

VCE VET
Interactive Digital Media

Incorporating
CUF20107 Certificate II in Creative Industries
(Media)

CUF30107 Certificate III in Media

October 2008

**This program is for implementation from 2009 and must be used in conjunction with the
nationally endorsed CUF07 Screen and Media Training Package**

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The artwork on the cover has been reproduced from 1998 VCE student work:

Clare James

Can Opener 1998 (detail)

Ink, gouache and oil stick on paper

188 x 152.5 cm

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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 both the Victorian Certificate of Education (VCE) and a nationally portable Vocational Education and Training (VET) certificate.

VCE VET programs:

- are fully recognised within the Units 1–4 structure of the VCE and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies
- may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
- function within the National Training Framework.

NATIONAL TRAINING FRAMEWORK

The two key elements of the National Training Framework are the Australian Quality Training Framework (AQTF) and training packages. Under the AQTF, Registered Training Organisations (RTOs) are responsible for the assessment and certification of training qualifications, regardless of whether programs are curriculum based or based on training packages.

National training packages are agreed to by Industry Skills Councils and endorsed by the Department of Education, Employment and Workplace Relations (DEEWR). Training packages consist of a set of competency standards, assessment guidelines and national qualifications that apply across an industry. These packages underpin delivery of training by RTOs and industry.

The VCE VET Interactive Digital Media program is drawn from the nationally recognised CUF07 Screen and Media Training Package.

PROGRAM REVISION

This program booklet replaces the *VCE VET Multimedia* program booklet published in August 2002. This revision to the VCE VET Multimedia program is a consequence of the revision to the national Film, Television, Radio and Multimedia Industry Training Package. For the VCE VET Interactive Digital Media program, the identified sets of competencies have been grouped to form Units 1 and 2 and a Units 3 and 4 sequence for recognition purposes. The recognition status of VCE VET programs and the accommodation of the requirements of assessment for study score purposes are reflected in this program booklet.

Schools should note that the VCE VET Interactive Digital Media program offers completion of CUF20107 Certificate II in Creative Industries (Media) and/or CUF30107 Certificate III in Media.

ARRANGEMENTS FOR CONTINUING STUDENTS

Students enrolled in CUF20601 Certificate II in Multimedia or CUF30601 Certificate III in Multimedia in 2008 or earlier, may complete their program in 2009 under the arrangements outlined in the *VCE VET Multimedia* program booklet published in August 2002.

No new students may enrol in CUF20601 Certificate II in Multimedia in 2009 and beyond.

No new students may enrol in CUF30601 Certificate III in Multimedia after 30 June 2009.

STUDENTS COMMENCING IN 2009 AND BEYOND

All students commencing the VCE VET Interactive Digital Media program in 2009 and beyond must comply with the requirements outlined in this booklet. A study score for this program will be available in 2010.

Program details

AIMS

The VCE VET Interactive Digital Media program aims to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the media and media related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

COMPLETION REQUIREMENTS

The following information needs to be read in conjunction with the CUF07 Screen and Media Training Package.

Structure of the qualifications

CUF20107 Certificate II in Creative Industries (Media)

Completion of eight units of competence to be eligible for the award of Certificate II in Creative Industries (Media):

- four core units of competence
- two specialist units of competence
- two elective units of competence.

A sample program is provided in the Appendix on page 28.

CUF30107 Certificate III in Media

Completion of eleven units of competence to be eligible for the award of Certificate III in Media:

- three core units of competence
- eight elective units of competence.

VCE VET PROGRAM STRUCTURE

The VCE VET program is comprised of both CUF20107 Certificate II in Creative Industries (Media) and CUF30107 Certificate III in Media. The following information needs to be read in conjunction with the CUF07 Screen and Media Training Package.

These programs and their VCE VET unit entitlements are outlined below:

Program 1: CUF20107 Certificate II in Creative Industries (Media)

Program 1 consists of eight units of competence. Students will be eligible for credit at Units 1 and 2 level only. In order to receive two units at Units 1 and 2 level, students will be required to complete the four core units totalling 75 hours and four electives to a minimum of 105 hours. Up to three units at Units 1 and 2 level may be awarded depending on the electives selected.

Program 2: CUF30107 Certificate III in Media

Program 2 consists of twelve units of competence and meets the requirements for a Certificate III in Media. Students will be eligible for credit of two units at Units 1 and 2 level and two units at Units 3 and 4 level.

VCAA prescribed units of competence

In consultation with schools, RTOs and industry representatives, the VCAA has prescribed a unit of competence in addition to the requirements of the Certificate III in Media (Program 2). The VCE VET Interactive Digital Media program is compliant with the training package requirements and the prescribed unit of competence has been selected to enhance the acquisition of a broad range of skills.

