



**HALLAM**  
SECONDARY COLLEGE



# 2025 VET Course Guide

*Hallam Secondary College is one of the largest quality training providers for VET in Schools in South East Melbourne with strong links to industry and employment pathways.*

# Courses offered at Hallam Secondary College

---

## VET Building & Construction

22614VIC Certificate II in Building and Construction  
Pre-apprenticeship  
**Unscored Certificate**

RTO: 22249 Hallam Secondary College

The VET Building and Construction program, delivered over two years, is drawn from a national training package and from Victorian accredited curriculum that offers a portable qualification recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in applying basic levelling procedures, carrying out basic measurements and calculations, communicating in the workplace, erecting and safely using working platforms, interpreting basic plans and drawings, preparing and applying for work in the construction industry, working effectively and sustainably in the construction industry and understanding workplace safety practices onsite.

This Certificate is designed to give students the opportunity to gain experience across several building trades within the building sector.

**Please Note:** This program only provides partial completion due to time constraints. Students are able to finish the full qualification at another RTO.

## VET Heavy & Light Rail

22537VIC Certificate II in Heavy & Light Rail Fundamentals  
**Unscored Certificate**

RTO: 22249 Hallam Secondary College

The purpose of this course is to provide learners with basic knowledge and skills in key areas of the heavy (train) and light (tram) rail industry in Victoria. This will enable them to make a more informed choice to transition into entry level employment or further study within an area of the industry which best suits their interest, capabilities and career aspirations.

The development of the skills and knowledge may enable graduates to transition into employment within the rail industry as part of an apprenticeship/traineeship in areas including customer service adviser, maintenance, shunting, rail administration with an accredited rail transport authority.

Alternatively, graduates may seek to transition into a Certificate III (three) qualification in areas including rail infrastructure, rail signalling, rail co-ordination, rail customer service or other certificate level qualifications.

## VET Information Technology

ICT30120 Certificate III in Information Technology  
(Incorporating ICT20120 Certificate II in Applied Digital Technologies)  
**VCE VET - Scored Certificate**

RTO: 22249 Hallam Secondary College

The VET Information, Digital Media and Technology program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in connecting computer hardware, computer building, using a range of software packages to produce organisational documents, detecting and protecting systems from spam and destructive software, installing software applications, setting up small computer networks and providing IT advice to clients.

This is an entry-level Certificate for students wanting to pursue a career or further training in various sectors of the information and communications industry. Scored assessment is available in the second year of this program.

## VET Beauty

SHB30121 Certificate III in Beauty Services  
**Unscored Certificate**

RTO: 22249 Hallam Secondary College

The VET Beauty program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in makeup application, nail technology, makeup demonstrations, effective customer communication and working within a customer service and/or retail environment.

This is an entry-level Certificate for students wishing to pursue a career or further training in the hairdressing and beauty services industry.

## VET Salon Assistant

SHB20216 Certificate II in Salon Assistant  
**Unscored Certificate**

RTO: 22249 Hallam Secondary College

The Certificate II Salon Assistant program is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge to enhance their employment prospects in the hairdressing and beauty services industry.

## VET Hair & Beauty

SHB20216 Certificate II in Salon Assistant (Incorporating units from SHB30121 Certificate III in Beauty Services)  
**Unscored Certificate**

RTO: 22249 Hallam Secondary College

The VET Hair & Beauty program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge to enhance their employment prospects in the hairdressing and beauty services industry.

## VET Sport Coaching

SIS20321 - Certificate II in Sport Coaching

RTO: TBC

This qualification reflects the role of individuals who apply the skills and knowledge to conduct pre-planned coaching sessions with foundation level participants in a specific sport.

This qualification pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry.

Individuals with this qualification use a defined and limited range of basic coaching skills to engage participants in a specific sport and are involved in mainly routine and repetitive tasks using limited practical skills and basic sport industry knowledge. They work under the supervision of a coach.

Possible job role titles depend on the specific sport may include assistant coach.

# Courses offered at Hallam Secondary College

---

## VET Health Services Assistance

HLT33115 Certificate III in Health Services Assistance  
**VCE VET - Scored Certificate**

RTO: TBC

The VET Health program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in being able to manage client movement/transport patients, recognise healthy body systems in a health care context, understanding basic medical terminology and health specific communication skills, taking clinical measurements, responding to difficult clients and first aid skills.

This is an entry-level Certificate that assists students to provide a range of services to clients in areas such as in-home care, rehab, hospitals, aged care and disability centres. With further education and training, students can work in careers such as physiotherapy, nursing and exercise physiology. Scored assessment is available in the second year of this program.

## VET Community Services

CHC32015 Certificate III in Community Services  
(Incorporating CHC22015 Certificate II in Community Services)  
**VCE VET - Scored Certificate**

RTO: TBC

The VET Community Services program, delivered over two years, is drawn from a national training package offering portable qualifications that are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge in interacting and communicating with young children, people with disabilities and those in aged care.

The course is designed to include projects that prepare students for a range of tasks they could perform if they enter this industry, including a better understanding of our diverse cultures, solving workplace problems and first aid skills.

Essentially, students will learn the skills necessary to follow a pathway where they provide the first point of contact and assist individuals in meeting and responding to their needs within a community framework.

This is an entry-level Certificate for students to pursue a career or further training in related industries within the community services sector. Scored assessment is available in the second year of this program.

## VET Music - Performance

CUA30920 Certificate III in Music (Performance)  
**VCE VET - Scored Certificate**

RTO: 0109 Australian College of the Arts Pty Ltd (COLLARTS)

The VET Music Industry program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in preparing for performances, developing improvisation skills, extending technical skills in performance, composing simple songs and expanding critical listening skills.

