	Participate in sustainable work practices	Elective	20	30
BSBTEC201	Use business software applications	Elective	60	55
HLTAID011	Provide First Aid	Elective	18	18
Additional note: We recommend this unit is delivered by an external provider:				
SISCAQU020	Perform water rescues	Elective	10	10
SISOFLD002	Minimise environmental impact	Elective	15	25
SISXFAC007	Maintain clean facilities	Elective	16	16
SISXPLD001	Provide hire equipment for activities	Elective	10	10
SISSBSB001	Conduct basketball coaching sessions with foundation level participants	Import	50	45
SISSNTB001	Conduct netball coaching sessions with foundation level participants	Import	50	45
SISSNTB002	Participate in netball at an intermediate level	Import	40	35
SISOSRF001	Surf small waves using basic manoeuvres	Import	20	20
CHCVOL001	Be an effective volunteer	Import	25	20
Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program				

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.



SIS20321 CERTIFICATE II IN SPORT COACHING

Certificate II in Sport Coaching will give the student a head start on a career in the sports industry. This entry-level qualification will provide practical skills to conduct coaching sessions in community-based sports clubs and organisations.

Students gain a range of basic coaching skills required to work under the supervision of a coach to engage participants in sport. They learn how to provide equipment for activities, participate in conditioning training for sport, conduct sport coaching sessions with foundation level participants, and assist supervisors to prepare, conduct, monitor and evaluate activity sessions.

Successful completion of this qualification will qualify the student to work or volunteer in assistant coaching roles at community-based sports clubs and organisations.



COURSE DURATION: 1 year (2.5-3 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **7 units of competency (3 core, 4 elective)**, consisting of:

- 1 unit from Group A
- at least 1 unit from the electives listed in Group A or Group B
- up to 2 elective units can be selected from elsewhere in the SIS Training Package, or from any other current Training Package or accredited course





SIS20321 CERTIFICATE II IN SPORT COACHING

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
HLTAID011	Provide first aid	Core	18	18
Additional note: We recommend this unit is delivered by an external provider				
SIRXWHS001	Work safely	Core	30	25
SISSSCO002	Work in a community coaching role	Core	30	25
SISSATH001	Conduct athletics coaching sessions with foundation level participants	A	45	45
SISSBSB001	Conduct basketball coaching sessions with foundation level participants	A	50	45
SISSNTB001	Conduct netball coaching sessions with foundation level participants	A	50	45
SISSSCO001	Conduct sport coaching sessions with foundation level participants	A	50	45
CHCVOL001	Be an effective volunteer	B	25	20
Work Placement: Minimum work requirement of 20 hours in an organisation with a structured volunteer program				
SISSSOF002	Continuously improve officiating skills and knowledge	B	20	20
SISSSOF003	Officiate sport competitions	B	50	45
SISXCAI001	Provide equipment for activities	B	10	10
SISXFAC002	Maintain sport, fitness and recreation facilities	B	14	14
SISSPAR009	Participate in conditioning for sport	Import	30	25
SISSSPT001	Implement sport injury prevention and management strategies	Import	60	55
Pre-requisite unit: HLTAID011 Provide first aid				
SISSTOU001	Participate in touch at an intermediate level	Import	40	35
ICTICT214	Operate application software packages	Import	60	60

OTHER DETAILS

Work Placement: One or more Units of Competency in this qualification have a work placement requirement. These requirements may be able to be completed at your school, subject to RTO approval and depending on the facilities and equipment at your delivery location. If you believe that your school meets these requirements, please contact your RTO.

Pre-requisite Units: One or more Units of Competency in this qualification have pre-requisite entry requirements. The listed unit(s) should not be commenced until their pre-requisite requirements have been delivered and satisfactorily completed.

Victorian Schools: This qualification is not available as a VCE VET program in Victoria, however schools may seek block credit arrangements with the VCAA.



SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

This qualification is packed full of adventure, and self-development. It is designed to provide the student with exciting opportunities to develop skills and knowledge in a variety of outdoor endeavours.

