VCE VET Business

Program Booklet

Incorporating

BSB20120 Certificate II in Workplace Skills (Release 2)

BSB30120 Certificate III in Business (Release 2)

January 2024

Modification history

|  |  |  |  |
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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain the Victorian Certificate of Education (VCE) or the Victorian Certificate of Education Vocational Major (VCE VM), as well as a nationally portable vocational education and training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the VCE and the VCE VM. VCE VET units have equal status with other VCE studies
* will contribute towards the Victorian Pathways Certificate (VPC)
* function within the National Training Framework.

Program development

This iteration of the VCE VET Business program was implemented in 2016. It is drawn from BSB20115 *Certificate II Business and BSB30115 Certificate III in Business and* Business Services (BSB) Training Package Version 3.0.In 2020 the Business Services (BSB) Training Package Version 7.0 replaced a significant proportion of the training package. It was used in conjunction with the BSB Business Services Training Package (Release 7.0) qualifications BSB20115 Certificate II in Business (Release 2) and BSB30115 Certificate III in Business (Release 5). This program replaces the VCE VET Business program published in January 2021 and all subsequent program summaries. This revision to the VCE VET Business program is a consequence of the revision to the BSB Business Services Training Package.

The revised VCE VET Business program will offer the opportunity for students to complete a Certificate II in Workplace Skills and / or the Certificate III in Business.

VCE VET programs are developed with a reference group of industry and vocational professionals and include a predesignated program structure. Units of competency outside of this structure cannot be delivered as part of a VCE VET program.

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Industry overview

Training package

This program booklet must be read in conjunction with the *VCE VET Program Guide* and the BSB Business Services Training Package.

The BSB Business Services Training Package covers a diverse range of industries and occupations. Business Services covers multiple cross-industry functions and services to support commercial activities across all industries.

Important skills gained through business services training are in areas including: Information and Communications Technology, Administration, Communication, Creativity and Innovation, Design, Finance, Knowledge Management, Leadership, Regulation, Stakeholder Relations and Workforce Development.

Qualifications / Packaging rules

Students wishing to be awarded the qualification must successfully complete all required core and elective units of competency. Schools should communicate with their registered training organisation (RTO) partner to ensure the delivery sequence supports this outcome.

For further information, visit the [National Training Register](https://training.gov.au/Home/Tga).

* [BSB20120 Certificate II in Workplace Skills (Release 2)](https://training.gov.au/Training/Details/BSB20120)
* [BSB30120 Certificate III in Business (Release 2)](https://training.gov.au/Training/Details/BSB30120)

Links to a companion volume implementation guide may be provided as a resource for this qualification. For further information, visit [VETNet](https://vetnet.gov.au/Pages/default.aspx).

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VCE VET program details

Aims

The VCE VET Business program aims to:

* provide participants with the knowledge, skill and competency that will enhance their training and employment prospects in the broad range of business and industry settings.
* enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Scored assessment

Students who wish to receive an ATAR contribution for VCE VET Business must undertake scored assessment. This consists of three coursework tasks that are worth 66% of the overall study score and an end-of-year examination that is worth 34% of the overall study score.

Scored assessment is based on the scored Unit 3–4 sequence of the VCE VET Business program.

The scored Unit 3–4 sequence of the VCE VET Business program must be delivered and assessed in a single enrolment year.

The scored Unit 3–4 sequence of the VCE VET Business program is not designed as a standalone study. Students are strongly advised against undertaking the Unit 3–4 sequence without first completing Units 1 and 2.

For more information on study scores and ATAR contributions, please refer to the [appendix](#Appendix).

State reviewer

VCE VET state reviewers are appointed for scored VCE VET programs. For more information, please refer to the [VCE VET program webpage](https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx).

VCE VET credit

Students undertaking the VCE VET Business program will be eligible for credit into their VCE (including VCE VM and VPC as follows:

**BSB20120 Certificate II in Workplace Skills**

Students undertaking BSB20120 Certificate II in Workplace Skills are eligible for up to four VCE VET units on their VCE(including VCE VM and VPC) statement of results:

* up to four VCE VET Units at Units 1 and 2 level.

VCE VET credit will accrue in the following order: Units 1, 2, 1 and 2. These units of credit may be accumulated over more than one year.

