VCE VET Events & Tourism

Program Booklet

Incorporating

SIT30522 Certificate III in Events (Release1)

SIT20122 Certificate II in Tourism (Release1)

SIT30122 Certificate III in Tourism (Release1)

This program was first implemented in January 2024

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release date | Comments |
| 1.0 | Current | January 2024 | This program was first implemented in January 2024 |

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Contents

[Introduction 3](#_Toc163120077)

[Program development 3](#_Toc163120078)

[Industry overview 4](#_Toc163120079)

[Training package 4](#_Toc163120080)

[Qualifications / Packaging rules 4](#_Toc163120081)

[VCE VET program details 5](#_Toc163120082)

[Aims 5](#_Toc163120083)

[Scored assessment 5](#_Toc163120084)

[VCE VET credit 5](#_Toc163120085)

[Nominal hour duration 5](#_Toc163120086)

[Duplication 5](#_Toc163120087)

[Dual enrolments 6](#_Toc163120088)

[Sequence 6](#_Toc163120089)

[VCE VET Events and Tourism program structures 7](#_Toc163120090)

[SIT30522 – Certificate III in Events (Release 1) 7](#_Toc163120091)

[SIT20122 – Certificate II in Tourism (Release 1) 9](#_Toc163120092)

[SIT30122 – Certificate III in Tourism (Release 1) 12](#_Toc163120093)

[Enrolment advice 17](#_Toc163120094)

[Transition arrangements 17](#_Toc163120095)

[VASS industry group 17](#_Toc163120096)

[Sample programs 18](#_Toc163120097)

[SIT30522 Certificate III Events 18](#_Toc163120098)

[SIT30522 Certificate III Events and SIT20322 Certificate II Hospitality 19](#_Toc163120099)

[SIT30122 Certificate III Tourism 20](#_Toc163120100)

[Additional information 21](#_Toc163120101)

[Resources 21](#_Toc163120102)

[Appendix 22](#_Toc163120103)

[Credit arrangements 22](#_Toc163120104)

[VASS industry group 22](#_Toc163120105)

[VET credit arrangements 24](#_Toc163120106)

[VCE VM credit arrangements 25](#_Toc163120107)

[VPC credit arrangements 25](#_Toc163120108)

[‘Get VET’ resources 25](#_Toc163120109)

[VCE VET program chart 26](#_Toc163120110)

[Scored assessment 26](#_Toc163120111)

[Study score 26](#_Toc163120112)

[ATAR contribution 26](#_Toc163120113)

[Scored VCE VET program 27](#_Toc163120114)

[Scored VCE VET program with an additional non-scored stream 27](#_Toc163120115)

[Non-scored VCE VET programs and all other VET 27](#_Toc163120116)

[Structured Workplace Learning 27](#_Toc163120117)

[Structured Workplace Learning Recognition 28](#_Toc163120118)

[Workplace health and safety 28](#_Toc163120119)

[VCE Season of Excellence 29](#_Toc163120120)

[VCAA professional learning 29](#_Toc163120121)

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 Events and Tourism program was implemented in 2023. It must be used in conjunction with the SIT Tourism, Travel and Hospitality Training Package (Release 2.2) qualifications – SIT30522 – Certificate III in Events (Release 1), SIT20122 – Certificate II in Tourism (Release 1) and SIT30122 – Certificate III in Tourism (Release 1). This program booklet is the first VCE VET Events and Tourism program booklet.

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.

Industry overview

Training package

These qualifications equip graduates to meet current and future industry requirements to work effectively within a range of tourism and event-related workplace settings.

Employment contexts include, planning of events and co-ordination of tours in office environments and on-site where operational activities are undertaken. Workplaces include tour operators, visitor information centres, holiday parks and resorts, tourism and event businesses.

Certificate III in Events graduates acquire the skills, knowledge, and attributes to use a range of events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence.

Certificate II in Tourism graduates acquire the skills, knowledge, and attributes to apply a range of tourism operational skills and basic industry knowledge, whilst performing mainly routine and repetitive tasks and work under direct supervision.

Certificate III in Tourism graduates acquire the skills, knowledge, and attributes to use a range of tourism service, operational skills and sound knowledge of industry operations to coordinate tourism services. Using discretion and judgement, they work with some independence and under limited supervision

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).

