Applications
Entry is by application through the school by November 2010.

Enrolment
Students will be advised by their VET co-ordinator where and when classes start. Students are advised to bring along a pen, their Form number and proof of identity which may include a passport, learners permit, Keypass ID card, Consumer Affairs Victorian Proof of Age card – with photograph, Australian Government issued ID card – with photograph or birth certificate.

The VETiS instructor will advise students on how to enrol. After enrolment students will receive a student ID card and a student diary.

Course and material fees
Students are advised to contact the Careers Practitioner or VET Program Coordinator in their school.

Attendance
Students are required to attend campus on the days of their program, during school terms.

Course dates
February to October. Normal school term breaks and public holidays apply.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion and practical application projects. Written tests may also be required.

ACT NOW! Call 03 9564 1555
www.holmesglen.edu.au
VET in School Programs

The Vocational Education and Training in Schools (VETiS) Program aims to prepare students for further education, training and employment. Students who complete a VETiS course are awarded a nationally recognised qualification of VETiS courses can make up part of a VCE. For further details, visit www.holmesglen.edu.au/VETiS.

To enrol in a VETiS course students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school. Students will only enrol in a VETiS program through their school.

VET certificates contribute to a students ATAR score. Some certificates offer an examination which is held during the VCE examination period and provide a study subject; other certificates provide block credit which is used to enhance an ATAR score.

Advantages of a VET Certificate:
• a nationally recognised qualification
• improved employment prospects
• credits towards further qualifications
• experience in industry

Certificate III in Events

Course length 2 years
Timetable Wednesday 1.30pm - 5.00pm
Location Moorabbin campus

Course description
This qualification provides the practical skills and knowledge to assist in the coordination of meetings, conferences, events and functions. This qualification is held during the VCE examination period and provides a study subject.

Subjects
• Operate and online information system
• Access and interpret product information
• Make presentations
• Develop event concepts
• Festival or sporting event coordination
• Event management
• Reception/front office

Further training and employment opportunities
After the successful completion of the first year, students can proceed directly to the Stage 2 Food and Beverage Stream. Students wishing to progress to the Stage 2 Kitchen Operations stream need to complete a one week bridging program.

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Certificate III in Tourism

Course length 2 years
Timetable Wednesday 1.30pm - 5.00pm
Location Moorabbin campus

Course description
The tourism industry is an ever changing and exciting industry to work in. Career prospects range from selling dream holidays to customers as a travel agent, working for an airline, to guiding local and international tourists. Holmesglen is a hands on approach to learning about tourism. Students will study in a simulated travel office environment using the latest tourism technology. Throughout the first year of the course the emphasis is on developing knowledge of the tourism industry, Australian destinations and promoting local attractions. There will be several local tourism based excursions.

The focus during the second year is about travel agency operations and international destinations. A feature of the year two program is the optional trip to the Gold Coast to explore the tourism industry in Queensland and the operations of a theme park.

Further training and employment opportunities
Students completing the Certificate III in Tourism, students may further their education with a Certificate IV in Tourism - specialisation in Retail Travel Sales, a Certificate IV in Tourism and/or a Diploma of Tourism.

Career interests
• Tour guiding
• Attraction attending

Special requirements
• Provide responsible service of alcohol
• Provide food and beverage service
• Prepare and serve non-alcoholic beverages
• Develop and update food and beverage knowledge
• Prepare and serve espresso coffee

Further training and employment opportunities
Students completing this stream will receive two credits at a unit 3 & 4 level. Students may also elect to undertake a scored assessment, to receive a contribution to the Australian Tertiary Admission Rank (ATAR), and to gain a study score.

Certificate III in Food Processing (Retail Bakery)

Course length 4 years
Students undertaking an apprenticeship can complete modules taken directly from the corresponding Certificate I or II programs. Pathways programs are not suitable for students under 15.

Certificate II in Hospitality (Kitchen Operations)

Course description
This is a practically oriented program providing the basic skills required for retail bakery. Students will learn how to make a variety of breads, cakes and cookies while obtaining critical employability skills. Upon successful completion of this course, students are eligible for the Certificate I in Food Processing.

Special requirements
• A basic knife kit; cooks uniform (Stage One includes a simulated travel office environment using the latest tourism technology. Throughout the first year of the course the emphasis is on developing knowledge of the tourism industry, Australian destinations and promoting local attractions. There will be several local tourism based excursions.

The focus during the second year is about travel agency operations and international destinations. A feature of the year two program is the optional trip to the Gold Coast to explore the tourism industry in Queensland and the operations of a theme park.

Subjects
• Prepare, cook and serve food for food service
• Prepare appetisers and salads
• Prepare vegetables, fruit, eggs and farinaceous dishes
• Prepare hot and cold desserts
• Provide responsible service of alcohol
• Plan and prepare food for buffets

Pathways Programs

Pathways programs provide students with the opportunity to commence training in their chosen industry while still attending secondary school. All programs are designed for students undertaking an apprenticeship as well as part of an apprenticeship or full time study.

Students undertaking an apprenticeship can complete modules taken directly from the corresponding Certificate I or II programs. Pathways programs are not suitable for students under 15.

Certificate I in Food Processing (Retail Bakery)

Course length 4 years
Students undertaking an apprenticeship can complete modules taken directly from the corresponding Certificate I or II programs. Pathways programs are not suitable for students under 15.

Certificate I in Tourism

Course description
Pathways programs are not suitable for students under 15.

Special requirements
• Communicate workplace information
• Participate in workplace health and safety
• Follow work procedures to maintain food safety
• Follow work procedures to maintain quality
• Participate effectively in a workplace environment
• Decorate cakes and cookies
• Finish products
• Operate equipment

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Certificate I in Tourism

Course description
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