**BSB30120 Certificate III in Business**

Students undertaking BSB30115 Certificate III in Business are eligible for up to six VCE VET units on their VCE (including VCE VM and VPC) statement of results:

* up to two VCE VET Units at Units 1 and 2 level
* a scored Units 3 and 4 sequence
* a non-scored Units 3 and 4 sequence

VCE VET credit will accrue in the following order: Units 1,2,3,4,3 and 4.

For more information on VCE (including VCE VM and VPC) credit contributions, please refer to the [appendix](#Appendix).

Nominal hour duration

Nominal hours represent the supervised structured learning and assessment activities required to sufficiently address the content of each unit of competency.

Nominal hours are used to determine credit towards the VCE (including VCE VM and VPC) for VET units of competency.

Duplication

When a VCE VET program duplicates or is very similar to another VCE study or VET unit of competency in a student’s program, a reduced VCE VET unit entitlement may apply.

No significant duplication has been identified between the VCE VET Business program and other VCE studies.

Dual enrolments

When students undertake multiple qualifications within a VCE VET program, care must be taken to ensure the students enrol in all the units of competency only once. Credit for a unit of competency can be counted only once towards the VCE (including VCE VM and VPC).

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines for different situations and delivery contexts, and a range of delivery sequences is possible.

The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The sequencing of units of competency is determined by the RTO, teacher or trainer; however, it is anticipated that a number of the core units of competency will be undertaken in the first year of the program.

VCE VET Business program structure

BSB20120 Certificate II in Workplace Skills (Release 2)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory Units:** |
| BSBCMM211 | Apply communication skills | 40 |
| BSBOPS201 | Work effectively in business environments | 30 |
| BSBPEF202 | Plan and apply time management | 20 |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| BSBWHS211# | Contribute to the health and safety of self and others | 20 |
| **Compulsory Units Subtotal:** | **130** |
| **Elective Units:** |
| Select a minimum of **FIVE** electives with a minimum of **50** hours.* Minimum of **ONE** unit from Group A
* Minimum of **ONE** unit from Group B
* Maximum of **THREE** units from Groups A, B, and C
* Maximum of **TWO** units from Group D.
 |
| **Elective Group A: Self-Management** |
| BSBCRT201 | Develop and apply thinking and problem-solving skills | 30 |
| BSBPEF201 | Support personal wellbeing in the workplace | 50 |
| BSBPEF302 | Develop self-awareness | 30 |
| **Elective Group B: Technology** |
| BSBDAT201 | Collect and record data | 40 |
| BSBFIN301 | Process financial transactions | 30 |
| BSBOPS306 | Record stakeholder interactions | 30 |
| BSBTEC101^ | Operate digital devices | 20 |
| BSBTEC201 | Use business software applications | 60 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | 20 |
| BSBTEC203 | Research using the internet | 30 |
| **Elective Group C: Working With Others**  |
| BSBOPS202 | Engage with customers | 100 |
| BSBOPS203 | Deliver a service to customers | 40 |
| BSBPEF101# | Plan and prepare for work readiness | 20 |
| BSBTWK201 | Work effectively with others | 40 |
| SIRXCEG002 | Assist with customer difficulties | 40 |
| SIRXPDK001 | Advise on products and services  | 30 |
| **Elective Group D: Imported Electives** |
| FSKWTG009 | Write routine workplace texts | 15 |
| FSKWTG006 | Write simple workplace information | 15 |
| FSKDIG003 | Use digital technology for non-routine workplace tasks | 15 |
| FSKDIG002^ | Use digital technology for routine and simple workplace tasks | 10 |
| BSBOPS101^ | Use business resources | 15 |
| ICTICT211^ | Identify and use basic current industry specific technologies | 40 |
| ICTICT221 | Identify and use specific industry standard technologies | 40 |
| FSKOCM006# | Use oral communication skills to participate in workplace teams | 10 |
| FSKLRG011# | Use routine strategies for work-related learning | 10 |
| **Minimum Elective Units Subtotal:** | **50** |
| **Minimum Total for VCE VET Units 1 and 2:** | **180** |

Training Package Skill Set

^BSBSS00124: Workplace IT Foundations Skill Set (4 Units of Competency = 85 hours)

#BSBSS00125: Workplace Foundation Skills Set (4 Units of Competency = 60 hours)

Transition arrangements

All students commencing training from January 2023 and beyond will be required to be enrolled in BSB20120 Certificate II in Workplace Skills (Release 2).