Students work under direct supervision and with guidance from supervisors. This qualification provides a pathway into advanced outdoor leadership qualifications



COURSE DURATION: 1 year (3-4 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **11 units of competency (4 core, 7 elective)**, consisting of:

- 3 units from Group A
- 4 units from Group A, Group B, elsewhere in the SIS Training Package, or from any other current training package or accredited course





SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
HLTWHS001	Participate in workplace health and safety	Core	20	20
SISOFLD001	Assist in conducting recreation sessions	Core	30	25
SISOFLD002	Minimise environmental impact	Core	15	25
SISXIND002	Maintain sport, fitness and recreation industry knowledge	Core	30	20
SISCAQU002	Perform basic water rescues	A	10	10
SISOABS001	Abseil single pitches using fundamental skills	A	20	20
SISOBWG001	Bushwalk in tracked environments	A	20	20
SISOCLM001	Top rope climb single pitches, artificial surfaces	A	20	20
SISOCLM002	Top rope climb single pitches, natural surfaces	A	40	35
SISOCNE001	Paddle a craft using fundamental skills	A	40	35
SISOCVE001	Traverse caves	A	45	40
SISOCYT001	Set up, maintain and repair bicycles	A	20	20
SISOCYT002	Ride bicycles on roads and pathways, easy conditions	A	20	20
SISOCYT004	Ride off road bicycles on easy trails	A	20	20
SISOFLD006	Navigate in tracked environments	A	30	30
SISOSKT001	Ski on easy cross country terrain	A	50	45
SISOSNK001	Snorkel	A	20	20
SISOSRF001	Surf small waves using basic manoeuvres	A	20	20
HLTAID011	Provide First Aid	B	18	18
Additional note: We recommend this unit is delivered by an external provider				
ICTICT214	Operate application software packages	B	60	60
SISXCAI001	Provide equipment for activities	B	10	10
SISXCCS001	Provide quality service	B	25	25
SISXFAC001	Maintain equipment for activities	B	5	15
SISXFAC002	Maintain sport, fitness and recreation facilities	B	14	14
SITXCOM002	Show social and cultural sensitivity	B	20	20
SITXFSA001	Use hygienic practices for food safety	B	15	15



SIS30115 CERTIFICATE III IN SPORT AND RECREATION

This qualification is designed for individuals with well-developed skills and a passion for delivering recreational services. This program empowers students to work independently and make informed decisions guided by established plans, policies, and procedures.

Through this qualification, students gain comprehensive knowledge of the sporting industry and develop essential workplace skills. They learn about session preparation, equipment requirements, client interaction, and first aid. The flexibility of this qualification allows students to cater to their own sporting interests.

Upon completion, students can pursue opportunities in fitness centres, sporting grounds, leisure and aquatic centres, and community recreation centres.



COURSE DURATION: 2 years (5-6 Classroom hours per week)



QUALIFICATION PACKAGING RULES:

To achieve this qualification, competency must be demonstrated in **15 units of competency (6 core, 9 elective)**, consisting of:

- 7 units from the listed electives
- 2 units from the listed electives, elsewhere in SIS Training Package, or any other current Training Package or accredited course



SPECIALISATION OPTIONS:

Two Specialisations are available but are not mandatory to achieve this qualification. AIET offers the following specialisation options:

- To achieve a 'Customer Service Officer' specialisation, 5 units from Group A must be selected
- If less than 5 units from Group A are selected, there will be no specialisation





SIS30115 CERTIFICATE III IN SPORT AND RECREATION

AVAILABLE UNITS OF COMPETENCY

UNIT CODE	UNIT TITLE	TYPE	VIC	WA
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	Core	50	30
HLTWHS001	Participate in workplace health and safety	Core	20	20
SISXCCS004	Provide quality service	Core	25	25
SISXEMR003	Respond to emergency situations	Core	20	20
SISXFAC006	Maintain activity equipment	Core	5	15
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	50	45
BSBINS302	Organise workplace information	A	30	20
BSBTEC201	Use business software applications	A	60	55
HLTAID011	Provide First Aid	A	18	18
Additional note: We recommend this unit is delivered by an external provider				
SIRRMER001	Produce visual merchandise displays	A	35	30
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	A	50	45
SIRXSL001	Sell to the retail customer	A	20	40
SISXPLD004	Facilitate groups	C	25	20
SISCAQU020	Perform water rescues	B/D	10	10
BSBCRT311	Apply critical thinking skills in a team environment	E	40	45
BSBPEF301	Organise personal work priorities	E	30	30
CHCDIV001	Work with diverse people	E	40	30
SISOFLD002	Minimise environmental impact	E	15	25
SISSPAR009	Participate in conditioning for sport	E	30	25
SISSSCO001	Conduct sport coaching sessions with foundation level participants	E	50	45
SISSSOF002	Continuously improve officiating skills and knowledge	E	20	20
SISXFAC007	Maintain clean facilities	E	16	16
SITEEVT022	Provide event production support	E	31	20
SITXFSA005	Use hygienic practices for food safety	E	15	15
SISXPLD002	Deliver recreation sessions	C	60	N/A



VET PARTNERSHIPS WITH A READCLOUDVET RTO FAQs

WHAT ARE VET IN SCHOOLS PARTNERSHIPS?

