VCE VET Health

Program Booklet

Incorporating

HLT23215 Certificate II in Health Support Services (Release 2)

HLT23221 Certificate II in Health Support Services (Release 1)

HLT33015 Certificate III in Allied Health Assistance (Release 3) incorporating HLT33115 Certificate III in Health Services Assistance (Release 3)

HLT33021 Certificate III in Allied Health Assistance (Release 1)

HLT33115 Certificate III in Health Services Assistance (Release 5)

January 2024

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release date | Comments |
| 2.0 | Current | January 2024 | Program booklet updated in line with new HLT Health Training Package (Version 9.0)­ |
| 1.0 | Non current | January 2023 | Program booklet updated in line with the implementation of the VCE VM and VPC |

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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 Health program was implemented in 2019 It must be used in conjunction with the Health Training Package (Release 9.1) qualifications, HLT23215 Certificate II in Health Support Services (Release 2), HLT33015 Certificate III in Allied Health Assistance (Release 3), HLT33115 Certificate III in Health Services Assistance (Release 3)

This program booklet supersedes the previous VCE VET program booklet published in 2022.

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

The VCE VET Health program provides students with the knowledge and skills to enhance their employment prospects in the Health Industry. The industry is large and diverse, covering many occupations, ranging from highly qualified professionals to support staff and volunteers. Health occupations comprise workers who diagnose and treat physical and mental illnesses and conditions or recommend, administer, dispense and develop medications and treatment to promote or restore good health.

Health providers include: medical practitioners; nurses; allied and other health professionals; hospitals and clinics; and government and non-government agencies. Providers deliver a range of services across many levels, from public health and preventive services in the community, to primary health care, emergency health services, hospital-based treatment, rehabilitation and palliative care.

The Health Training Package is designed to reflect the full range of health providers, modes of delivery and client profiles that are characteristic of the health industry..

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).

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/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705).

[HLT23215 Certificate II in Health Support Services](https://training.gov.au/training/details/HLT23215)

[HLT23221 Certificate II in Health Support Services](https://training.gov.au/Training/Details/HLT23221)

[HLT33015 Certificate III in Allied Health Assistance](https://training.gov.au/training/details/hlt33015)

[HLT33021 Certificate III in Allied Health Assistance](https://training.gov.au/Training/Details/HLT33021)

[HLT33115 Certificate III in Health Services Assistance](https://training.gov.au/Training/Details/HLT33115?releaseId=a05b17fd-20f9-4a62-9912-b937c8ddaf95)

VCE VET program details

Aims

The VCE VET Health program aims to:

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

Scored assessment

Scored assessment is available for HLT33015 Certificate III in Allied Health Assistance (Release 3) and HLT33115 Certificate III in Health Services Assistance (Release 3).

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

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

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

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

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

State reviewer

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

VCE VET credit

Students undertaking HLT23215 Certificate II in Health Support Services (Release 2) 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 HLT23221 Certificate II in Health Support Services (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 HLT33015 Certificate III in Allied Health Assistance (Release 3) incorporating HLT33115 Certificate III in Health Services Assistance (Release 3) are eligible for up to five VCE VET units on their VCE (including VCE VM and VPC) statement of results.

* One VCE VET unit at Units 1 and 2 level
* Two VCE VET Unit 3 - 4 sequences

Students undertaking HLT33022 Certificate III in Allied Health Assistance (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 (Not available until 2025)

Students undertaking HLT33115 Certificate III in Health Services Assistance (Release 3) 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 (Not available until 2025)

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 Health 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).

Some units of competency are duplicated in the VCE VET Health and VCE VET Community Services programs. For students with enrolments in both VCE VET Health and VCE VET Community Services programs, care needs to be taken to ensure students do not enroll in the same units of competency in both programs.

Where students are enrolled in Certificate II Health Services Support and Certificate III in Allied Health Assistant or Certificate III in Health Services Assistant, care needs to be taken to ensure students do not enroll in the same units of competency in both certificates. Credit for a unit of competency can only be counted once towards the VCE, VCE VM and VPC. Schools are asked to ensure that the same unit of competency is not enrolled in both programs on VASS. Where a unit of competency is completed in both programs it can only be used for one enrolment.