VASS Training Package Industry Group

BSB20120 Certificate II in Workplace Skills (Release 2) is included within the **BSB** VASS Training Package Industry Group for credit purposes

BSB30120 Certificate III in Business (Release 2)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory Units:** |
| BSBPEF201 | Support personal wellbeing in the workplace | 50 |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| BSBTWK301 | Use inclusive work practices | 30 |
| BSBWHS311 | Assist with maintaining workplace safety | 40 |
| BSBCRT311 | Apply critical thinking skills in a team environment | 40 |
| **Compulsory Units Subtotal:** | **180** |
| **Total for VCE VET Units 1 and 2:** | **180** |
| **Scored Units 3 and 4** |
| **Compulsory Units:** |
| BSBXCM301 | Engage in workplace communication | 40 |
| BSBTEC301† | Design and produce business documents | 80 |
| BSBPEF301 | Organise personal work priorities | 30 |
| BSBOPS304# | Deliver and monitor a service to customers | 35 |
| BSBINS302 | Organise workplace information | 30 |
| **Compulsory Units Subtotal:** | **215** |
| **Total for Scored VCE VET Units 3 and 4:** | **215** |
| **Units 1 to 4** |
| **Elective Units** |
| Select a minimum of **THREE** electives with a minimum of **180** hours.* Minimum of **ONE** unit from Group A
* Remaining electives may be drawn from Group A through Group G
* Imported elective units from Group H may be chosen, but may not contribute to certificate completion
* **Compulsory Units (Units 1 and 2) must be achieved before undertaking Elective Units**
* **To achieve a Non-Scored Units 3 and 4 sequence, select electives with a minimum of 180 hours.**
 |
| **Elective Group A: Technology** |
| BSBDAT201 | Collect and record data | 40 |
| BSBOPS306 | Record stakeholder interactions | 30 |
| BSBTEC201 | Use business software applications | 60 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | 20 |
| BSBTEC302† | Design and produce spreadsheets | 35 |
| BSBTEC303† | Create electronic presentations | 20 |
| BSBTEC404 | Use digital technologies to collaborate in a work environment | 50 |
| BSBWRT311 | Write simple documents | 30 |
| BSBXCS301 | Protect own personal online profile from cyber security threats | 30 |
| BSBXCS302 | Identify and report online security threats | 30 |
| BSBXCS303 | Securely manage personally identifiable information and workplace information | 40 |
| BSBXCS304 | Apply cyber hygiene best practices | 45 |
| BSBXCS305 | Identify and assess cyber security insider threats and risks | 45 |
| BSBXCS306 | Apply own techniques to prevent cyber security insider threats | 50 |
| **Elective Group B: Business Competence** |
| BSBESB302 | Develop and present business proposals | 30 |
| BSBESB401 | Research and develop business plans | 50 |
| BSBOPS302 | Identify business risk | 40 |
| BSBPMG430 | Undertake project work | 60 |
| BSBSTR301 | Contribute to continuous improvement | 40 |
| BSBWHS332X | Apply infection prevention and control procedures to own work activities | 30 |
| **Elective Group C: Teamwork and Relationships** |
| BSBCRT412 | Articulate, present and debate ideas | 40 |
| BSBLDR301 | Support effective workplace relationships | 40 |
| BSBPEF302 | Develop self-awareness | 30 |
| BSBXTW301 | Work in a team | 40 |
| **Elective Group D: Customer and Client Engagement** |
| BSBOPS305# | Process customer complaints | 30 |
| BSBXDB301 | Respond to the service needs of customers and clients with disability | 40 |
| ICTSAS305 | Provide ICT advice to clients | 40 |
| SIRXCEG002# | Assist with customer difficulties | 40 |
| SIRXCEG005 | Maintain business to business relationships | 35 |
| SIRXMKT001 | Support marketing and promotional activities | 30 |
| SIRXOSM003\* | Use social media and online tools | 35 |
| SIRXPDK001# | Advise on products and services | 30 |
| **Elective Group E: Business Administration** |
| BSBFIN301 | Process financial transactions | 30 |
| BSBFIN302^ | Maintain financial records | 60 |
| BSBHRM416 | Process payroll | 30 |
| BSBINS202 | Handle receipt and dispatch of information | 15 |
| BSBOPS301 | Maintain business resources | 15 |
| BSBOPS303^ | Organise schedules | 15 |
| BSBPUR301^ | Purchase goods and services | 60 |
| **Elective Group F: Medical Administration** |
| BSBMED301§ | Interpret and apply medical terminology appropriately | 60 |
| BSBMED302§ | Prepare and process medical accounts | 30 |
| BSBMED303§ | Maintain patient records | 20 |
| BSBMED304§ | Assist in controlling stocks and supplies | 20 |
| BSBMED305§ | Apply the principles of confidentiality, privacy and security within the medical environment | 20 |
| BSBMED401§ | Manage patient recordkeeping system | 50 |
| **Elective Group G: Records and Information Management** |
| BSBINS303 | Use knowledge management systems | 50 |
| BSBINS307 | Retrieve information from records | 25 |
| BSBINS308 | Control records | 40 |
| BSBINS309^ | Maintain business records | 30 |
| **Elective Group H: Imported Electives** |
| BSBTEC203† | Research using the internet | 30 |
| BSBMKG434 | Promote products and services | 40 |
| **Minimum Elective Units Subtotal:** | **180** |
| **Minimum Total for Non-Scored VCE VET Units 3 and 4:** | **180** |

