VCE VET Hair and Beauty

Program Booklet

SHB20216 Certificate II in Salon Assistant (Release 1)

SHB30121 Certificate III in Beauty Services (Release 1)

Incorporating:

SHB20121 Certificate II in Retail Cosmetics (Release 1)

SHB30121 Certificate III in Make - Up (Release 1)

January 2024

This program was first implemented in January 2023

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release date | Comments |
| 1.0  1.1 | Current  Current | January 2023  January 2024 | Program booklet updated in line with the implementation of the VCE VM and VPC  Update Appendix and SWL -R |

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Introduction

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

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

Program development

This iteration of the VCE VET Hair and Beauty program was implemented in 2023. It must be used in conjunction with the SHB – Hairdressing and Beauty Services Training Package (Release 4.1). The program contains the following qualifications, SHB30121 Certificate III in Beauty Services (Release 1), SHB20121 Certificate II in Retail Cosmetics (Release 1), SHB30221 Certificate III in Make- Up (Release 1) and SHB20216 Certificate II in Salon Assistant (Release 1).

This program booklet supersedes the previous VCE VET program booklet published in 2023.

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

The hairdressing and beauty services industry is a dynamic industry involved in the provision of personal services for men and women. It includes businesses that provide haircuts, hair colouring and styling, manicures and pedicures, hair removal, skin treatments and tanning, and cosmetic and beauty services. The hairdressing and beauty services sectors offer a range of career options, such as hairdressers, barbers, beauty therapists, beauticians, make-up artists, nail technicians, and salon managers.

Hairdressing and Beauty Services have become closely aligned with the concept of health and wellbeing. Hairdressing and Beauty qualifications have merged into one training package with hairdressing and beauty sharing common units of competency across qualifications.

The SHB Hairdressing and Beauty Services training package has been reviewed to ensure that qualifications are better aligned to job profiles to address the range of business environments of the hair and beauty services sectors.

Training package

The VCE VET Hair and Beauty program provides students with the knowledge and skills to enhance their employment prospects in the Hair and Beauty Services Industry. The beauty services sector of the industry is characterised by a substantial number of small businesses providing unique and complex beauty services to clients on a one-to-one basis. The hairdressing sector is predominantly comprised of small businesses, with many salons operated by self-employed hairdressers. Salons may also be part of larger chains, often operating as franchises.

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).

[SHB20216 Certificate II in Salon Assistant](https://training.gov.au/Training/Details/SHB20216)

[SHB20121 Certificate II in Retail Cosmetics](https://training.gov.au/Training/Details/SHB20121)

[SHB30221 Certificate III in Make- Up](https://training.gov.au/Training/Details/SHB30221)

[SHB30121 Certificate III in Beauty Services](https://training.gov.au/Training/Details/SHB30121)

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



VCE VET program details

Aims

The VCE VET Hair and Beauty program aims to:

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

Scored assessment

The VCE VET Hair and Beauty program does not offer scored assessment.

VCE VET credit

Students undertaking SHB20216 Certificate II in Salon Assistant (Release 1) are eligible for up to four VCE VET units on their VCE (including VCE VM and VPC) statement of results:

* Four VCE VET units at Units 1 and 2 level

Students undertaking SHB30121 Certificate II in Retail Cosmetics (Release1), SHB30121 Certificate III in Beauty Services (Release1) and SHB30121 Certificate III in Make- Up (Release 1) are eligible for up to six VCE VET units on their VCE, VCE VM or VPC statement of results:

* Four VCE VET units at Units 1 and 2 level
* Two VCE VET unit 3–4 sequence

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 Hair and Beauty 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 Hair and Beauty program structure

SHB20216 Certificate II in Salon Assistant (Release 1)