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 Health program structure

HLT23215 Certificate II in Health Support Services (Release 2)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 and 2** | | |
| **Compulsory units** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF001# or  HLTINF006# | Comply with infection prevention and control policies and procedures **OR**  Apply basic principles and practices of infection prevention and control | 25  35 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| **Compulsory units subtotal** | | **145-155** |
| **Elective units** | | |
| Select a minimum of **EIGHT** electives.   * To achieve a specialisation in Client Support select **FIVE** elective units from the Client Support group * To achieve a specialisation in Health Administration select **FIVE** elective units from the Health Administration group. | | |
| **Elective Group A: Client Support** | | |
| CHCCCS012 | Prepare and maintain beds | 15 |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| CHCCCS026\* | Transport individuals | 20 |
| HLTFSE002 | Provide ward or unit based food preparation and distribution services | 30 |
| HLTHSS004 | Handle and move equipment, goods and mail | 20 |
| **Elective Group B: Health Administration** | | |
| BSBADM101 | Use business equipment and resources | 15 |
| BSBCUS201 | Deliver a service to customers | 40 |
| BSBINM201 | Process and maintain workplace information | 30 |
| BSBWOR202 | Organise and complete daily work activities | 20 |
| BSBWOR204 | Use business technology | 20 |
| **Elective Group B: Other electives** | | |
| BSBFLM312 | Contribute to team effectiveness | 40 |
| BSBITU201 | Produce simple word processed documents | 60 |
| BSBITU202 | Create and use spreadsheets | 30 |
| BSBWOR203 | Work effectively with others | 15 |
| CHCCCS010 | Maintain a high standard of service | 30 |
| CHCDIV002† | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| HLTAID011 | Provide first aid | 18 |
| HLTFSE004 | Serve cafeteria customers | 20 |
| HLTHSS005 | Undertake routine stock maintenance | 15 |
| HLTHSS007 | Handle medical gases safely | 20 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| SITXFSA101 | Use hygienic practices for food safety | 15 |
| HLTFSE001 | Follow basic food safety practices | 30 |
| **Minimum elective units subtotal** | | **205-215** |
| **Minimum total for four VCE VET units at Units 1 and 2 level** | | **360** |

Notes

† *CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety* requires:

* evidence to be demonstrated in the context of at least 1 workplace and
* assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and must involve persons approved of by relevant local community elders.

# Requires skills to be demonstrated in the workplace

Enrolment advice

Transition arrangements

All students commencing training from January 2023 and beyond will be required to be enrolled in HLT23215 Certificate II in Health Support Services (Release 2).

All students commencing training from January 2023 and beyond will be required to be enrolled in HLT33015 Certificate III in Allied Health Assistance (Release 3), where units of competency from this certificate and HLT33115 Certificate III in Health Services Assistance (Release 3) will be combined in a single certificate enrolment.

VASS industry group

HLT23215 Certificate II in Health Support Services (Release 2), HLT33015 Certificate III in Allied Health Assistance (Release 3), and HLT33115 Certificate III in Health Services Assistance (Release 3) are included within the **HLT** VASS industry group for credit purposes.