Training Package Skill Set

^BSBSS00120: Administrative Assistant Skill Set (4 Units of Competency = 165 hours, VCE VET Unit 1)

#BSBSS00119: Customer Service Skill Set (4 Units of Competency = 135 hours, VCE VET Unit 1)

†BSBSS00112: Workplace Technology Skill Set (4 Units of Competency = 165 hours, VCE VET Unit 1)

§BSBSS00121: Medical Administration Skill Set (6 Units of Competency = 200 hours, VCE VET Units 1 and 2)

Notes

\*These units have prerequisite units of competency.

Transition arrangements

All students commencing training from January 2023 and beyond will be required to be enrolled in BSB30120 Certificate III in Business (Release 2).

VASS Training Package Industry Group

BSB30120 Certificate III in Business (Release 2) is included within the **BSB** VASS Training Package Industry Group for credit purposes.

\*These units have prerequisite units of competency.

Sample programs

BSB20120 Certificate II in Workplace Skills (Release 2)

The following sample program must be used with the nationally endorsed BSB Business Services Training Package.

This program allows provides:

* the award of BSB20120 Certificate II in Workplace Skills (Release 2)
* completion of selected units from BSB30120 Certificate III in Business
* two VCE VET units at Units 1 and 2 level and a Units 3 and 4 sequence.
* completion over two years.

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory Units:** |
| BSBCMM211 | Apply communication skills | 40 |
| BSBOPS201 | Work effectively in business environments | 30 |
| BSBPEF202 | Plan and apply time management | 20 |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| BSBWHS211# | Contribute to the health and safety of self and others | 20 |
| **Compulsory Units Subtotal:** | **130** |
| **Elective Units:** |
| BSBCRT201 | Develop and apply thinking and problem solving skills | 30 |
| 280 | Use business software applications | 60 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | 20 |
| BSBPEF101# | Plan and prepare for work readiness | 20 |
| FSKOCM006# | Use oral communication skills to participate in workplace teams | 10 |
| FSKLRG011# | Use routine strategies for work-related learning | 10 |
|  | **Elective units subtotal** | 150 |
|  | **Total for VCE VET Units 1 and 2**  | **310** |

BSB20120 Certificate II in Workplace Skills (Release 2) and BSB30120 Certificate III in Business (Release 2)

The following sample program must be used with the nationally endorsed BSB Business Services Training Package.

This program allows provides:

* the award of BSB20120 Certificate II in Workplace Skills (Release 2)
* two VCE VET units at Units 1 and 2 level
* completion of BSBSS00125: Workplace Foundation Skills Set
* completion over two years.
* Year 2 – BSB30120 Certificate III in Business

Year 1 – BSB20120 Certificate II in Workplace Skills

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory Units:** |
| BSBCMM211 | Apply communication skills | 40 |
| BSBOPS201 | Work effectively in business environments | 30 |
| BSBPEF202 | Plan and apply time management | 20 |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| BSBWHS211# | Contribute to the health and safety of self and others | 20 |
| **Compulsory Units Subtotal:** | **130** |
| **Elective Units:** |  |  |
| BSBCRT201 | Develop and apply thinking and problem-solving skills | 30 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | 20 |
| SIRXPDK001 | Advise on products and services  | 30 |
|  | **Total nominal hours for Units 1 and 2** | **210** |

Notes

Students exiting at Year 1 who wish to complete Certificate II in Workplace Skills should complete two additional elective units of competency.