* [SIT30522 Certificate III in Events (Release 1)](https://training.gov.au/Training/Details/16d1b31c-aae5-46cb-9a14-25a6ef62448c)
* [SIT20122 Certificate II in Tourism (Release 1)](https://training.gov.au/Training/Details/37c93705-3a7f-4cff-904f-c5dcab5702ca)
* [SIT30122 Certificate III in Tourism (Release 1)](https://training.gov.au/Training/Details/da5d70b3-2ac9-49e6-8297-5cfa0638c173)

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

*

VCE VET program details

Aims

The VCE VET Events and Tourism program aims to:

* provide participants with a broad range of skills and knowledge to prepare them for a diverse range of occupations and to enhance their employment prospects in the Events and Tourism industries.
* enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Scored assessment

The VCE VET Events and Tourism program does not offer scored assessment.

VCE VET credit

Students undertaking SIT30522 – Certificate III in Events (Release 1) are eligible for up to six VCE VET units on their VCE (including VCE VM and VPC) statement of results:

* Two VCE VET units at Units 1 and 2 level
* Two VCE VET Unit 3–4 sequences

Students undertaking SIT20122 – Certificate II in Tourism (Release 1) are eligible for up to four VCE VET units on their VCE, VCE VM or VPC statement of results:

* Four VCE VET units at Units 1 and 2 level

Students undertaking SIT30122 – Certificate III in Tourism (Release 1) are eligible for up to six VCE VET units on their VCE, VCE VM or VPC statement of results:

* Two VCE VET units at Units 1 and 2 level
* Two VCE VET Unit 3–4 sequences

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 Events and Tourism 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 Events and Tourism program structures

SIT30522 – Certificate III in Events (Release 1)

|  |  |  |
| --- | --- | --- |
| **Code** | **Unit title** | **Nominal hours** |
| **Units 1 and 2** |
| **Compulsory units:** |
| VCAA mandates the completion of this unit in Year 1 of the program: |
| SITXWHS005 | Participate in safe work practices | 12 |
| **Delivery of these units are flexible over Year 1 and Year 2 of the program:** |
| BSBTWK201 | Work effectively with others | 40 |
| SITEEVT020 | Source and use information on the events industry | 25 |
| SITEEVT022 | Provide event production support | 31 |
| SITXCCS014 | Provide service to customers | 25 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |
|  |  |  |
|  | **Compulsory units subtotal** | **153** |
| **Elective units:** Select a minimum of **SEVEN** electives with a minimum of **207 hours**, consisting of:* 2 units from Group A
* 3 units from Group A or Group B
* 2 units from Group A, Group B, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.Notes: Units of competency (UoCs) marked with \* have one or more prerequisites. Refer to individual UoCs for details.UoCs marked with # are included in the Hospitality scored 3-4 program. |
| **Group A – Events** |
| SITEEVT021 | Administer event registrations | 80 |
| SITEEVT023 | Plan in-house events | 40 |
| SITEEVT024 | Develop conference and event programs | 30 |
| SITEEVT025 | Select event venues and sites | 35 |
| SITXCCS017 | Use a computerised booking system | 120 |
| SITXMPR010 | Create a promotional display or stand | 30 |
| **Group B – General electives** |
| Communication and Teamwork |
| SITXCOM009 | Address protocol requirements | 25 |
| **Computer Operations and ICT Management** |
| BSBTEC201 | Use business software applications | 60 |
| BSBTEC301 | Design and produce business documents | 80 |
| BSBTEC302 | Design and produce spreadsheets | 35 |
| BSBTEC303 | Create electronic presentations | 20 |
| **Creative and Technical Production** |
| CUAEVP413 | Install and dismantle exhibition elements | 20 |
| CUALGT211 | Develop basic lighting skills  | 30 |
| CUALGT311 | Operate basic lighting | 30 |
| CUASET211 | Develop basic skills in set construction | 65 |
| CUASOU211 | Develop basic audio skills and knowledge | 40 |
| CUASTA211 | Develop basic staging skills | 20 |
| CUASTA212 | Assist with bump in and bump out of shows | 80 |
| CUASTA314 | Maintain physical production elements | 45 |
| CUAVSS211 | Develop basic vision system skills | 20 |
| E-Business |
| BSBTEC203 | Research using the internet | 30 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
| SIRXOSM003\* | Use social media and online tools | 35 |
| Environmental Sustainability |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| Finance |
| BSBFIN302 | Maintain financial records | 60 |
| SITXFIN007# | Process financial transactions | 25 |
| Hospitality |
| SITHFAB021 | Provide responsible service of alcohol | 10 |
| Venue and Facility Operations |
| CUAFOH511 | Manage front of house services | 100 |
| Work Health and Safety |
| SITXWHS006 | Identify hazards, assess and control safety risks | 30 |
| **Group C – Imported electives** |
| CUAACD312 | Produce computer-aided drawings | 60 |
|  TOTAL minimum nominal hours for VCE Units 1, 2, 3, 4:  | **360** |

Notes

Units of competency (UoCs) marked with \* have one or more prerequisites. Refer to individual UoCs for details.