| **Code** | **Unit title** | **Nominal hours** |
| --- | --- | --- |
| **Units 1 to 2** | | |
| **Common Compulsory Units:** | | |
| SHBXCCS001 | Conduct salon financial transactions | 25 |
| SHBXIND001\* | Comply with organisational requirements within a personal services environment | 45 |
| BSBWHS201 | Contribute to health and safety of self and others | 20 |
| **Compulsory Units:** | | |
| SHBHBAS001\* | Provide shampoo and basin services | 40 |
| SHBHDES001 | Dry hair to shape | 40 |
| SHBHIND001 | Maintain and organise tools, equipment, and work areas | 20 |
| SHBXCCS003\* | Greet and prepare clients for salon services | 10 |
| SHBXIND002 | Communicate as part of a salon team | 30 |
| **Compulsory Units Subtotal:** | | **230** |
| **Elective Units**:  Select a **minimum of four** electives from the elective bank | | |
| elective bank: | | |
| SHBXCCS004 | Recommend products and services | 20 |
| SIRRMER001 | Produce visual merchandise displays | 35 |
| SHBHBAS002 | Provide head, neck and shoulder massages for relaxation | 20 |
| SHBHCLS001 | Apply hair colour products | 30 |
| SHBHDES002 | Braid hair | 30 |
| SHBHIND002 | Research and use hairdressing industry information | 15 |
| SHBHREF005 | Rinse and neutralise chemically restructured hair | 25 |
| SIRRINV001 | Receive and handle retail stock | 35 |
| SIRXSLS001 | Sell to the retail customer | 20 |
| SHBXCCS004 | Recommend products and services | 20 |
| SIRRMER001 | Produce visual merchandise displays | 35 |
| **Minimum Elective Units Subtotal:** | | **75** |
| **Minimum Total for VCE VET Units 1 to 2:** | | **305** |

Notes

\* Units marked with an asterix require mandated work periods/shifts

SHB20121 Certificate II in Retail Cosmetics (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Compulsory units:** | | |
| SHBBCCS004 | Demonstrate retail skin care products | 25 |
| SHBBCCS005 | Advise on beauty products and services | 30 |
| SHBBMUP009 | Design and apply make-up | 45 |
| SHBXCCS007 | Conduct salon financial transactions | 25 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | 45 |
| SHBXIND005 | Communicate as part of a salon team | 30 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | 60 |
| SIRXIND003 | Organise personal work requirements | 45 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
| **SUBTOTAL** | | **355** |
| **Elective units: Select SIX electives, 1 from Group A, at least 3 from Group B, up to 2 from Group C** | | |
| **Group A – Infection Control** | | |
| HLTINF005 | Maintain infection prevention for skin penetration treatments | 75 |
| SHBBINF002 | Maintain infection control standards | 75 |
| **Group B – General** | | |
| BSBSUS211 | Participate in sustainable work practices | 20 |
| SHBBRES003 | Research and apply beauty industry information | 20 |
| SIRRINV001 | Receive and handle retail stock | 35 |
| SIRRMER001 | Produce visual merchandise displays | 35 |
| SIRXOSM003\* | Use social media and online tools | 35 |
| **Group C - Imported units (Maximum of TWO)** | | |
| SHBXCCS009 | Greet and prepare clients for salon services | 10 |
| CUADES301 | Explore the use of colour | 50 |
| SHBBFAS004 | Provide lash and brow services | 30 |
| SHBBNLS010 | Apply nail art | 15 |
| SIRXSLS001 | Sell to the retail customer | 20 |
|  | **Minimum- Maximum Elective Units Subtotal:** | **175 - 260** |
| **Minimum - Maximum Total for VCE VET Units 1 to 4:** | | **530 - 615** |

SHB30121 Certificate III in Beauty Services (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 to 4** | | |
| **Compulsory units:** | | |
| SHBBBOS007 | Apply cosmetic tanning products | 20 |
| SHBBCCS005 | Advise on beauty products and services | 30 |
| SHBBFAS004 | Provide lash and brow services | 30 |
| SHBBHRS010 | Provide waxing services | 100 |
| SHBBMUP009 | Design and apply make-up | 45 |
| SHBBNLS007\* | Provide manicure and pedicare services | 60 |
| SHBBNLS011 | Use electric file equipment for nail services | 30 |
| SHBBRES003 | Research and apply beauty industry information | 20 |
| SHBXCCS007 | Conduct salon financial transactions | 25 |
| SHBXCCS008 | Provide salon services to clients | 30 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | 45 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | 60 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
| SIRXSLS001 | Sell to the retail customer | 20 |
|  | **SUBTOTAL** | **565** |
| **Elective units: Select to a minimum of 4 electives, 1 from GROUP A, 2 from Group B, up to 1 from Group C** | | |
| **Group A – Infection Control** | | |
| HLTINF005 | Maintain infection prevention for skin penetration treatments | 75 |
| SHBBINF002 | Maintain infection control standards | 75 |
| **Group B – General** | | |
| SHBBMUP008 | Apply eyelash extensions | 40 |
| SHBBMUP010 | Design and apply make-up for photography | 30 |
| SHBBMUP011 | Design and apply remedial camouflage make-up | 35 |
| SHBXCCS005 | Maintain health and wellbeing in a personal services setting | 40 |
| SHBXCCS009 | Greet and prepare clients for salon services | 10 |
| SIRXOSM003\* | Use social media and online tools | 35 |
| **Group C – Imported units (Maximum of ONE)** | | |
| SHBXIND005 | Communicate as part of a salon team | 30 |
| SHBXCCS009 | Greet and prepare clients for salon services | 10 |
| SHBBCCS004 | Demonstrate retail skin care products | 25 |
| HLTAID011 | Provide first aid | 18 |
| CUAPPM407 | Create storyboards | 40 |
|  | **Minimum- Maximum Elective Units Subtotal:** | **130- 165** |
|  | **Minimum - Maximum Total for VCE VET Units 1 to 4:** | **695- 730** |