PROGRAM DURATION

The VCE VET Interactive Digital Media program has a nominal duration of:

Program 1	CUF20107 Certificate II in Creative Industries (Media)	133–320 hours
Program 2	CUF30107 Certificate III in Media	405 hours

The nominal hours attached to each unit of competence are calculated by Skills Victoria (formerly OTTE) as an indicator of the training time required to become competent. They are a guide only, and the actual duration of the training is affected by students' readiness to be assessed for the particular unit of competence.

It is important to note that the allocation of nominal hours for each unit of competence is intended to cover both delivery and assessment.

Program structure

PROGRAM 1: CUF20107 CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

VCE VET Units 1 and 2		
Code	Unit of competence	Nominal hours
Core		
BSBCRT101A	Apply critical thinking techniques	20
CUFIND201A	Develop and apply creative arts industry knowledge	20
BSBOHS201A	Participate in OHS processes*	20
BSBWOR203A	Work effectively with others	15
Specialist elective units: Select TWO		
CUFCAM201A	Assist with a basic camera shoot	30
CUFDIG201A	Maintain interactive content*	30
CULLB307C	Use multimedia	30
ICPMM296A	Create and test a CD-ROM/DVD	20
CUFAIR201A	Develop techniques for presenting information on radio	30
CUFPOS201A	Perform basic vision and sound editing	40
CUFRES201A	Collect and organise content for broadcast or publication*	20
CUEPRP03B	Apply a general knowledge of props construction	20
CUFPRP201A	Repair, maintain and alter props	15
CUESCE05B	Apply a general knowledge of scenic art	20
CUFSCE201A	Prepare and prime scenic art cloths	25
CUFSCE202A	Repair, maintain and alter scenic art	15
CUESET05C	Apply set construction techniques	65
CUESOU07B	Apply a general knowledge of audio to work activities	40
CUSSOU04A	Record sound	35
CUSSOU09A	Mix sound sources	35
CUFSOU204A	Perform basic sound editing	30

* These units of competence can contribute to completion of both Certificate II and Certificate III programs.

Electives: select TWO from the list below or from the remaining specialist elective units:		
BSBCRT301A	Develop and extend critical and creative thinking skills*	40
BSBCUS201A	Deliver a service to customers	40
BSBDES201A	Follow a design process*	40
BSBDES202A	Evaluate the nature of design in a specific industry context	30
BSBDIV301A	Work effectively with diversity	30
BSBFIA301A	Maintain financial records	60
HLTFA201A	Provide basic emergency life support	8
MEM18001C	Use hand tools	20
MEM18002B	Use power tools/hand held operations	20
MEM05012C	Perform routine manual metal arc welding	20
MEM05001B	Perform manual soldering/desoldering – electrical/electronic components	40
ICAU2006B	Operate computing packages	60
BSBINM201A	Process and maintain workplace information	30
CUFLGT101A	Apply a general knowledge of lighting to work activities	20
CUETGE15B	Handle physical elements safely during bump in/bump out	80
BSBWOR202A	Organise and complete daily work activities	20
	Subtotal	28–140
	PROGRAM TOTAL	133–320

* These units of competence can contribute to completion of both Certificate II and Certificate III programs.

Note: Students will be eligible for credit of two VCE VET units at Units 1 and 2 level if they complete the four core units (75 hours) and electives to a minimum of 105 hours.

PROGRAM 2: CUF30107 CERTIFICATE III IN MEDIA

VCE VET Units 1 and 2		
Code	Unit of competence	Nominal hours
Compulsory units		
BSBCRT301A	Develop and extend critical and creative thinking skills	40
CUFIND301A	Work effectively in the screen and media industries	20
BSBOHS201A	Participate in OHS processes	20
CUFDIG303A	Produce and prepare photo images	20
Electives: select at least TWO electives to a minimum of 80 hours		
CUFANM303A	Create 3D digital models	75
CUVCOR08B	Produce drawings to represent and communicate the concept	60
CUFSOU301A	Prepare audio assets	30
CUFCMP301A	Implement copyright arrangements	20
CUFDIG201A	Maintain interactive content	30
ICAU3126B	Use advanced features of computer applications	40
CUFRES201A	Collect and organise content for broadcast or publication	20
BSBDES201A	Follow a design process	40
	Subtotal	180
VCE VET Units 3 and 4		
CUFANM301A	Create 2D digital animations	35
CUFWRT301A	Write content for a range of media	40
BSBDES302A	Explore and apply the creative design process to 2D forms	50
CUFDIG302A	Author interactive sequences	40
CUFDIG301A	Prepare video assets	30
CUFDIG304A	Create visual design components	30
	Subtotal	225
	TOTAL	405

SEQUENCE

A range of delivery sequences is possible; however, the selected delivery schedule should take into account the linkages between units of competence. Each unit of competence provides guidelines on the different situations and contexts within which to deliver the unit and may indicate some linkages with other units of competence.