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

HLT23221 Certificate II in Health Support Services (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal hours |
| **Units 1 and 2** | | |
| **Compulsory units:** | | |
| CHCCOM005 | Communicate and work in health or community services | 30 |
| CHCDIV001 | Work with diverse people | 40 |
| HLTINF006# | Apply basic principles and practices of infection prevention and control | 35 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| **Compulsory units subtotal** | | **125** |
| **Total for VCE VET Units 1 and 2** | | **125** |
| **Elective Units**  Select a minimum of **EIGHT** electives. This may comprise of 7 units from the listed qualification electives and 1 imported unit.   * To achieve a specialisation in Client Support, select **all five** elective units from the **Client support Group A.** * To achieve a specialisation in Health Administration, select **five** elective units from the **Health administration Group B.** * To achieve a specialisation in food services, select **five** elective units from the **Food services Group C.** All units in group C food services stream require skills to be demonstrated in an operational food preparation area and / or or food service environment. This can be an industry workplace or an industry-realistic simulated environment. | | |
| **Group A - Client support** | | |
| CHCCCS012 | Prepare and maintain beds | 15 |
| HLTFSE002 | Provide ward or unit-based food preparation and distribution services | 30 |
| HLTHSS009 | Perform general cleaning tasks in a clinical setting | 20 |
| HLTHSS010 | Handle and move equipment, goods and mail | 20 |
| HLTHSS011 | Maintain stock inventory | 15 |
| **Group B – Health administration** | | |
| BSBINS201 | Process and maintain workplace information | 30 |
| BSBMED303 | Maintain patient records | 20 |
| BSBOPS101 | Use business resources | 15 |
| BSBOPS203 | Deliver service to customers | 40 |
| BSBPEF202 | Plan and apply time management | 20 |
| BSNTEC201 | Use business software applications | 60 |
| **Group C - Food services** | | |
| HLTFSE001 | Follow basic food safety practices | 30 |
| HLTFSE003 | Perform kitchen washing | 10 |
| HLTFSE004 | Serve cafeteria customers | 20 |
| HLTFSE009 | Apply cook-freeze and reheating processes | 25 |
| SITHCCC025 † | Prepare and present sandwiches | 10 |
| SITXFSA005 | Use hygienic practices for food safety | 15 |
| **Group D - Other electives** | | |
| CHCCCS010 | Maintain a high standard of service | 30 |
| HLTHSS012 | Handle medical gases safely | 20 |
| HLTWHS005 | Conduct manual tasks safely | 30 |
| **GROUP E - Imported Electives** | |  |
| HLTAID009 | Provide cardiopulmonary resuscitation | 4 |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| SITXFSA006 † | Participate in safe food handling practices | 40 |
| HLTAID011 | Provide First Aid | 18 |
| **Minimum Electives subtotal:** | | **104 - 290** |
| **Total for VCE VET Units 1 and 2:** | | **229 - 415** |

Notes

† SITHCCC025 Prepare and present sandwiches requires & SITXFSA006 Participate in safe food handling practices require:

* Completion of the prerequisite unit SITXFSA005 Use hygienic practices for food safety.
* Assessors with qualifications in Certificate II in Kitchen Operations, or Certificate III or Certificate IV in Commercial cookery or their successors or a trade certificate as a cook or chef or equivalent.