SHB30221 Certificate III in Make-Up (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 to 4** | | |
| **Compulsory units:** | | |
| SHBBMUP009 | Design and apply make-up | 30 |
| SHBBMUP010 | Design and apply make-up for photography | 30 |
| SHBBMUP013 | Design and apply creative make-up | 50 |
| SHBBRES003 | Research and apply beauty industry information | 20 |
| SHBXCCS008 | Provide salon services to clients | 30 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | 45 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | 60 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms | 50 |
|  | **SUBTOTAL** | **315** |
| **Elective units:** Select to a minimum of **7 electives, 1 from GROUP A, 3 from Group B, up to 3 from Group C** | | |
| **Elective Group A – Infection Control** | | |
| HLTINF005 | Maintain infection prevention for skin penetration treatments | 75 |
| SHBBINF002 | Maintain infection control standards | 75 |
| **Elective Group B: General** | | |
| BSBESB304 | Determine resource requirements for the new business ventures | 30 |
| BSBESB401 | Research and develop business plans | 50 |
| BSBESB404 | Market new business ventures | 50 |
| SHBBBOS007 | Apply cosmetic tanning products | 20 |
| SHBBCCS005 | Advise on beauty products and services | 30 |
| SHBBFAS004 | Provide lash and brow services | 30 |
| SHBBHRS010 | Provide waxing services | 100 |
| SHBBMUP008 | Apply eyelash extensions | 40 |
| SHBBMUP011 | Design and apply remedial camouflage make-up | 35 |
| SHBBMUP012 | Apply airbrushed make-up | 30 |
| SHBBMUP014 | Work collaboratively on make-up productions | 40 |
| SHBXCCS007 | Conduct salon financial transactions | 25 |
| **Elective Group C: Imported units** | | |
| SHBXIND005 | Communicate as part of a salon team | 30 |
| HLTAID011 | Provide first aid | 18 |
| CUAPPM407 | Create storyboards | 40 |
| SHBXCCS003 | Greet and prepare clients for salon services | 10 |
| SIRRMER001 | Produce visual merchandise displays | 35 |
|  | **Minimum- Maximum Elective Units Subtotal:** | **240 - 420** |
|  | **Minimum - Maximum Total for VCE VET Units 1 to 4:** | **555 - 735** |

Enrolment advice

Transition arrangements

SHB30121 Certificate III in Beauty Services, SHB20121 Certificate II in Retail Cosmetics and SHB30221 Certificate III in Beauty Services have been combined in a single certificate enrolment. Enrol all students undertaking these three programs into the SHB30221 Certificate III in Beauty Services.

SHB20216 in Salon Assistant is a self contained Certificate.

VASS industry group

SHB20216 Certificate II in Salon Assistant (Release 1), SHB20121 Certificate II in Retail Cosmetics (Release 1),SHB30121 Certificate III in Beauty Services (Release 1) and SHB30221 Certificate III in Make-Up (Release 1) are included within the **SHB** VASS industry group for credit purposes.

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

Additional information

Consider the following when determining the sequence of a student’s VCE VET Hair and Beauty program:

This program stipulates mandatory workplace requirements (MWR).

Mandatory Workplace Requirements

The SHB Training Package stipulates Mandatory Workplace Requirements (MWR) to achieve some of the qualifications and some of the units of competency available in the VCE VET Hair and Beauty program. Please refer to the information published in the [SHB Training Package](https://training.gov.au/Training/Details/SHB)

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](mailto:vet.vcaa@education.vic.gov.au).

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).