Schools are advised that the Units 3 and 4 sequence is not designed as a stand-alone study. The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The foundation knowledge and skills for the ability to function effectively in the workplace are often acquired in the early stages of the training program and are necessary for the achievement of competence in other areas of the program. A student may have great difficulty in achieving competence in the specified areas without first having undertaken training in the foundation or core units of competence. The strong advice and assumption of industry bodies is that the value of the training will be compromised unless based on the foundation skills specified by industry for each qualification.

Students wanting access to the study score in 2010 and beyond must be able to be assessed against all the units of competence designated as the Units 3 and 4 scored sequence in the same enrolment year.

STUDY SCORE

A study score is available for Program 2: Certificate III in Media in 2010, drawn from the CUF07 Screen and Media Training Package. To be eligible for a study score students must:

- achieve all the units of competence designated as the scored Units 3 and 4 sequence
- be assessed in accordance with the tools and procedures specified in the *Interactive Digital Media Assessment Guide*, to be published by the VCAA in late 2009
- undertake an examination in the end-of-year examination period, based on the underpinning knowledge and skills in the units of competence advised by the VCAA.

STRUCTURED WORKPLACE LEARNING (SWL)

The VCAA has determined that SWL is an appropriate and valuable component of all 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 competence, as determined by the RTO
- increased employment opportunities and marketability.

The VCAA strongly recommends that students enrolled in this program undertake a minimum of ten days SWL.

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

The school/RTO should keep evidence of the student's SWL which may take place over weekends and during school holidays as well as during the school week.

BSBOHS201A Participate in OHS processes must be undertaken prior to SWL.

The SWL Occupational Health and Safety (OH&S) arrangements are outlined in Ministerial Order 55.

Where SWL opportunities are limited, schools are advised to organise industry visits. A range of industry settings may provide useful and appropriate context for industry familiarisation.

A *Structured Workplace Learning Manual* developed by the Office of Learning and Teaching in 2005 is available. Although it has been designed primarily for SWL coordinators, employers may find it a useful reference. Included in the manual is a supporting video entitled *Workwise – workplace safety for students*. This video highlights OH&S issues in the industry areas of hairdressing, engineering, automotive, primary industry and multimedia.

These kits have been distributed free to schools, Local Community Partnerships (LCP), Local Learning and Employment Networks (LLEN), key industry bodies and other stakeholders. The *Structured Workplace Learning Manual* is also accessible from the following website:

www.education.vic.gov.au/sensecyouth/careertrans/worklearn/structuredlearning.htm

Local Community Partnerships

SWL has grown rapidly in recent years. So that industry is not overwhelmed with requests, clusters of government and non-government schools work together with business to maximise the benefits of SWL. Clusters usually operate through a LCP which employs staff specifically to coordinate placements and monitor their quality. LCPs are incorporated bodies with a board of management with representatives from education, industry and the community. The partnerships are now funded and managed by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR) as part of the Career Advice Australia (CAA) Initiative. There are over 200 partnerships across Australia.

Sourced from the Department of Education, Employment and Workplace Relations website:

www.deewr.gov.au

OCCUPATIONAL HEALTH AND SAFETY

Schools/RTOs must ensure that occupational health and safety issues are fully addressed in the training program. To assist principals in meeting the schools' responsibilities for students in SWL, delivery of training for the unit of competence *BSBOHS201A Participate in OHS processes* must be completed before students begin their structured work placement.

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.

Schools must also be satisfied, through their review of the acknowledgment provided by employers in 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 toward students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task which presents potential risk. This means that no student may be exposed at any time to dangerous plant, 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 and any excluded areas or activities should be pointed out.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student's activities.

These websites may provide useful resources for schools/RTOs:

www.worksafe.vic.gov.au/wps/wcm/connect/WorkSafe

www.careeradviceaustralia.gov.au

* Employers should be provided with the Department of Education and Early Childhood Development (DEECD) Structured Workplace Learning Guidelines for Employers, which sets out their responsibilities and provides information to assist them with induction and supervision of students. This is available on the DEECD website: www.education.vic.gov.au/sensecyouth/careertrans/worklearn/default.htm

Recognition within the VCE

VCE VET UNIT ENTITLEMENT

Students undertaking Program 1: Certificate II in Creative Industries (Media) are eligible for credit of up to three VCE VET units at Units 1 and 2 level. In order to achieve Units 1 and 2, students will need to undertake a minimum of 180 nominal hours of training.

Students undertaking Program 2: Certificate III in Media are eligible for credit of up to four VCE VET units, two at Units 1 and 2 level and two units at Units 3 and 4 level on their statement of results. The Certificate III in Media program provides a Units 3 and 4 sequence for satisfactory completion purposes.