UoCs marked with # are included in the Hospitality scored 3-4 program.

SIT20122 – Certificate II in Tourism (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 and 2:** |
| **Compulsory units:** |
| VCAA mandates the completion of this unit in Year 1 of the program: |
| SITXWHS005 | Participate in safe work practices | 12 |
| **Delivery of these units are flexible over Year 1 and Year 2 of the program:** |
| SITTIND003 | Source and use information on the tourism and travel industry | 25 |
| SITXCCS009 | Provide customer information and assistance | 20 |
| SITXCCS011 | Interact with customers | 20 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |
| **Subtotal:** | **97** |
| **Elective units:** Select a minimum of **SIX** electives with a minimum of **83 hours**, consisting of:* 3 units from Group A
* 3 units from the list below, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

Any combination of electives that meets the above rules can be selected for the award of the Certificate II in Tourism. Electives may be packaged to provide a qualification with a specialisation.Notes: Units of competency (UoCs) marked with \* have one or more prerequisites. Refer to individual UoCs for details.UoCs marked with # are included in the Hospitality scored 3-4 program. |
| **Group A - Tourism** |
| Client and Customer Service, and Sales |
| SIRXPDK001 | Advise on products and services | 30 |
| SIRXSLS001 | Sell to the retail customer | 20 |
| SITXCCS010 | Provide visitor information | 35 |
| Creative Services |
| CUACNM211 | Monitor collections for changes in condition | 30 |
| CUAEVP211 | Assist with the staging of public activities or events | 50 |
| Tourism Delivery |
| SITTGDE013 | Interpret aspects of local Australian Indigenous culture | 100 |
| SITTGDE015 | Provide arrival and departure assistance | 20 |
| SITXCOM008 | Provide a briefing or scripted commentary | 20 |
| **Tourism Sales and Operations** |
| SITTTVL001 | Access and interpret product information | 65 |
| SITTTVL006 | Book tourism products and process documentation | 80 |
| **Group B – Holiday Parks and Resorts** |
| CPPCLO3100 | Maintain cleaning storage areas | 15 |
| CPPCLO3101 | Clean carpeted floors | 8 |
| CPPCLO3102 | Clean hard floors | 15 |
| CPPCLO3103 | Clean and maintain amenities | 20 |
| CPPCLO3105 | Clean glass surfaces | 10 |
| CPPCLO3112 | Clean walls, ceilings and fittings | 20 |
| SIFCBGM001 | Provide general grounds care | 20 |
| SIFCBGM002 | Maintain property and structures | 20 |
| SISCAQU001 | Test pool water quality | 5 |
| SITHACS009 | Clean premises and equipment | 15 |
| SITHACS010 | Provide housekeeping services to guests | 10 |
| SITHACS011 | Prepare rooms for guests | 25 |
| SITHACS016 | Provide accommodation reception services | 30 |
| SITTIND004 | Source and use information on the holiday park and resort industry | 25 |
| **Group C – General electives** |
| Administration |
| BSBPEF202 | Plan and apply time management | 20 |
| Communication and Teamwork |
| BSBCMM211 | Apply communication skills | 40 |
| BSBTWK201 | Work effectively with others | 40 |
| SITXCOM006 | Source and present information | 10 |
| Computer Operations and ICT Management |
| BSBTEC201 | Use business software applications | 60 |
| FSKDIG001 | Use digital technology for short and basic workplace tasks | 10 |
| Customer Service |
| SIRXCEG008 | Manage disrespectful, aggressive or abusive customers | 30 |
| E-business |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
| Environmental Sustainability |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| Finance |
| SITXFIN007# | Process financial transactions | 25 |
| First Aid |
| HLTAID011 | Provide First Aid | 18 |
| Food and Beverage, Food Safety |
| SITHFAB021 | Provide responsible service of alcohol | 10 |
| SITHFAB024\*# | Prepare and serve non-alcoholic beverages | 20 |
| SITHFAB025\* | Prepare and serve espresso coffee | 30 |
| SITXFSA005 | Use hygienic practices for food safety | 15 |
| Inventory |
| SITXINV006\* | Receive, store and maintain stock | 20 |
| Languages other than English |
| SITXLAN007 | Conduct basic oral communication in a language other than English | 60 |
| SITXLAN008 | Conduct oral communication in a language other than English | 30 |
| **Group D – Imported electives** |
| AVIG0003 | Work effectively in the aviation industry | 20 |
| AVII0003 | Advise on major services and attractions at aviation destinations | 20 |
| AVII0005 | Provide customer service on an aircraft | 30 |
| SITTTVL002 | Provide advice on international destinations | 45 |
| SITTTVL003 | Provide advice on Australian destinations | 40 |
| SITTTVL004 | Sell tourism products or services | 35 |
| TOTAL minimum nominal hours for VCE Units 1, 2, 1, 2: | **360** |