Partnerships in the VET sector involve a Registered Training Organisation (RTO) entering into a partnership arrangement with a secondary school. This is termed 'auspicing'. Training is delivered and assessment conducted by VET-qualified teachers within the school, and endorsed by the RTO so that a nationally recognised qualification can be issued by the RTO.

HOW DO READCLOUDVET RTOS PARTNER WITH SECONDARY SCHOOLS?

The group of ReadCloudVET RTOs supports the secondary school to deliver the VET program. It provides the teacher with learner resources and assessment materials within the ReadCloudVET RTOs' Learning Management System.

WHAT AND HOW IS COURSE CONTENT DELIVERED?

Each Unit of Competency covers a range of skills and knowledge. Students must satisfactorily complete assessment tasks to demonstrate competency in all areas of the unit. Methods for assessing and gathering evidence may include observations, written or verbal questions, portfolios, projects, videos, photos, production of documents or items.

WHAT IS REQUIRED FOR A TEACHER TO DELIVER VET?

Teachers delivering VET must meet the national regulatory requirements. Secondary school teachers have the option to:

- Complete 3 units to attain TAESS00019 Assessor Skill Set
- Complete 5 units to attain TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set
- Complete the full TAE40122 Certificate IV in Training and Assessment

For school staff members who are not qualified secondary teachers, a full TAE40122 is required. Teachers must also complete documentation to demonstrate current industry skills (experience in workplace environments). This means recent experience outside the classroom (not only teaching).

As you prepare for delivery, a representative from AIET will review the documentation provided by each teacher to ensure they meet the minimum requirements and, if required, provide advice around what they need to do to be approved. Some qualifications have specific requirements of the VET trainer - we can support you to understand these before decisions are made or new teachers employed.

WHAT WILL MY SCHOOL NEED IN ORDER TO DELIVER VET?

In order to be approved for in VET in Schools partnership with AIET a prospective Partner School will require:

- A VET-qualified trainer, as outlined above
- Equipment and facilities required for the course
- Teaching resources to support delivery
- Adequate weekly classroom hours allocated to the program



VET PARTNERSHIPS WITH A READCLOUDVET RTO FAQs

IF I CHANGE RTO PROVIDERS, WILL MY STUDENTS' RESULTS TRANSFER ACROSS?

If you are moving from another RTO to AIET, make sure you have received a 'Statement of Attainment' from your previous RTO for all transferring students. Once we have received the statement of attainment certificates, we will recognise previous study through credit transfer where applicable.

HOW CAN I FIND OUT MORE ABOUT THE DIFFERENT QUALIFICATIONS AVAILABLE IN A VET PARTNERSHIP WITH READCLOUDVET?



Access our other courseguides [here](#).

WHAT SUPPORT WILL MY SCHOOL BE PROVIDED WITH BY AIET?

Prior to beginning delivery, you will be assigned a dedicated School Partnership Consultant to take you through a process to 'Get VETReady'. They will answer all questions and assist with any queries. School Partnership Consultants support teachers and VET Coordinators throughout the year to access the ReadCloudVET platforms, complete administrative requirements, and finalise resulting.resulting.

HOW DO MY STUDENTS OBTAIN THEIR CERTIFICATES?

At the completion of a program, VET teachers request results and the RTO issues a Certificate if the student has achieved a competent outcome in all of the required units for the qualification. Where a student has not completed all required units, they are issued a Statement of Attainment for the units they have successfully completed.

WHAT ARE THE FEES FOR A PARTNERSHIP WITH AIET?

We have an annual fee per qualification, plus an annual per student enrolment fee. The qualification fee is invoiced at the beginning of an agreement (generally in November or December before delivery), while the per student enrolment fee is generally invoiced in March following final enrolments.

HOW CAN I ENQUIRE, REQUEST A DEMO OR GET FURTHER INFORMATION?

Contact us at enquiries@readcloudvet.com and we will email through information and arrange a meeting (via phone, in person or online) to answer your questions.



AIET RTO 121314

AIET is a subsidiary company of ReadCloud Ltd (ASX listed)

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New school enquiries please contact vetsales@readcloud.com

Existing Partner Schools please contact AIET directly at info@aiet.edu.au