Students undertaking both CUF20107 Certificate II in Creative Industries (Media) and CUF30107 Certificate III in Media are eligible for credit of up to five VCE VET units on their VCE statement of Results: three units at Units 1 and 2 level and two units at Units 3 and 4 level.

Students may accumulate VCE VET units over more than one year.

DUPLICATION

VCE VET units may only make the maximum available contribution towards satisfactory completion of the VCE where no significant duplication exists between the VCE VET program and VCE studies or another VCE VET certificate in a student's program. Where significant duplication does exist, students may enrol in the VCE VET program and the VCE studies or other VET certificate identified, but a reduced VCE VET unit entitlement will then apply.

No significant duplication has been identified between the two VCE VET Interactive Digital Media programs and VCE studies or other VCE VET programs.

A student may not be enrolled in both the VCE VET Interactive Digital Media and a School Based Apprenticeship or Traineeship within the same industry area at the same time.

EQUIVALENT NATIONAL TERTIARY ENTRANCE RANK (ENTER)

The ENTER is calculated by the Victorian Tertiary Admissions Centre (VTAC), subject to satisfactory completion of the VCE and using the study scores students have received for their VCE studies.

The contribution of Program 2: Certificate III in Media to the ENTER is as follows:

- Any contribution to the ENTER is subject to satisfactory completion of the designated Units 3 and 4 sequence.
- A study score is available for the scored Units 3 and 4 sequence of this program from 2010. The study score will contribute directly to the ENTER, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

- A contribution to the ENTER is subject to receiving a study score.
- Students may choose not to receive a study score, but in that case will not be eligible for any ENTER contribution from the scored sequence.

There is no ENTER entitlement for completion of Program 1: Certificate II in Creative Industries (Media).

For further information on the calculation of the ENTER, refer to the VTAC website:
www.vtac.edu.au

Recognition within the VCAL

The VCE VET Interactive Digital Media program is available for students who are enrolled in the VCAL.

The contribution of the VCE VET Interactive Digital Media program to a student's VCAL program is determined by the number of units of competence successfully completed. When a student has been assessed as competent in units of competence totalling 100 nominal hours, this will contribute one VCAL unit towards satisfactory completion of the VCAL.

The VCE VET Interactive Digital Media program will satisfy the eligibility requirement for the Industry Specific Skills and Work Related Skills strands.

The VCE VET Interactive Digital Media program (either full or partial completion) may contribute to the VCAL at the Foundation, Intermediate or Senior levels.

Sample Intermediate VCAL learning program incorporating the VCE VET Interactive Digital Media program:

Literacy and Numeracy Skills	Industry Specific Skills	Work Related Skills	Personal Development Skills
VCAL Intermediate Literacy Skills Reading and Writing and Oral Communication VCE General Mathematics Units 1 and 2	Cert II in Creative Industries (Media) 200 hours	VCAL Intermediate Work Related Skills Units 1 and 2 VCE Industry and Enterprise Units 1 and 2	VCAL Intermediate Personal Development Skills Units 1 and 2
Total number of VCAL units = 4	Total number of VCAL units = 2	Total number of VCAL units = 4	Total number of VCAL units = 2

Note: A VCAL student will not receive credit towards their VCAL certificate for partially completed VET units of competence. For example, if a student completes 100 hours of a 200 nominal hour unit of competence, they will receive no credit towards their VCAL for that unit. The complete unit of competence must be successfully completed for the student to receive credit towards their VCAL certificate.

Students undertaking a structured workplace learning placement may also satisfy some of the learning outcomes related to the Work Related Skills strand.

Employability Skills

Employability skills are generic skills which describe non-technical skills and competencies which contribute to an individual's effective and successful participation in the workplace.

Employability skills replace the key competencies. The performance requirements of employability skills are embedded within each unit of competence.

A summary of the employability skills developed through training package qualifications can be downloaded from: <http://employabilityskills.training.com.au>

The eight employability skills are:

- communication
- team work
- problem solving
- initiative and enterprise
- planning and organisation
- self management
- learning
- technology.

These skills are derived from the Employability Skills Framework (*Employability Skills for the Future, 2002*) developed by the Australian Chamber of Commerce and Industry and the Business Council of Australia, and published by the Commonwealth Department of Education, Employment and Workplace Relations (formerly DEST).

Delivery and assessment

VCE VET programs function within the AQTF, so that students may be eligible for nationally recognised qualifications or gain credit toward those qualifications.

ROLE OF REGISTERED TRAINING ORGANISATIONS

Under the AQTF, all quality assurance requirements in relation to training delivery, assessment and certification are the responsibility of RTOs. RTOs are responsible for issuing qualifications and Statements of Attainment.