Notes

Units of competency (UoCs) marked with \* have one or more prerequisites. Refer to individual UoCs for details.

 UoCs marked with # are included in the Hospitality scored 3-4 program.

Packaging for specialisation

For the award of the Certificate II in Tourism (Holiday Parks and Resorts), the approved packaging rules apply:

five core units & six elective units as detailed above.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

SIT30122 – Certificate III in Tourism (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 to 4** |
| **Compulsory units:** |
| VCAA mandates the completion of this unit in Year 1 of the program: |
| SITXWHS005 | Participate in safe work practices | 12 |
| **Delivery of these units are flexible over Year 1 and Year 2 of the program:** |
| SITTIND003 | Source and use information on the tourism and travel industry | 12 |
| SITXCCS014 | Provide service to customers | 12 |
| SITXCOM007 | Show social and cultural sensitivity | 12 |
| **Subtotal:** | **82** |
| **Elective units**: Select a minimum of **ELEVEN** electives with a minimum of **278 hours**, consisting of:• 5 units from Group AOR• 6 units from Group BOR• at least 3 units from Group COR• 6 units from Group DThe remaining units may be selected from any elective group below, elsewhere in the SIT Training Package, or any current Training Package or accredited course.Any combination of electives that meets the above rules can be selected for the award of the Certificate III in Tourism. Electives may be packaged to provide a qualification with a specialisation, as outlined below this table. |
| **Group A – Tourism Operations** |
| SITTTOP006 | Load touring equipment and supplies | 30 |
| SITTTOP007\* | Provide outdoor catering | 80 |
| SITTTVL001 | Access and interpret product information | 65 |
| SITTTVL003 | Provide advice on Australian destinations | 40 |
| SITTTVL004 | Sell tourism products or services | 35 |
| SITTTVL005 | Prepare customer quotations | 30 |
| SITTTVL006 | Book tourism products and process documentation | 80 |
| SITTTVL007 | Use a computerised reservations or operations system | 120 |
| SITXCCS010 | Provide visitor information | 35 |
| **Group B – Tourism Delivery** |
| CPPSEC2110 | Monitor and control individual and crowd behaviour to maintain security | 45 |
| SITTGDE013 | Interpret aspects of local Australian Indigenous culture | 100 |
| SITTGDE016 | Lead tour groups | 30 |
| SITTGDE017 | Prepare and present tour commentaries or activities | 70 |
| SITTGDE018 | Develop and maintain the general and regional knowledge required by guides | 100 |
| SITTGDE019 | Research and share information on Australian Indigenous cultures | 80 |
| SITTGDE020 | Prepare specialised interpretive content on flora, fauna and landscape | 80 |
| SITTGDE021 | Prepare specialised interpretive content on marine environments | 80 |
| SITTGDE022 | Prepare specialised interpretive content on cultural and heritage environments | 80 |
| SITXCCS009 | Provide customer information and assistance | 20 |
| SITXCCS010 | Provide visitor information | 35 |
| SITXCCS012 | Provide lost and found services | 2 |
| SITXCOM008 | Provide a briefing or scripted commentary | 20 |
| SITXWHS006 | Identify hazards, assess and control safety risks | 30 |
| **Group C – Marine Tourism** |
| SITTGDE017 | Prepare and present tour commentaries or activities | 70 |
| SITTGDE021 | Prepare specialised interpretive content on marine environments | 80 |
| **Group D – Holiday Parks and Resorts** |
| AHCIRG338 | Troubleshoot irrigation systems | 50 |
| AHCLSC311 | Set out site for construction works | 60 |
| AHCLSC317 | Construct landscape features using concrete | 80 |
| AHCPGD209 | Prune shrubs and small trees | 35 |
| AHCPGD308 | Plan and maintain plant displays | 60 |
| CPPCLO3100 | Maintain cleaning storage areas | 15 |
| CPPCLO3101 | Clean carpeted floors | 8 |
| CPPCLO3102 | Clean hard floors | 15 |