Year 2 – BSB30120 Certificate III in Business

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Scored Units 3 and 4** |
| **Compulsory Units:** |
| BSBXCM301 | Engage in workplace communication | 40 |
| BSBTEC301† | Design and produce business documents | 80 |
| BSBPEF301 | Organise personal work priorities | 30 |
| BSBOPS304# | Deliver and monitor a service to customers | 35 |
| BSBINS302 | Organise workplace information | 30 |
| **Compulsory Units Subtotal:** | **215** |
| **Total for Scored VCE VET Units 3 and 4:** | **215** |

Enrolment advice

Transition arrangements

All students commencing training from January 2023 and beyond will be required to be enrolled in BSB20120 Certificate II in Workplace Skills (Release 2) and BSB30120 Certificate III in Business (Release 2)

VASS industry group

BSB20120 Certificate II in Workplace Skills (Release 2), BSB30120 Certificate III in Business (Release 2) are included within the **BSB** VASS industry group for credit purposes.

For more information on VASS industry groups, please refer to the [appendix](#Appendix).

Additional information

Consider the following when determining the sequence of a student’s VCE VET Business program:

* Prior to engaging in structured workplace learning (SWL), students must be undertaking or have completed the workplace health and safety unit aligned with the VCE VET Business program.

Resources

For updates or information relating to VCE VET programs, please refer to:

* the [VCE VET program webpage](https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx)
* the [*VCAA* *Bulletin*](https://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx)
* the ‘[Get VET](https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx?Redirect=1)’ webpage for videos, success stories, flowcharts and posters designed to support teachers in engaging, informing and inspiring students and parents about VET Delivered to Secondary Students.

Supplementary advice is available for scored VCE VET programs on the relevant VCE VET program webpage.

Appendix

Credit arrangements

VASS industry group

|  |  |
| --- | --- |
| VCE VET program | VASS industry group |
| VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management |  |
| * Certificate II in Agriculture
 | AHC |
| * Certificate II in Conservation and Ecosystem Management
 | AHC |
| * Certificate II in Horticulture
 | AHC |
| * Certificate II in Rural Operations
 | AHC |
| VCE VET Animal Care |  |
| * Certificate II in Animal Care
 | ACM |
| VCE VET Applied Fashion Design and Technology |  |
| * Certificate II in Applied Fashion Design and Technology
 | MST |
| * Certificate II in Apparel, Fashion and Textiles
 | MST |
| VCE VET Applied Language |  |
| * Certificate II in Applied Language
 | GEN |
| * Certificate III in Applied Language
 | GEN |
| VCE VET Automotive |  |
| * Certificate II in Automotive Vocational Preparation
 | AUR |
| VCE VET Building and Construction |  |
| * Certificate II in Building and Construction Pre-apprenticeship
 | CPC |
| * Certificate II in Construction Pathways
 | CPC |
| VCE VET Business |  |
| * Certificate II in Workplace Skills
 | BSB |
| * Certificate III in Business
 | BSB |
| VCE VET Cisco |  |
| * CISCO CCNA v7
 | ICT |
| VCE VET Civil Infrastructure |  |
| * Certificate II in Civil Construction
 | RII |
| VCE VET Community Services |  |
| * Certificate II in Active Volunteering
 | CHC |
| * Certificate II in Community Services
 | CHC |
| * Certificate III in Community Services
 | CHC |
| * Certificate III in Early Childhood Education and Care
 | CHC |
| VCE VET Creative and Digital Media |  |
| * Certificate II in Creative Industries
 | CUA |
| * Certificate III in Screen and Media
 | CUA |
| VCE VET Dance |  |
| * Certificate II in Dance
 | CUA |
| * Certificate III in Dance
 | CUA |
| VCE VET Electrical Industry |  |
| * Certificate II in Electrotechnology (pre-vocational)
 | UEE |
| * Certificate II in Electrotechnology (Career Start)
 | UEE |
| VCE VET Engineering Studies |  |
| * Certificate II in Engineering Studies
 | MEM |
| VCE VET Equine Studies  |  |
| * Certificate III in Equine Studies
 | ACM |
| VCE VET Events and Tourism |  |
| * Certificate II in Events
 | SIT |
| * Certificate II in Tourism
 | SIT |
| * Certificate III in Tourism
 | SIT |
| VCE VET Furnishing |  |
| * Certificate II in Furniture Making Pathways
 | MSF |
| VCE VET Hair and Beauty |  |
| * Certificate II in Retail Cosmetics
 | SHB |
| * Certificate II in Salon Assistant
 | SHB |
| * Certificate III in Beauty Services
 | SHB |
| * Certificate III in Make-Up
 | SHB |
| VCE VET Health |  |
| * Certificate II in Health Support Services
 | HLT |
| * Certificate III in Allied Health Assistance incorporating:
* Certificate III in Health Services Assistance
 | HLT |
| VCE VET Hospitality |  |
| * Certificate II in Hospitality
 | SIT |
| * Certificate II in Cookery
 | SIT |
| VCE VET Information and Communications Technology  |  |
| * Certificate II in Applied Digital Technologies
 | ICT |
| * Certificate III in Information Technology
 | ICT |
| VCE VET Integrated Technologies |  |
| * Certificate II in Integrated Technologies
 | ICT |
| VCE VET Laboratory Skills |  |
| * Certificate II in Sampling and Measurement
 | MSL |
| * Certificate III in Laboratory Skills
 | MSL |
| VCE VET Music |  |
| * Certificate II in Music
 | CUA |
| * Certificate III in Music (Performance)
 | CUA |
| * Certificate III in Music (Sound Production)
 | CUA |
| VCE VET Plumbing |  |
| * Certificate II in Plumbing (Pre-apprenticeship)
 | CPC |
| VCE VET Small Business |  |
| * Certificate II in Small Business (Operations/Innovation)
 | BSB |
| * Certificate II in Small Business Operations and Innovation
 | BSB |
| VCE VET Sport and Recreation |  |
| * Certificate II in Outdoor Recreation
 | SIS |
| * Certificate II in Sport and Recreation
 | SIS |
| * Certificate III in Sport, Aquatics and Recreation
 | SIS |
| VCE VET Visual Arts |  |
| * Certificate II in Visual Arts
 | CUA |
| * Certificate III in Visual Arts
 | CUA |