The *AQTF 2007 Essential Standards for Registration* are available from the following website: www.training.com.au

In particular, Standard 1 addresses the issue of the RTO providing quality training and assessment across all of its operations:

Element 1.4 states that:

‘Training and assessment are conducted by trainers and assessors who:

- (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors
- (b) have the relevant vocational competencies at least to the level being delivered or assessed
- (c) continue developing their vocational and training and assessment competencies to support continuous improvements in delivery of the RTO’s services.’

RTOs may be TAFE institutes, private providers, group training companies, industry organisations, schools or enterprises.

Assessment may be conducted only by or under the auspices of an RTO. Cooperative arrangements may be established between schools and RTOs for the delivery and assessment of components of a training program. A school not registered as an RTO but intending to deliver training must do so under the auspices of an RTO.

Schools need to be assured that training providers are registered before entering an arrangement.

The National Training Information Service (NTIS) <www.ntis.gov.au> is the official national register of information on training packages, qualifications, courses, units of competence and RTOs. The NTIS provides a search and browse function that allows you to find specific RTOs that are licensed to provide training in one or many states.

For further information refer to ‘Registration’, on page 22.

DELIVERY OPTIONS

Schools may consider two main options for the delivery of VCE VET programs.

Option 1: School and RTO partnerships

School and RTO partnerships may work in the following ways:

- shared delivery
- delivery on behalf of the school by the RTO
- delivery by the school of the whole program, under the auspices of the RTO.

Schools can negotiate with an RTO to deliver components of the program, where the school can demonstrate access to suitable staffing and resources. The RTO may also auspice the school to gather evidence for assessment or to conduct assessment of the components delivered by the school.

A school in partnership with an RTO is not required to register as a training organisation, because any delivery by the school will be auspiced by the RTO.

A school may arrange for an RTO to deliver and assess the entire program.

Schools are responsible for enrolling their students with the VCAA and for entering student results on the Victorian Assessment Software System (VASS) according to VCAA timelines.

Option 2: Schools as RTOs

Schools may apply to the VRQA to become an RTO for the provision of specified qualifications. A summary of registration requirements and contact details for registration are provided on page 22.

Schools that register to deliver training become responsible for all elements of delivery, assessment and quality assurance, as well as the awarding of Certificates and Statements of Attainment.

A school registered as an RTO is responsible for enrolling its students with the VCAA in the relevant certificate and units of competence/modules and for entering results on VASS when units of competence/modules have been achieved. The school is also responsible for provision of enrolment, results and other data within the training sector.

DELIVERY IN SCHOOLS

Two modes of delivery are possible in the school context:

1. The delivery may be conducted through separate, timetabled classes dedicated to VET training, where there are enough students enrolled in the specific VCE VET program.
2. The school may timetable the delivery of training within the time allocated to one or more VCE studies which provide an appropriate delivery setting for the VET training. Students need not necessarily be enrolled in the VCE studies. This is most suited to provision for a small group of students wishing to undertake a VET certificate. The school must ensure that the VET training requirements are met separately from the VCE outcomes. The assessment tasks and evidence of achievement of units of competence must be separately demonstrated and recorded.

This option may work in two ways:

- The VCE studies may offer an appropriate delivery setting for achievement of the units of competence. Some aspects of both the VCE and VET may be integrated, while others may have to be delivered through separate learning activities.

- Where there is a high degree of comparability between the VET competencies and the VCE unit outcomes, the delivery of the VET training may be integrated with the VCE study. Students must undertake separate assessments in order to meet the VET requirements and VCE outcomes. The gathering of evidence for the achievement of units of competence may occur within the school if the RTO partner is satisfied that the school has the necessary resources and expertise.

It is the responsibility of the RTO to ensure that all units of competence required for a particular VET qualification are achieved to the standard specified by the performance criteria, and are assessed according to the assessment guidelines specified in each unit of competence.

It is possible for providers to deliver the training programs in an appropriately simulated environment, providing the contexts for assessment as described in the training package are complied with.

Note: When simulations are used for assessing competence, it is vital that they are set up to reflect real activities and conditions. Simulations must be devised, set up and operated with care, as simulations are a source of performance evidence of how the activity was carried out. The costs of setting up a valid simulation can be considerable and therefore simulations should not be considered as an inexpensive alternative.

Some elements of units of competence may be best delivered and assessed in the workplace. This may be facilitated through structured workplace learning arrangements or projects.

DELIVERY IN THE WORKPLACE

Schools and RTOs may arrange for delivery of training and assessment to occur in the workplace.

If a school or RTO wishes particular components of the training to be delivered and outcomes assessed in the workplace, the following industry requirements apply:

- Delivery and assessment strategies and relevant responsibilities should be clearly communicated to all parties (school, RTO, employer and student) to ensure that all roles in the delivery and assessment process are understood.
- There is appropriate workplace supervision and training in relation to the specific units of competence delivered in the workplace.
- The person responsible for the structured workplace learning must have competence at the certificate level being delivered or higher.
- Assessment in the workplace requires a qualified workplace assessor with relevant industry experience, or the assessment may be conducted by a workplace assessor in cooperation with the workplace supervisor.