# Requires skills to be demonstrated in the workplace

HLT33015 Certificate III in Allied Health Assistance (Release 3) incorporating: HLT33115 Certificate III in Health Services Assistance (Release 3) – CONTINUING STUDENTS ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Unit title | | Nominal hours |
| **Unit 1** | | | |
| **Compulsory units** | | | |
| CHCCOM005 | Communicate and work in health or community services | | 30 |
| HLTINF001# OR  HLTINF006# | Comply with infection prevention and control policies and procedures **OR**  Apply basic principles and practices of infection prevention and control | | 25  35 |
| HLTWHS001 | Participate in workplace health and safety | | 20 |
| **Compulsory units subtotal** | | | **75-85** |
| **Minimum total for VCE VET Unit 1** | | | **75** |
| **Units 3 and 4** | | | |
| **Compulsory units** | | | |
| BSBWOR301 | Organise personal work priorities and development | | 30 |
| CHCCCS002 | Assist with movement | | 25 |
| CHCCCS010 | Maintain high standard of service | | 30 |
| CHCCCS020 | Respond effectively to behaviours of concern | | 20 |
| **Compulsory units subtotal** | | | **105** |
| **Elective units**  Select electives with a minimum of **75** hours.   * Compulsory units must be achieved before undertaking further elective units * To achieve a non-scored Unit 3–4 sequence, select elective units with a minimum of 75 hours.   **Placement requirements are Mandated for determining competency in some of the following units. Care must be taken to ensure placement can be guaranteed for assessment purposes.** | | | |
| **Elective Group A** | | | |
| BSBFLM312 | Contribute to team effectiveness | | 40 |
| BSBINN301 | Promote innovation in a team environment | | 40 |
| BSBMED302 | Prepare and process medical accounts | | 30 |
| BSBMED303 | Maintain patient records | | 20 |
| BSBWOR204 | Use business technology | | 20 |
| CHCCCS006 | Facilitate individual service planning and delivery | | 120 |
| CHCDIV001 | Work with diverse people | | 40 |
| CHCDIV002† | Promote Aboriginal and/or Torres Strait Islander cultural safety | | 25 |
| CHCMHS001 | Work with people with mental health issues | | 80 |
| HLTAID011 | Provide first aid | | 18 |
| HLTAIN002§ | Provide non-client contact support in an acute care environment | | 40 |
| HLTFSE005 | Apply and monitor food safety requirements | | 60 |
| HLTFSE006 | Prepare foods suitable for a range of client groups | | 40 |
| HLTFSE007 | Oversee the day-to-day implementation of food safety in the workplace | | 45 |
| HLTFSE008 | Conduct internal food safety audits | | 60 |
| HLTHSS003 | Perform general cleaning tasks in a clinical setting | | 20 |
| HLTINF002 | Process reusable medical devices and equipment | | 30 |
| HLTOHC005 | Use basic oral health screening tools | | 30 |
| HLTSTE001 | Clean and disinfect reusable medical devices | | 35 |
| HLTTHE001 | Handle and care for operating theatre equipment | | 120 |
| HLTTHE002 | Assist with preparation of clients for operative procedures | | 150 |
| HLTTHE003 | Provide intra-operative equipment and technical support | | 120 |
| SITXFSA401 | Develop and implement a food safety program | | 50 |
| **Elective Group B: Mandatory Workplace Requirements** | | | |
| CHCAGE001 | Facilitate the empowerment of older people | | 50 |
| CHCAGE005 | Provide support to people living with dementia | | 65 |
| CHCDIS007 | Facilitate the empowerment of people with disability | | 100 |
| HLTAHA001 | Assist with an allied health program | | 65 |
| HLTAHA001 | Contribute to client flow and client information management in medical imaging | | 35 |
| HLTAHA026 | Support the medical imaging professional | | 30 |
| HLTAIN001§ | Assist with nursing care in an acute care environment | | 120 |
| HLTOHC004 | Provide or assist with oral hygiene | | 40 |
| HLTFSE001 | Follow basic food safety procedures | | 30 |
| **Minimum elective units subtotal** | | | **75** |
| **Minimum total for non-scored VCE VET Units 3 and 4** | | | **180** |
| **Scored Units 3 and 4 - 2024** | | | |
| **Compulsory units** | | | |
| BSBMED301 | Interpret and apply medical terminology appropriately | Release 1 | 60 |
| HLTAAP001 | Recognise healthy body systems | Release 1 | 70 |
| **Compulsory units subtotal** | | | **130** |
| **Elective units** | | | |
| Select a minimum of **ONE** elective with a minimum of **50** hours. | | | |
| BSBMED305 | Apply the principles of confidentiality, privacy, and security within the medical environment | | 20 |
| CHCCCS009 | Facilitate responsible behaviour | | 40 |
| CHCCCS015 | Provide individualised support | | 30 |
| CHCCCS026 | Transport individuals | | 20 |
| CHCPRP005 | Engage with health professionals and the health system | | 40 |
| HLTHPS001 | Take clinical measurements | | 50 |
| **Minimum elective units subtotal** | | | **50** |
| **Minimum total for scored VCE VET Units 3 and 4** | | | **180** |

Notes

† CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety requires:

* evidence to be demonstrated in the context of at least 1 workplace and
* assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and must involve persons approved of by relevant local community elders.

# Requires skills to be demonstrated in the workplace

§ HLTAIN001 Assist with nursing care in an acute care environment and HLTAIN002 Provide non-client contact support in an acute care environment require assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and is a registered nurse with current registration with the Australian Health Practitioner Regulatory Authority (AHPRA).

Mandatory Workplace Requirements

The HLT 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 Health program. Please refer to the information published in the HLT Training Package.