VET credit arrangements

Accruing credit in one certificate

Students may accrue two VCE VET units of credit at Units 1 and 2 level by completing 180 nominal hours in a certificate II or III qualification. Students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in the same certificate provided that it is drawn from:

* a VE1 – VCE VET qualification that provides a Unit 3–4 sequence
* a VE3 – Other VET qualification at a certificate III level.

Where a qualification includes enough nominal hours, further units of credit may be available.

Accruing credit across multiple certificates

Students may accrue two or more VCE VET units of credit at Units 1 and 2 level by completing a minimum of 180 nominal hours across multiple certificate II or III qualifications. From 2024, students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in one certificate provided that it is drawn from:

* the same industry group as at least one certificate from the student’s first 180 hours of VET
* a VE1 – VCE VET program that provides a Unit 3–4 sequence
* a VE3 – Other VET qualification at a certificate III level.

Accruing credit in a VE2 – SBAT

Students may accrue two VCE VET units of credit at Units 1 and 2 level by completing 180 nominal hours in a traineeship or apprenticeship. Students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in the same VE2 – SBAT provided that it is drawn from:

* a VE2 – SBAT qualification that provides a Unit 3–4 sequence.

From 2024, where a student accrues their initial VCE VET units of credit at Units 1 and 2 level from a VE1 – VCE VET program or a VE3 – Other VET qualification, the next 180 hours they complete in a VE2 – SBAT will provide a VCE VET Unit 3–4 sequence provided that it is drawn from:

* a VE2 – SBAT qualification that provides a Unit 3–4 sequence.

VCE VM credit arrangements

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

For information on credit arrangements, please refer to [VCE Vocational Major (VM)](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/AboutVCEVocationalMajor.aspx).

VPC credit arrangements

The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 standards-based certificate that meets the needs of a smaller number of students who are not able or ready to complete the VCE (including the VCE VM). It provides an enriched curriculum and excellent support for students to develop the skills, capabilities and qualities for success in personal and civic life.

For information on credit arrangements, please refer to [Victorian Pathways Certificate (VPC)](https://www.vcaa.vic.edu.au/curriculum/VPC/Pages/AboutVPC.aspx).

‘Get VET’ resources

Discover the wide range of VET courses available to secondary school students in Victoria. Explore these helpful ‘Get VET’ resources, including videos and success stories, and talk to the relevant teachers or coordinators at your school to assist you on the right pathway.