ASSESSMENT

Training packages have specific requirements regarding demonstration of competence and appropriate assessment of competence. These requirements are detailed in each unit of competence under the sub-headings Performance Criteria, Range of Variables and Evidence Guide. Teachers should give careful consideration to the details of these sections when planning programs.

Assessment of units of competence is the responsibility of the RTO. A school that is not an RTO may be auspiced by an RTO to conduct the assessments, either in an appropriate simulated environment or in conjunction with the supervisor in the workplace.

For further information refer to the *AQTF 2007 Essential Standards for Registration* available from: www.training.com.au

Resources

Program providers require access to the CUF07 Screen and Media Training Package.

All delivery resources and examples should be industry-focused and relevant to current industry practice.

Other resource requirements specific to each unit of competence are listed in the Evidence Guide of each unit of competence.

The following organisations have training and assessment support materials.

TVET Australia Product Services (formerly Australian Training Products)

Tel: (03) 9832 8100

Fax: (03) 9832 8199

Website: www.productservices.tvetaustralia.com.au/

VETASSESS

Tel: (03) 9655 4801

Website: www.vetassess.com.au

PixelEd

PixelEd is a non-profit organisation that offers support to teachers and students in multimedia. Their website can be accessed at: www.pixeled.org.au

Natcoll Publishing

Contains a number of student resources for learning software and digital design that can be accessed at: www.natcoll.co.nz

Binary Blue

Contains a VCE VET Podbank which allows VCE teachers to store their own podcasts and for their students to subscribe to them and can be accessed at: www.binaryblue.com.au

Adobe Design Centre

The Adobe video workshop provides an extensive and comprehensive range of instructional video tutorials from 22 Adobe products including Acrobat, InDesign, Photoshop and Soundbooth. This can be accessed at: www.adobe.com/designcenter/video_workshop/

Education Mailing List (Edulist)

Edulist is a virtual environment created to enable subscribers from schools (all sectors), TAFE and private RTOs to share and discuss resources, delivery and assessment.

Website: www.edulist.com.au

Follow the Multimedia link and browse for related resources that may be available.

Administration

ENROLMENTS

It is the responsibility of the student's home school to administer the VCE VET program and all aspects of VCE VET enrolment and results on VASS. A student must be enrolled in all units of competence by the home school, regardless of where the training is delivered and competence assessed.

Schools must enrol students in the VCE VET program as follows:

1. Enrol students in either CUF20107 Certificate II in Creative Industries (Media) (Program 1) or CUF30107 Certificate III in Media (Program 2).
2. Enrol students in the units of competence they are expecting to achieve in that year. If a student does not achieve a unit of competence and wishes to continue in a following year, the student must be re-enrolled in that year.
3. Ensure that students expecting to satisfactorily complete a Units 3 and 4 sequence in that year have been enrolled in the required number of units of competence that will provide a Units 3 and 4 sequence.
4. For further information on undertaking a study score in 2010, schools are referred to the *VCE VET Interactive Digital Media Assessment Guide* to be published in late 2009.

Schools do not need to enrol students in VCE VET units. Enrolment or withdrawal of a student from a VCE VET unit occurs automatically via enrolment in or withdrawal from the units of competence.

RECORDING RESULTS

Achievement of units of competence

To achieve a unit of competence, a student must be assessed competent for all the elements of that unit. Schools are required to record the student's achievement of all units of competence on VASS.

Results must be entered on VASS in time to meet the VCAA deadlines. Refer to the current *VCE and VCAL Administrative Handbook* for the due date. It is the responsibility of the home school to ensure that all results from other providers are accurate and received in time to be entered on VASS.

Schools and RTOs must ensure that records are kept of individual student achievement for all units of competence in the program.

VCE VET unit completion

Enrolment in units of competence automatically leads to enrolment in VCE VET units. As units of competence are recorded as completed, completion of VCE VET units is automatic.

REPORTING

VCE VET units are reported on the student's VCE or VCAL Statement of Results, together with other VCE or VCAL units completed. Students will also receive from the VCAA a separate VET Statement of Results listing all units of competence achieved.

The student receives 'S' for each unit of competence achieved. The VET Statement of Results includes only units of competence for which the student has been awarded an 'S'.

CERTIFICATION

Students who complete all the requirements of a program will be awarded a certificate by the RTO. Partial completion is recorded on a Statement of Attainment issued by the RTO.

Articulation and pathways

The CUF07 Screen and Media Training Package is a revision of CUF01 Film, Television, Radio and Multimedia Training Package.