This is an entry-level Certificate for students wishing to pursue a career or further training within the music industry. Scored assessment is available in the second year of this program.

## VET Music - Sound Production

CUA30920 Certificate III in Music (Sound Production)  
**VCE VET - Scored Certificate**

RTO: 0109 Australian College of the Arts Pty Ltd (COLLARTS)

The VET Music Industry program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in fundamental acoustic principles, microphone types and techniques, setting up and running professional sound reinforcement systems, basic sound editing, recording and mixing.

This is an entry-level Certificate for students wishing to pursue a career or further training within the music industry. Scored assessment is available in the second year of the program.

## VET Cookery

SIT20421 - Certificate II in Cookery  
**VCE VET - Scored Certificate**

RTO: TBC

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not meet the requirements for trade recognition as a cook but can provide a pathway towards achieving that.

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

## VET Creative and Digital Media

CUA31020 Certificate III in Screen and Media  
**VCE VET - Scored Certificate**

RTO: 0109 Australian College of the Arts Pty Ltd (COLLARTS)

The VET Creative and Digital Media program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in 2D digital animations, web design, writing content for a range of media, web-site creation and creating visual design components.

This is an entry-level Certificate for students wishing to pursue a career or further training in the screen and media industry in areas such as film and television production, animation, radio broadcasting and photography. Scored assessment is available in the second year of this program.

**\*NOTE:** Please refer to the Hallam Secondary College website for up-to-date information or any changes to transition plans or to courses offered.

It is recommended that all students visit the Hallam Secondary College website for more information on training and assessment, units of competency, policies, procedures including recognition of prior learning, credit transfer, and information on rights, roles and responsibilities before enrolling

# Courses offered at Hallam Secondary College

## VET Business

BSB30120 Certificate III in Business  
**VCE VET - Scored Certificate**

RTO: TBC

The VET Business program, delivered across two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of knowledge and skills in information and communications technology, administration, communication, creativity and innovation, design, finance, knowledge management, leadership, regulation, stakeholder relations and workforce development.

This is an entry-level Certificate for students wanting to pursue a career or further training in business studies. Scored assessment is available in the second year of this program.

## VET Visual Arts

CUA31120 Certificate III in Visual Arts  
**Unscored Certificate**

RTO: TBC

The VET Visual Arts program, delivered over two years, is drawn from a national training package offering a portable qualification that is recognised throughout Australia. This qualification provides students with a broad range of knowledge and skills to enhance their employment prospects in a visual arts environment or related industry.

The focus is on design, drawing, sculpture, digital art, working innovatively in a team environment, as well as preparing artwork for exhibition. Visits to galleries enhance the development of student's artwork. Students will research tertiary courses and career pathways, as well as produce a folio suitable for tertiary interviews.

# Courses accessible offsite for Hallam Secondary College Students

## VET Automotive

AUR20720 Certificate II in Automotive Vocational Preparation  
**Unscored Certificate**

RTO: TBC

This qualification provides students with a broad range of skills and knowledge in applying safe working practices in an automotive workplace, using and maintaining workplace tools and equipment, operating electrical testing equipment, vehicle engine reconditioning, vehicle servicing and maintenance, battery maintenance and brake servicing.

This is an entry-level Certificate for students wishing to pursue a career or further training in the automotive industry in areas such as a trimmer, detailer, panel preparer, painter, light vehicle mechanic, heavy vehicle mechanic, motorcycle mechanic.

## VET Plumbing

22569VIC Certificate II in Plumbing (Pre-apprenticeship)  
**Unscored Certificate**

RTO: TBC

The VET Plumbing program, delivered over two years, is drawn from Victorian accredited curriculum and offers a portable qualification that is recognised throughout Australia.

This qualification provides students with a broad range of skills and knowledge in plumbing applications, using materials such as metals and plastics and an ability to read plans in general and construction plumbing.

The VET Plumbing program is a pre-employment course designed to meet the needs of students wishing to pursue a career in the plumbing industry.

## VET Electrotechnology

UEE22020 Certificate II in Electrotechnology (Career Start)  
**Unscored Certificate**

RTO: TBC

This qualification aims to provide participants with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the Electrotechnology related industries and enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

The Electrotechnology program reflects the new trends emerging as a result of the convergence of information and communications technology and electronics technologies and their applications in industry.

# Additional information about choosing a VET subject at Hallam Secondary College

In your course counselling appointment, you will have conversations with a staff member about making informed choices around your subjects.

Please have a look at the resources listed for more detailed information regarding the certificates that we offer.

1. **GET VET Student Guide**  
<https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx>
2. **VET Pathways in schools (priority and flexible pathways)**  
<https://www.vic.gov.au/vet-pathways-schools>
3. **VCE VET Programs**  
<https://www.vic.gov.au/vet-pathways-schools>

At the time of publication, all RTO's, course codes and titles are correct. Hallam Secondary College reserves the right to change the external RTO it partners with and will update any course codes and titles as they are changed on the national register. Any future students will be advised of such changes prior to enrolment.

It is recommended that all students access the VCAA website to access more detailed information on these courses:  
<https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/VETProgramVideoLibrary.aspx>.

All prospective students can access the course guide links to all external courses offered onsite at Hallam by visiting the college website.



**P:** 9703 1266 **E:** [hallam.sc@education.vic.gov.au](mailto:hallam.sc@education.vic.gov.au)  
Frawley Road Hallam VIC 3802

V1.0 May 2024