* VET Fast Facts
* How VET is different
* What you get from VET
* How VET can prepare you for the future
* What a VET pathway looks like
* 7 questions to ask yourself
* Which VET are you?
* VCE VET programs
* Structured Workplace Learning
* School-based apprenticeship or traineeship
* Other VET qualifications
* Get a taste of VET careers and training
* Where to find out more about VET
* Resources
* Hear what VET students say
* Hear what VET teachers say
* Career pathway posters

For more information, please refer to [‘Get VET’](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/AboutVCEVocationalMajor.aspx).

VCE VET program chart

The [VCE VET program chart](https://www.vcaa.vic.edu.au/Documents/vet/GetVET/resources/VCE-VET-program-chart.pdf) provides a list of all VCE VET programs and shows if they can be undertaken as scored or non-scored. The chart also shows if a program offers Units 1 and 2 and/or a Unit 3–4 sequence.

Scored assessment

Some VCE VET programs are scored and offer a scored Unit 3–4 sequence. The study score calculated from the scored Unit 3–4 sequence may contribute to a student’s ATAR as one of the primary four studies or as two available (and permissible) increments.

The scored Unit 3–4 sequence must be delivered and assessed in a single enrolment year. Students are strongly advised against undertaking the scored Unit 3–4 sequence without first completing Units 1 and 2 because Unit 3–4 sequences are not designed for standalone study.

Study score

To be eligible for a study score students must:

* satisfactorily complete all the units of competency required in the scored Unit 3–4 sequence
* be assessed in accordance with the tools and procedures specified in the *VCE VET Scored Assessment Guide* and program-specific assessment plan templates published annually on the VCAA website
* undertake an examination during the end-of-year examination period, based on the underpinning knowledge and skills in the compulsory units of competency in the scored Unit 3–4 sequence, and in accordance with the current examination specifications.

A study score for a scored VCE VET program is based on evidence from two sources: coursework tasks and an examination (or end-of-year performance examination where applicable). The assessment of three VCE VET coursework tasks does not replace the qualification assessments. Both tend to be complementary and may be integrated. Tasks may be designed with both assessment purposes in mind.

For further information on scored assessment, including an overview of study score assessment, advice regarding the development of coursework tasks, and integration of study scores with competency assessment, please refer to the [*VCE VET Scored Assessment Guide*](https://www.vcaa.vic.edu.au/Documents/vet/publications/VETScoredAssessmentGuide.pdf).

For more information on study scores and ATAR contributions, please refer to [Victorian Tertiary Admissions Centre (VTAC)](https://www.vtac.edu.au/).

ATAR contribution

Please note that for a Unit 3–4 sequence to be eligible it must come from one certificate enrolment on VASS. Where credit has accrued across multiple certificates, an ATAR contribution may not be available.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

Scored VCE VET program

Students wishing to receive an ATAR contribution for a scored VCE VET program must undertake scored assessment for the purpose of achieving a study score.

This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study increment.

Where a scored Unit 3–4 sequence is used as an increment, the increment will be calculated using 10% of the scaled score.

Where a student elects not to receive a study score, no contribution to the ATAR will be available.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

Scored VCE VET program with an additional
non-scored stream

Some scored VCE VET programs include both a scored and a non-scored Unit 3–4 sequence.

Where a non-scored Unit 3–4 sequence is undertaken, a student may be eligible for a fifth or sixth study increment. Fifth or sixth study increments are calculated using 10% of the fourth study score of the primary four.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

For more information on VCE VET programs with scored and non-scored Unit 3–4 sequences, please refer to the [VCE VET program chart](https://www.vcaa.vic.edu.au/Documents/vet/GetVET/resources/VCE-VET-program-chart.pdf).

Non-scored VCE VET programs and all other VET

Some VCE VET programs do not offer scored assessment. A student who achieves a Unit 3–4 sequence from a non-scored VCE VET program may be eligible for an increment towards their ATAR.

All other VET, including school-based apprenticeships and traineeships (VE2 – SBATs) where the certificate offers a Unit 3–4 sequence, may contribute towards a student’s ATAR as a fifth or sixth study increment.

Increments from a non-scored Unit 3–4 sequence or a Unit 3–4 sequence from all other VET are calculated using 10% of the fourth study score of the primary four.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

For more information on whether a Unit 3–4 sequence is available in a certificate, please contact the VET Unit.

Please note that for a Unit 3–4 sequence to be eligible it must come from one certificate enrolment on VASS. Where credit has accrued across multiple certificates, an ATAR contribution may not be available.