CUF07 sees a number of revisions to the Training Package, including a change in the title. The new title 'Screen and Media' reflects industry convergence arising from new production techniques in the digital age. The industry coverage remains the same as for CUF01; namely creative, management, administration and technical production roles in the screen and media industries, which encompass:

- film production (primary release through cinemas)
- television production
- radio broadcasting
- interactive digital media (e.g. electronic games, websites educational resources).

The CUF07 Screen and Media Training Package provides the following 18 qualifications:

CUF10107	Certificate I in Creative Industries
CUF20107	Certificate II in Creative Industries (Media)
CUF30207	Certificate III in Broadcast Technology
CUF30107	Certificate III in Media
CUF30307	Certificate III in Scenery and Set Construction
CUF40307	Certificate IV in Broadcast Technology
CUF40507	Certificate IV in Costume for Performance
CUF40207	Certificate IV in Interactive Digital Media
CUF40407	Certificate IV in Make-up
CUF40607	Certificate IV in Scenery and Set Construction
CUF40107	Certificate IV in Screen and Media
CUF50307	Diploma of Broadcast Technology
CUF50507	Diploma of Costume for Performance
CUF50207	Diploma of Interactive Digital Media
CUF50607	Diploma of Scenery and Set Construction
CUF50107	Diploma of Screen and Media
CUF50407	Diploma of Specialist Make-up Services
CUF60107	Advanced Diploma of Screen and Media

Sourced from *CUF07 Screen and Media Training Package*, Volume 1, page 2.

Registration

Under the AQTF, only RTOs may issue VET qualifications or Statements of Attainment.

In order to comply with these arrangements, a school offering VCE VET programs has two options: to form a partnership with an RTO, or to register through the VRQA as an RTO in its own right.

Registration of training organisations in Victoria is the responsibility of the VRQA.

The application form for RTO registration and conditions of registration are available from:

VET Provider Registration Branch

Victorian Registration and Qualifications Authority

Tel: (03) 9651 3237

Email: QAR@edumail.vic.gov.au

Website: www.vrqa.vic.gov.au

Useful contacts and information sources

Nationally endorsed training package

Schools intending to offer the VCE VET Interactive Digital Media program are required to use the nationally endorsed *CUF07 Screen and Media Training Package*.

The Screen and Media Training Package provides the details on each unit of competence, qualification packaging rules and assessment requirements.

Standard 1 of the AQTF Essential Standards for Registration requires that a RTO use ‘... training and assessment materials ... consistent with the requirements of the Training Package ...’. Training package and training and assessment support materials may be purchased from:

TVET Australia Product Services (formerly Australian Training Products)

Tel: (03) 9832 8100

Fax: (03) 9832 8199

Website: www.productservices.tvetaustralia.com.au/

Relevant sections of the training package may also be downloaded from the National Training Information Service (NTIS) website: www.ntis.gov.au

Curriculum Maintenance Manager

The Curriculum Maintenance Manager is responsible for the *Victorian Purchasing Guide: CUF07 Screen and Media Training Package*. The contact details are:

Swinburne University of Technology

Tel: (03) 9214 5034

The full text of the *Victorian Purchasing Guide: CUF07 Screen and Media Training Package* can be accessed through the Training Support Network website:

<http://trainingsupport.otte.vic.gov.au/default.cfm>

Other sources of implementation advice

The following is a list of contacts for additional information and advice.

Industry Skills Council

Innovation and Business Skills Australia

Level 2, 192B Burwood Road

HAWTHORN VIC 3122

Tel: (03) 9815 7000

Fax: (03) 9815 7001

Website: www.ibsa.org.au

VCE VET program structure

Victorian Curriculum and Assessment Authority
Vocational Education – Curriculum Branch
Tel: (03) 9651 4458
Fax: (03) 9651 4324
Email: vet.vcaa@edumail.vic.gov.au
Website: www.vcaa.vic.edu.au/vet

VCAL program structure

Victorian Curriculum and Assessment Authority
VCAL Unit – Curriculum Branch
Tel: (03) 9651 4532
Fax: (03) 9651 4324
Email: vcaa.vcal@edumail.vic.gov.au
Website: www.vcaa.vic.edu.au/vcal

Student enrolment

Victorian Curriculum and Assessment Authority
VASS Unit
Hotline (metro): (03) 9651 4482
Hotline (country): 1800 827 721
Email: vass.support@edumail.vic.gov.au

VCE and VCAL certification/eligibility

Victorian Curriculum and Assessment Authority
Student Records and Results Unit
Hotline (metro): (03) 9651 4402
Hotline (country): 1800 653 045
Fax: (03) 9651 4470
Email: student.records@edumail.vic.gov.au

VET certification/eligibility

The RTO is responsible for certification.