| CPPCLO3103 | Clean and maintain amenities | 20 |
| CPPCLO3105 | Clean glass surfaces | 10 |
| CPPCLO3108 | Clean window coverings | 10 |
| CPPCLO3111 | Clean rooms, furniture and fittings | 24 |
| CPPCLO3112 | Clean walls, ceilings and fittings | 20 |
| SIFCBGM001 | Provide general grounds care | 20 |
| SIFCBGM002 | Maintain property and structures | 20 |
| SISCAQU001 | Test pool water quality | 5 |
| SISCAQU003 | Maintain aquatic facility plant and equipment | 20 |
| SISCAQU004 | Develop and implement pool water maintenance procedures | 50 |
| SITHACS009 | Clean premises and equipment | 60 |
| SITHACS010 | Provide housekeeping services to guests | 80 |
| SITHACS011 | Prepare rooms for guests | 35 |
| SITHACS016 | Provide accommodation reception services | 60 |
| SITTIND004 | Source and use information on the holiday park and resort industry | 15 |
| SITTTVL001 | Access and interpret product information | 8 |
| SITTTVL004 | Sell tourism products or services | 15 |
| SITXCCS017 | Use a computerised booking system | 20 |
| SITXCCS018 | Make bookings and process documentation | 10 |
| SITXCCS019 | Prepare quotations | 10 |
| **Group E – General electives** |
| **Administration** |
| BSBPEF202 | Plan and apply time management | 20 |
| Client and Customer Service, and Sales |
| SIRXCEG008 | Manage disrespectful, aggressive or abusive customers | 30 |
| SIRXPDK001 | Advise on products and services | 30 |
| SIRXSLS001 | Sell to the retail customer | 20 |
| SITXCRI003 | Respond to a customer in crisis | 30 |
| Communication and Teamwork |
| BSBTWK201 | Work effectively with others | 40 |
| SITXCOM006 | Source and present information | 10 |
| SITXCOM009 | Address protocol requirements | 25 |
| Computer Operations and ICT Management |
| BSBTEC201 | Use business software applications | 60 |
| BSBTEC301 | Design and produce business documents | 80 |
| BSBTEC302 | Design and produce spreadsheets | 35 |
| E-Business |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
| SIRXOSM003\* | Use social media and online tools | 35 |
| Environmental Sustainability |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| Events |
| SITEEVT021 | Administer event registrations | 80 |
| SITEEVT022 | Provide event production support | 31 |
| Finance |
| BSBFIN302 | Maintain financial records | 60 |
| SITXFIN007# | Process financial transactions | 25 |
| First Aid |
| HLTAID011 | Provide First Aid | 18 |
| HLTAID013 | Provide First Aid in remote or isolated site | 28 |
| Food and Beverage, Food Safety |
| SITHFAB021 | Provide responsible service of alcohol | 10 |
| SITHFAB024\*# | Prepare and serve non-alcoholic beverages | 20 |
| SITHFAB025\* | Prepare and serve espresso coffee | 30 |
| SITHIND005 | Use hygienic practices for hospitality service | 10 |
| SITXFSA005 | Use hygienic practices for food safety | 15 |
| Human Resource Management |
| SITXHRM007 | Coach others in job skills | 20 |
| Inventory |
| SITXINV006\* | Receive, store and maintain stock | 20 |
| SITXINV007 | Purchase goods | 30 |
| Languages other than English |
| SITXLAN007 | Conduct basic oral communication in a language other than English | 60 |
| SITXLAN008 | Conduct oral communication in a language other than English | 30 |
| **Group F – Imported electives** |
| BSBCMM411 | Make presentations | 30 |
| BSBOPS202 | Engage with customers | 100 |
| BSBTEC303 | Create electronic presentations | 20 |
| BSBWRT311 | Write simple documents | 30 |
| SIRXOSM001 | Identify and review social media and online platforms for organisational use | 25 |
| SITTTVL002 | Provide advice on international destinations | 45 |
| SITTTVL008 | Source airfares and issue tickets for domestic flights | 50 |
| SITTTVL011 | Provide specialist advice on cruises | 30 |
| SITXCOM006 | Source and present information | 10 |
| SITXMPR010 | Create a promotional display or stand | 30 |
| TOTAL minimum nominal hours for VCE Units 1, 2, 3, 4: | **360** |