HLT33021 Certificate III in Allied Health Assistance (Release 1)

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Unit Title | | Nominal Hours |
| **Units 1 to 4** | | | |
| **Compulsory units:** | | | |
| CHCCOM005 | Communicate and work in health or community services | | 30 |
| HLTWHS001 | Participate in workplace health and safety | | 20 |
| HLTINF006 # | Apply basic principles and practices of infection prevention and control | | 35 |
| CHCDIV0001 | Work with diverse people | | 40 |
| **Compulsory units subtotal** | | | **125** |
| **Minimum total for VCE VET Units 1 and 2** | | | **180** |
| **Elective units:**  Select electives with a **minimum** of **55** hours.   * Compulsory units must be achieved before undertaking further elective units. * A minimum of ONE unit MAY be selected from **Group E Imported units** * To achieve an additional non-scored Unit 3–4 sequence, select further elective units with a minimum of **180** hours   Placement requirements are **mandated** for determining competency in some units as marked. Care must be taken to ensure placement can be guaranteed for assessment purposes. | | | |
| **Group A - Allied health stream** | | | |
| HLTAHA027# | Assist with an allied health program | | 80 |
| HLTAHA029# | Support independence and community participation | | 75 |
| HLTAHA030# | Assist with basic foot care | | 60 |
| HLTAHA041# | Support food services and dietetics in menu and meal order processing | | 45 |
| HLTAHA049# | Recognise the impact of health conditions | | 100 |
| HLTAHA033# | Conduct group sessions for individual outcomes | | 65 |
| **Group B - Disability stream** | | | |
| CHCCCS038 | Facilitate the empowerment of people receiving support | | 120 |
| CHCCCS006 | Facilitate individual service planning and delivery | | 120 |
| **Group C Aged care stream** | | | |
| CHCAGE007 | Recognise and report risk of falls | | 30 |
| CHCAGE011# | Provide support to people living with dementia | | 80 |
| **Group D - General electives** | | | |
| HLTOUT010 | Communicate in complex situations to support health care | | 70 |
| CHCCCS002 | Assist with movement | | 25 |
| CHCCCS020 | Respond effectively to behaviours of concern | | 20 |
| CHCDIV002^ | Promote Aboriginal and/or Torres Strait Islander cultural safety | | 25 |
| HLTINF002 | Process reusable medical devices and equipment | | 30 |
| HLTAID011 | Provide first aid | | 18 |
| HLTFSE001 | Follow basic food safety practices | | 30 |
| HLTHSS011 | Maintain stock inventory | | 15 |
| HLTWHS005 | Conduct manual tasks safely | | 30 |
| **Group E - Imported electives** | | | |
| BSBPEF301 | Organise personal work priorities | | 30 |
| HLTWHS002 | Follow safe work practices for direct client care | | 25 |
| CHCMHS001 | Work with people with mental health issues | | 80 |
| CHCCCS012 | Prepare and maintain beds | | 15 |
| HLTAID009 | Provide cardiopulmonary resuscitation | | 4 |
| **Disability** | | | |
| CHCDIS020 | Work effectively in disability support | | 65 |
| CHCADV001 | Facilitate the interests and rights of clients | | 100 |
| CHCDIS012 | Support community participation and social inclusion | | 60 |
| **Pharmacy** | | | |
| SIRCIND001~ | Work effectively in a community pharmacy | | 15 |
| SIRCCCS001~ | Interact with pharmacy customers | | 30 |
| SIRCPPA003~ | Assist customers with first aid products | | 20 |
| **Dental** | | | |
| HLTOHC008 | Inform and support patients and groups about oral health | | 40 |
| HLTDEN017 | Assist with administration in dental practice | | 40 |
| **Paramedicine** | | | |
| CHCLEG001 | Work legally and ethically | | 55 |
| HLTWHS006 | Manage personal stressors in the work environment | | 25 |
| **Minimum elective Units Subtotal** | | | **55-340** |
| **Minimum total for non-scored VCE VET Units 3 and 4** | | | **180** |
| **Scored units 3 and 4 - 2025** | | | |
| **Compulsory units** | | | |
| HLTAAP001 | Recognise healthy body systems | Release 1 | 70 |
| BSBMED301 | Interpret and apply medical terminology appropriately | Release 1 | 60 |
| **Minimum compulsory units** | | | **130** |
| **Elective units:** Select a **minimum of one** elective with a **minimum of 50 hours** | | | |
| HLTHPS001 | Take clinical measurements | | 50 |
| CHCPRP005 | Engage with health professionals and the health care system | | 40 |
| CHCCCS009 | Facilitate responsible behaviour | | 40 |
| CHCCCS015 | Provide individualised support | | 30 |
| HLTADM009 | Manage telehealth technology | | 60 |
| CHCCCS026 | Transport individuals | | 20 |
| BSBMED305 | Apply the principles of confidentiality, privacy, and security within the medical environment | | 20 |
| **Minimum elective units subtotal** | | | **50** |
| **Minimum total for scored VCE VET Units 3 and 4** | | | **180** |

Notes

# Requires skills to be demonstrated in the workplace. All units in Group A require:

* Assessment during a period of at least 120 hours of allied health assistance work. At least 60% of this work must be carried out in an allied health workplace. The remaining 40% may be carried out in a simulated environment if an allied health workplace is unavailable.
* Assessors to hold a  a Certificate IV qualified Allied Health Assistant with a minimum of three years of professional experience in allied health services; or are a registered Allied Health Professional.

^ CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety requires:

* evidence to be demonstrated in the context of at least 1 workplace and
* assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and must involve persons approved of by relevant local community elders.

~ Assessors are required to have a minimum of 2 years’ experience working in a retail pharmacy.

Imported units are sourced from other training packages or qualifications to support a vocational outcome or pathway.

Mandatory Workplace Requirements

The HLT 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 Health program. Please refer to the information published in the HLT Training Package.

HLT33115 - Certificate III in Health Services Assistance (Release 5)

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Unit Title | | Nominal Hours |
| **Units 1 to 4** | | | |
| **Compulsory units:** | | | |
| BSBWOR301 | Organise personal work priorities and development | | 30 |
| CHCCOM005 | Communicate and work in health or community services | | 30 |
| CHCDIV0001 | Work with diverse people | | 40 |
| HLTINF006 # | Apply basic principles and practices of infection prevention and control | | 35 |
| HLTWHS001 | Participate in workplace health and safety | | 20 |
| **Compulsory units subtotal** | | | **155** |
| **Minimum total for VCE VET Units 1 and 2** | | | **180** |
| **Elective units**:  Select a minimum of 3 electives, with a minimum of **25** hours.   * Compulsory units must be achieved before undertaking further elective units. * To achieve an additional non-scored Unit 3–4 sequence, select further elective units with a minimum of **180 hours** * A minimum of two units may be selected from Group E Imported units.   **Work placement is required for determining competency in some of the following units. Care must be taken to ensure placement can be guaranteed for assessment purposes.** | | | |
| **Group A - Food services** | | | |
| HLTFSE001~ | Follow basic food safety practices | | 30 |
| HLTFSE002~ | Provide ward or unit-based food preparation and distribution services | | 30 |
| HLTFSE003~ | Perform kitchenware washing | | 10 |
| HLTFSE004~ | Serve cafeteria customers | | 20 |
| HLTFSE005~ | Apply and monitor food safety requirements | | 60 |
| HLTFSE006~ | Prepare foods suitable for a range of client groups | | 40 |
| HLTFSE007~ | Oversee the day-to-day implementation of food safety in the workplace | | 45 |
| HLTFSE008~ | Conduct internal food safety audits | | 60 |
| HLTFSE009~ | Apply cook-freeze and reheating processes | | 25 |
| **Group B - Client care** | | | |
| CHCCCS002 | Assist with movement | | 25 |
| CHCCCS020 | Respond effectively to behaviours of concern | | 20 |
| HLTAIN001§ | Assist with nursing care in an acute care environment | | 120 |
| HLTAIN002§ | Provide non-client contact support in an acute care environment | | 40 |
| CHCCCS015 | Provide individualized support | | 30 |
| CHCCCS012 | Prepare and maintain beds | | 15 |
| **Group C - Health administration electives** | | | |
| BSBFLM312 | Contribute to team effectiveness | | 40 |
| BSBINN301 | Promote innovation in a team environment | | 40 |
| **Group D - Other electives** | | | |
| HLTHSS003 | Perform general cleaning tasks in a clinical setting | | 20 |
| HLTAID011 | Provide first aid | | 18 |
| HLTAID009 | Provide cardiopulmonary resuscitation | | 4 |
| HLTAID010 | Provide basic emergency life support | | 12 |
| CHCCCS010 | Maintain a high standard of service | | 30 |
| CHCDIV002^ | Promote Aboriginal and/or Torres Strait Islander cultural safety | | 25 |
| HLTTHE001 | Handle and care for operating theatre equipment | | 120 |
| HLTTHE002 | Assist with preparation of clients for operative procedures | | 150 |
| HLTTHE003 | Provide intra-operative equipment and technical support | | 120 |
| CHCAGE001# | Facilitate the empowerment of older people | | 50 |
| CHCAGE005# | Provide support to people living with dementia | | 80 |
| CHCDIS007# | Facilitate the empowerment of people with disability | | 100 |
| CHCMHS001 | Work with people with mental health issues | | 80 |
| HLTAHA025# | Contribute to client flow and client information management in medical imaging | | 35 |
| HLTAHA026# | Support the medical imaging professional | | 30 |
| HLTHSS003 | Perform general cleaning tasks in a clinical setting | | 20 |
| HLTHSS004 | Handle and move equipment, goods, and mail | | 20 |
| HLTHSS007 | Handle medical gases safely | | 20 |
| HLTOHC004# | Provide or assist with oral hygiene | | 30 |
| HLTSTE001 | Clean and disinfect reusable medical devices | | 35 |
| **Group E - Imported Electives** | | | |
| CHCCOM001 | Provide first point of contact | | 35 |
| HLTWHS002 | Follow safe work practices for direct client care | | 25 |
| BSBTEC201 | Use business software applications | | 60 |
| **Scored units 3 and 4 - 2025** | | | |
| **Compulsory units** | | | |
| HLTAAP001 | Recognise healthy body systems | Release 1 | 70 |
| BSBMED301 | Interpret and apply medical terminology appropriately | Release 1 | 60 |
| **Minimum compulsory units** | | | **130** |
| **Elective units :**Select a **minimum of one** elective with a **minimum of 50 hours** | | | |
| HLTHPS001 | Take clinical measurements | | 50 |
| CHCPRP005 | Engage with health professionals and the health care system | | 40 |
| CHCCCS009 | Facilitate responsible behaviour | | 40 |
| CHCCCS015 | Provide individualised support | | 30 |
| HLTADM009 | Manage telehealth technology | | 60 |
| CHCCCS026 | Transport individuals | | 20 |
| BSBMED305 | Apply the principles of confidentiality, privacy, and security within the  medical environment | | 20 |
| **Minimum elective units subtotal** | | | **50** |
| **Minimum total for scored VCE VET Units 3 and 4** | | | **180** |