Program support

Department of Education and Early Childhood Development
Youth Transitions Division
Office for Policy, Research and Innovation
Tel: (03) 9637 3181
Website: www.education.vic.gov.au

Registration

Victorian Registration and Qualifications Authority (VRQA)
VET Provider Registration Branch
Tel: (03) 9651 3237
Website: www.vrqa.vic.gov.au

Tertiary entrance requirements

Victorian Tertiary Admissions Centre (VTAC)

Tel: 1300 364 133

Website: www.vtac.edu.au

Victorian Curriculum and Assessment Authority publications

The VCAA Bulletin VCE, VCAL and VET provides administrative information and documents developments in VET in the VCE. Schools should ensure relevant information is circulated to appropriate staff and distributed to RTO partners.

VCE and VCAL Administrative Handbook (for the current year).

Also refer to VASS Help Screens for advice.

Glossary

Auspice

A process whereby an RTO authorises delivery and/or assessment to be carried out by industry, individual enterprises or schools.

Australian Quality Training Framework (AQTF)

The national set of standards which assures nationally consistent, high quality training and assessment services for the clients of Australia's vocational education and training system. Includes processes for registering training organisations as a quality assurance mechanism for the training system.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework is a set of descriptors that determine the level of the qualification. The level depends on the depth and complexity of the work and the degree of autonomy involved.

Competency standards

Competency standards are statements which define the skills and knowledge needed for effective work performance at the standard required in the workplace. These standards have been agreed nationally by industry advisory bodies across Australia and are part of the national training packages endorsed by the Department of Education, Employment and Workplace Relations (formerly the Department of Education, Science and Training). The standards define the required training outcomes and outline what must be demonstrated before a candidate may be assessed competent.

Curriculum Maintenance Manager (CMM)

The role of the CMM is to maintain the stock of Victorian Crown copyright curriculum and to provide advice on training packages. The CMM's function is carried out by staff located within TAFE institutes in Victoria. They are recognised as officers of Skills Victoria.

Employability skills

A set of eight skill areas that employers have identified as desirable in all employees in all workplaces across Australia.

Industry Skills Councils (formerly Industry Training Advisory Bodies – ITABs)

Industry Skills Councils support the development and implementation of training products, including training packages and provide the VET sector with information on current and future skill needs and training requirements.

National Training Framework

This is the system of vocational education and training that applies nationally. It is comprised of the Australian Quality Training Framework and nationally endorsed training packages.

Registered Training Organisation (RTO)

A nationally recognised provider of training registered with the relevant state/territory Training Authority (in Victoria through the VRQA).

Skills Victoria (formerly OTTE)

Skills Victoria is responsible for the planning, regulation and delivery of a range of education and training programs and services in Victoria. Skills Victoria is part of the Victorian Department of Innovation, Industry and Regional Development (DIIRD).

Training package

A set of documents that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies, and professional development materials may support these as non-endorsed components.

Unit of competence

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required in industry. Units of competence are divided into elements, each with performance criteria and a guide to the evidence on which assessment of competence should be based.

Victorian Assessment Software System (VASS)

An Internet-based system used by schools to enter VCE and VCAL enrolments and results directly onto the VCAA central database.

VCE unit

A unit of study within the VCE, normally undertaken over one school semester and contributing towards the satisfactory completion of the VCE.

VCE VET unit

A group of VET units of competence or curriculum based modules deemed to be equivalent to one VCE unit.

Vocational Education and Training (VET)

A generic term, applying both to the training sector generally and to a variety of forms of post-compulsory education and training, which focuses on the development of work-related competencies that provide pathways into employment and further training.

VET in the VCE

A set of vocational training programs approved by the VCAA, which have the support of industry bodies. This is part of the Victorian Government's post-compulsory framework and the national VET in Schools program endorsed by all states and territories.

Victorian Registration and Qualifications Authority (VRQA)

The Victorian Registration and Qualifications Authority is responsible for all qualifications issued in Victoria, the registration of training providers and accreditation of all post-compulsory courses except higher education courses.

Appendix – Sample program

This is an sample program only and the choice of electives is not intended to be prescriptive.

SAMPLE PROGRAM: CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

VCE VET Units 1 and 2		
Code	Unit of competence	Nominal hours
Core		
BSBCRT101A	Apply critical thinking techniques	20
CUFIND201A	Develop and apply creative arts industry knowledge	20
BSBOHS201A	Participate in OHS processes*	20
BSBWOR203A	Work effectively with others	15
Electives		
CUFDIG201A	Maintain interactive content *	30
CULLB307C	Use multimedia	30
ICAU2006C	Operate computing packages	60
BSBDES202A	Evaluate the nature of design in a specific industry context	30
TOTAL		225

* These units of competence can contribute to completion of both Certificate II and Certificate III programs.