Structured Workplace Learning

The VCAA has determined that Structured Workplace Learning (SWL) is an appropriate and valuable component of all VCE VET programs. SWL involves on-the-job training, during which students are required to master a designated set of skills and competencies related to VCE VET programs.

SWL complements the training undertaken at the school/RTO. It provides the context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency, as determined by the RTO
* increased employment opportunities.

SWL should be spread across the duration of the training program.

The VCAA mandates SWL under the following situations:

* where a period of work placement is mandated for the award of the qualification
* where the assessment conditions from a unit of competency contain a statement regarding the requirement to demonstrate skills in a workplace

For more information, please refer to the [National Training Register](https://training.gov.au/Home/Tga).

For more information on SWL, the SWL Manual and the SWL portal, please refer to the [Department of Education](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy).

Structured Workplace Learning Recognition

The VCE Structured Workplace Learning (SWL) Recognition for VET study design provides students with the opportunity to gain credit into their VCE (including the VCE VM) or VPC, for undertaking a SWL placement that is aligned to a VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive recognition and credit, students are required demonstrate satisfactory achievement of the outcomes for the relevant unit of the VCE Structured Workplace Learning Recognition for VET study design outcomes VCE study.

For more information please refer to [VCE Structured Workplace Learning (SWL) Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx).

Workplace health and safety

Schools/RTOs must ensure that workplace health and safety (WHS) is fully addressed in the training program.

The principal is responsible for ensuring the school meets its responsibilities for students in SWL arrangements.

Where the student will be employed under an SWL arrangement, the principal must be satisfied that the student is undertaking training in the WHS unit of competency before the arrangement can be entered into.

Students must be informed of the significance of work-related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing and equipment.

Schools must also be satisfied, through their review of the acknowledgement provided by employers on the SWL Arrangement form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care towards students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgement or maturity to undertake any task that presents potential risk. This means that no student may be exposed at any time to dangerous plant machinery, equipment, substances, work environments or work practices.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first-aid, emergency and incident reporting arrangements.

The student should be given an orientation tour of the workplace, during which any excluded areas or activities should be pointed out. Students should be instructed to report without delay anything they feel may be unsafe. They should be encouraged to ask for help or further instruction if they are not sure of the correct way to carry out any task.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing a student’s activities. Supervisors must understand that a student may not fully grasp information or instructions the first time they are told. They should encourage students to ask for help if they have forgotten instructions or if they experience difficulty with putting information into practice.

For more information, please refer to [WorkSafe Victoria](https://www.worksafe.vic.gov.au/).

VCE Season of Excellence

The VCE Season of Excellence is a five-month annual festival showcasing the outstanding work of senior secondary students from Victorian schools. The VCE Season of Excellence presents work created by VCE (including VCE VM and VPC) and VET students in design, technology, research, multimedia and cinematic, and visual and performing arts through exhibitions, screenings and performances supported by educational talks, forums and panel discussions, catalogues, programs and online material.

The annual VCE Season of Excellence comprises 12 concerts (Top Class and Top Acts), two exhibitions (Top Designs and Top Arts), a research presentation program (Top Talks) and multiple screenings of short films (Top Screen) presented at Melbourne’s major cultural venues from February to June.

Works on show are by a representative sample of outstanding students from the previous year, for the benefit of current students and teachers.

The VCE Season of Excellence is a cross-sectoral project, involving students from government, Catholic and independent schools. Staff from the three sectors are on audition and selection panels. The aim of the VCE Season of Excellence is to provide a benchmark for VCE assessment and curriculum by showcasing exemplary student work and associated education programs.

The VCE Season of Excellence audition and selection panels comprise state reviewers and assistant state reviewers for visual arts studies, the chief assessors and assistant chief assessors for performing arts studies, subject association representatives where appropriate, and regional teacher representatives. Regional teacher representatives are appointed every two years through SSMS. VCAA Notices to Schools and the VCAA *Bulletin* advise when vacancies are available on panels.

The VCE Season of Excellence directly supports the VCAA’s goal to support high-quality education, recognise student achievement and best practice for teaching, and encourage students to move into allied work areas and further study.

For more information, please refer to [VCE Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Index.aspx).

VCAA professional learning

The VCAA offers a range of professional learning opportunities for principals, teachers and school administration staff.

For more information, please refer to [VCAA professional learning](https://www.vcaa.vic.edu.au/VCAAProfessionalLearning/ProfessionalLearningPrograms/Pages/default.aspx).