Notes

# Requires skills to be demonstrated in the workplace.

^ CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety requires:

* evidence to be demonstrated in the context of at least 1 workplace and
* assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and must involve persons approved of by relevant local community elders.

§ HLTAIN001 Assist with nursing care in an acute care environment and HLTAIN002 Provide non-client contact support in an acute care environment require assessment to be undertaken by an assessor who satisfies the 2015 Standards for RTOs and is a registered nurse with current registration with the Australian Health Practitioner Regulatory Authority (AHPRA).

~ All units in Group A food service stream require skills to be demonstrated in an operational food preparation area and / or food service environment. This can be an industry workplace or an industry-realistic simulated environment.

Additional information

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

* Infection prevention and control units of competency: Schools and training providers are advised that in accordance with the AISC direction the new infection prevention and control units should replace the superseded units in all current CHC and HLT qualifications. No transition period is available. All new units must be delivered from 1st March 2023. This does not apply to schools still completing superseded qualifications.
* Prior to engaging in structured workplace learning (SWL), students must be undertaking or have completed the workplace health and safety unit aligned with the VCE VET program.

Mandatory Workplace Requirements

The HLT 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 Health program. Please refer to the information published in the Health Training Package.

[Health Training Package](https://training.gov.au/training/details/hlt)

Resources

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

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

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

Appendix

Credit arrangements

VASS industry group

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

VET credit arrangements

Accruing credit in one certificate

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

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

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

Accruing credit across multiple certificates

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

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

Accruing credit in a VE2 – SBAT

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

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

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

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

VCE VM credit arrangements

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

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

VPC credit arrangements

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

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

‘Get VET’ resources

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

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

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

VCE VET program chart

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

Scored assessment

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

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

Study score

To be eligible for a study score students must:

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

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

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

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

ATAR contribution

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

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

Scored VCE VET program

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

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

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

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

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

Scored VCE VET program with an additional   
non-scored stream

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

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

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

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

Non-scored VCE VET programs and all other VET

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

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

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

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

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