Notes

Units of competency (UoCs) marked with \* have one or more prerequisites. Refer to individual UoCs for details.

 UoCs marked with # are included in the Hospitality scored 3-4 program.

Packaging for specialisations

At least three units from Group C must be selected for award of the *Certificate III in Tourism (Marine Tourism)*.

At least six units from Group D must be selected for award of the *Certificate III in Tourism (Holiday Parks and Resorts)*, one of which must be *SITTIND004 Source and use information on the holiday park and resort industry*.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Enrolment advice

Transition arrangements

Certificate III in Events

The extended training, assessment and certification issuance period for SIT30516 - Certificate III in Events ends 31 January 2024.

From 2024:

* all new enrolments will enrol into SIT30522 - Certificate III in Events on VASS as a VE1
* continuing students will enrol into SIT30516 - Certificate III in Events on VASS as a VE3 to allow students to achieve a units 3 and 4 sequence.

Certificate II in Tourism

All students commencing training from January 2024 and beyond will be required to be enrolled into SIT20122 - Certificate II in Tourism on VASS as a VE1.

Certificate III in Tourism

The extended training, assessment and certification issuance period for SIT30116 - Certificate III in Tourism ends 31 January 2024

From 2024:

* all new enrolments will enrol into SIT30122 - Certificate III in Tourism on VASS as a VE1
* continuing students will enrol into SIT30116 - Certificate III in Tourism on VASS as a VE3 to allow students to achieve a units 3 and 4 sequence.

VASS industry group

SIT30522 - Certificate III in Events (Release 1), SIT20122 - Certificate II in Tourism (Release 1), and SIT30122 - Certificate III in Tourism (Release 1) are included within the SIT VASS industry group for credit purposes.

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

Sample programs

SIT30522 Certificate III Events

This program may provide:

* Three VCE units at Units 1 and 2 level
* A non-scored Unit 3–4 sequence
* Completion over two years of SIT30522 Certificate III in Events

| **Code** | **Unit title** | **Nominal hours** |
| --- | --- | --- |
| **Units 1 to 4** |
| **Compulsory:** |
| SITXWHS005 | Participate in safe work practices | 12 |
| BSBTWK201 | Work effectively with others | 40 |
| SITEEVT020 | Source and use information on the events industry | 25 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |
| SITXCCS014 | Provide service to customers | 25 |
| **Elective units:** |  |  |
| BSBTEC303 | Create electronic presentations | 20 |
| SITEEVT024 | Develop conference and event programs | 30 |
| SITXCCS017 | Use a computerised booking system | 120 |
|  | **Total sample program hours for units 1 and 2:** | **292** |
| **Units 3- 4 non-scored** |  |
| **Compulsory:** |
| SITEEVT022 | Provide event production support | 31 |
| **Elective units:** |  |  |
| SITEEVT023 | Plan in-house events | 40 |
| BSBTEC201 | Use business software applications | 60 |
| SITEEVT025 | Select event venues and sites | 35 |
| SITEEVT021 | Administer event registrations | 80 |
|  | **Total sample program hours for units 3 and 4:** | **246** |

SIT30522 Certificate III Events and SIT20322 Certificate II Hospitality

(This sample program featuring a dual qualification is a: three-year program)

This program may provide:

* Three VCE units at Units 1 and 2 level
* A non-scored Unit 3–4 sequence
* Two units 3 and 4 sequences (over two years)
* Completion over two years of SIT30522 Certificate III in Events
* Completion over three years of SIT20322 Certificate II in Hospitality
* Dual qualification over three years SIT30522 Certificate III Events and SIT20322 Certificate II Hospitality

| **Code** | **Unit title** | **Nominal hours** |
| --- | --- | --- |
| **Units 1 to 4** |
| **Compulsory:** |
| SITXWHS005 | Participate in safe work practices | 12 |
| BSBTWK201 | Work effectively with others | 40 |
| SITEEVT020 | Source and use information on the events industry | 25 |
| SITXCOM007 | Show social and cultural sensitivity | 20 |
| SITXCCS014 | Provide service to customers | 25 |
| **Elective units:** |  |  |
| BSBTEC303 | Create electronic presentations | 20 |
| SITEEVT024 | Develop conference and event programs | 30 |
| SITXCCS017 | Use a computerised booking system | 120 |
|  | **Total sample program hours for units 1 and 2:** | **292** |
| **Units 3- 4 non-scored** |  |
| **Compulsory:** |
| SITEEVT022 | Provide event production support | 31 |
| **Elective units:** |  |  |
| SITEEVT023 | Plan in-house events | 40 |
| BSBTEC201 | Use business software applications | 60 |
| SITEEVT025 | Select event venues and sites | 35 |
| SITEEVT021 | Administer event registrations | 80 |
|  | **Total sample program hours for units 3 and 4:** | **246** |
|  |
| **Year 3 – Cert II Hospitality** |
| YEAR 3 Compulsory units |
| SITHIND006 | Source and Use information on the hospitality industry | 25 |
| SITHIND007 | Use Hospitality skills effectively | 0 |
| SITXCCS011 | Interact with customers | 20 |
| YEAR 3 Electives Units |  |  |
| SITXFSA005 | Use hygienic practices for food safety | 15 |
| SITHFAB025 | Prepare and serve espresso coffee | 30 |
| SITHFAB021 | Provide responsible service of alcohol | 10 |
| SITHFAB027 | Serve food and beverage | 80 |
|  | **Total sample program hours for units 3 and 4:** | **180** |

SIT30122 Certificate III Tourism

This program may provide:

* Three VCE units at Units 1 and 2 level
* A non-scored Unit 3–4 sequence
* Completion over two years of SIT30122 Certificate III in Tourism

| **Code** | **Unit title** | **Nominal hours** |
| --- | --- | --- |
| **Units 1 to 4** |
| **Compulsory:** |
| SITXWHS005 | Participate in safe work practices | 12 |
| SITTIND003 | Source and use information on the tourism and travel industry | 12 |
| SITXCOM007 | Show social and cultural sensitivity | 12 |
| **Elective units:** |  |  |
| SITTTVL004 | Sell tourism products or services | 35 |
| SITTTVL005 | Prepare customer quotations | 30 |
| SITXCCS009 | Provide customer information and assistance | 20 |
| SITTTVL007 | Use a computerised reservations or operations system | 120 |
| SITXCCS010 | Provide visitor information | 35 |
|  | **Total sample program hours for units 1 and 2:** | **276** |
| **Units 3- 4 non-scored** |  |
| **Compulsory:** |
| SITXCCS014 | Provide service to customers | 12 |
| **Elective units:** |  |  |
| SITTGDE016 | Lead tour groups | 30 |
| SITTGDE017 | Prepare and present tour commentaries or activities | 70 |
| SITTTVL006 | Book tourism products and process documentation | 80 |
| SITXCCS010 | Provide visitor information | 35 |
| SITXCCS012 | Provide lost and found services | 2 |
| SITXWHS006 | Identify hazards, assess and control safety risks | 30 |
|  | **Total sample program hours for units 3 and 4:** | **259** |

Additional information

Consider the following when determining the sequence of a student’s VCE VET Events and Tourism programs:

The sequencing of units of competency is determined by the RTO, teacher or trainer; however, it is mandatory to deliver the units in a sequence which complies with occupational health and safety legislation.

Structured workplace learning is highly recommended for this course

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

Assessment Conditions stipulate that skills must be demonstrated in an operational customer service environment in a service based industry. This can be an industry workplace or a simulated industry environment.

Assessment must ensure access to sources of information on facilities, products and services (including computer software), organisational specifications for customer service standards and interaction with culturally diverse customers.

These can be customers or individuals in simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

This is detailed in the Units of Competency being assessed, see Training.gov.au/training/details.

Assessors must satisfy the Standards for Registered Training Organisations’ requirements for assessors.

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 |
| 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 |
| 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 Studies (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 Kitchen Operations
 | 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 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 |
| VCE VET Sport and Recreation |  |
| * Certificate II in Outdoor Recreation
 | SIS |
| * Certificate II in Sport and Recreation
 | SIS |
| * Certificate III in Sport 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).