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## Certificate II in Automotive (Technology Studies)

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This is a pre-apprenticeship program for students looking at a career as a motor mechanic, panel beater, and spray painter or as an automotive electronics specialist. The program will run at Hoppers Crossing Secondary College, and be auspiced by Victoria University.

Competencies involved in Automotive

### *Year one of the program*

CODE	MODULE TITLE
VBN 664	Carry out Industry Research
AURC 270103 A	Apply Safe Work Practices
NCS 003	Job Seeking Skills
AURT 270278 A	Use and maintain workplace tools and equipment
VBN 652	Dismantle and assemble engine, four stroke multi-cylinder petrol
VBN 666	Remove and replace wheel and tyre assemblies
VBN 675	Recharge Batteries
VBN 668	Operate electrical test equipment

### *Year two of the program*

CODE	MODULE TITLE
VBN 653	Remove and Replace engine cylinder head
VBN 657	Dismantle and assemble fuel pump
VBN 662	Remove and replace clutch assembly
VBN 663	Remove and replace suspension, front springs
VBN 655	Dismantle and assemble carburettor
VBN 692	Remove and replace steering assembly
VBN 659	Dismantle and assemble transmission manual conventional
VBN 676	Construct basic electronic circuits

***Cost of program: To be advised***

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***For any further enquiries:*** Ms Sandra Avellino, VET Coordinator, The Grange P-12 College. PH: 9748 9166.  
[vetinfo@thegrange.vic.edu.au](mailto:vetinfo@thegrange.vic.edu.au)




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## Certificate II and III in Hospitality

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This course is designed for students considering a career in the Hospitality and tourism industry, including cooking, catering, hotel management and related careers. This first year of the course is delivered at The Grange P-12 College by a Registered Training Organisation called Inner Melbourne VET Cluster.

Competencies involved in Hospitality

### *Year one of the program*

CODE	MODULE TITLE
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001A	Follow health, safety and security procedures
SITHIND001A	Develop and update hospitality industry knowledge
SITXOHS002A	Follow workplace hygiene procedures
SITHCCC001A	Organise and prepare food
SITHCCC002A	Present food
SITHCC004A	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC003A	Receive and store kitchen supplies

*Year two of the program students may select either the Kitchen Operations stream.*

### *Kitchen Operations:*

CODE	MODULE TITLE
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC006A	Prepare appetisers and salads
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC013A	Prepare hot and cold desserts
Electives: Select ONE	
SITHCCC010A	Select, prepare and cook poultry
SITHCCC015A	Plan and prepare food for buffets



The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$450***

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## CERTIFICATE II IN BUSINESS ADMINISTRATION

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This course is designed for students considering a career pathway to TAFE Certificates/Diplomas in Business; Office Administration; Personal Assistant; Receptionist or Office Manager.

Competencies involved in Business Administration

### *Year one of the program*

CODE	MODULE TITLE
BSBOHS201A	Participate in OHS processes
BSBCMM201A	Communicate in the workplace
BSBWOR203A	Work effectively with others
BSBITU201A	Produce simple word processed documents
BSBWOR202A	Organise and complete daily work activities
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically

In Units 1 and 2 of this certificate students are involved in the TOLL Virtual VIC practice firm. Students will have the opportunity to mimic real life business activities in a virtual business.

### *Year two of the program*

CODE	MODULE TITLE
FNSICGEN305A	Maintain daily financial/business records
BSBWOR301A	Organise personal work priorities and development
BSBINM301A	Organise workplace information
BSBITU306A	Design and produce business documents
BSBINN301A	Promote innovation in a team environment

The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$200***

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## CERTIFICATE II IN COMMUNITY RECREATION

Career pathways resulting from this course may include traineeships in the Sport and Recreation industry including Gyms, the AFL, Recreation Centres, Councils, TAFE and University courses in Sport and Recreation, Exercise Science, Physical/Outdoor Education, Fitness Leadership, Recreation, Sport Coaching or Sport Administration.

Competencies involved in Community Recreation

### *Year one of the program*

CODE	MODULE TITLE
BSB CMN 202A	Organise daily work priorities activities
SRX FAD 001A	Provide first aid
SRX GCSO 02A	Deal with client feedback
SRX INU 001A	Develop knowledge of the sport and recreation industry
SRX OHS 001B	Follow defined occupational health and safety policies and procedures
BSB CMN 101A	Prepare for work
BSB CMN 102A	Complete daily work activities
SRC CRD 002B	Apply the principles of community development to community recreation work
SRC CRO 002B	Respond to clients at risk
SRC CRO 003B	Apply point of sale handling procedures in a recreation setting
SRF CAI 001B	Assist in preparing sport and recreation sessions for participants
SRF CAI 002B	Assist in conducting sport and recreation sessions for participants
SRX EMR 001A	Respond to emergency situations
SRC CAP 001A	Apply basic exercise science to community activity program
SRC CAP 002A	Promote the benefits of healthy eating to participants
SRC CAP 003A	Demonstrate the basis of body functioning to an activity group
SRC CAP 004A	Support delivery of a group activity
SRC CAP 005A	Perform warm up, stretching and cool down techniques before and after participation in an activity

### *Year two of the program*

CODE	MODULE TITLE
SRX INU 002A	Apply sport and recreation law
SRX RIK 001A	Undertake risk analysis of activities
SRX INU 003A	Analyse participation patterns in specific markets of the leisure and recreation industry
SRX CAI 004B	Plan a session for participants
SRX CAI 005B	Conduct a sport and recreation session for participants
SRX GRO 001A	Facilitate a group
SRX RES 001B	Educate the public on the safe use of sport and recreational resource
SRX GRO 002A	Deal with conflict



SRC CRO 007B	Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities
SRF FIT 001B	Provide orientation to clients prior to undertaking a fitness program
SRF FIT 003A	Undertake client induction and screening
SRF FIT 004B	Develop basic fitness programs
SRF FIT 005B	Apply basic exercise science to exercise instruction
SRF FIT 006A	Use and maintain core fitness industry equipment

Unit 3 and 4 sequence does include formal examination and the subject has a score similar to other VCE VET programs which have exams. The study score of this subject will be used to calculate the ENTER of the student.

Both Units 1 and 2, and Units 3 and 4 may include a work placement.

***Cost of program: \$150***



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## CERTIFICATE III IN COMMUNITY SERVICES (COMMUNITY WORK)

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The course provides students with the skills, knowledge, attitudes and values appropriate for undertaking further training in the community services and health industry. It introduces students to a wide range of career path opportunities and the course is supported by a belief in the value of community, providing students with the opportunity to network with a wide range of people throughout the course and in the community services industry. As a result training and skill development focuses on communication with clients and colleagues, occupational health and safety principles, how to effectively participate in the workplace, as well as learning about advocacy, casework and how to implement a community development strategy. Students may also be given the opportunity to undertake specialist competencies in the area of child care, disability and/or aged care.

Competencies involved in Community Services (Community Work):

### *Year one of the program*

CODE	MODULE TITLE
CHCCS201A	Prepare for work in the Community Services Industry
CHCCOM1B	Communicate with people accessing the services of the organisation
CHCORG1B	Follow the organisation's Occupational Health and Safety policies (includes First Aid certificate)
CHCORG1B	Work with others
CHCOHS201A	Follow OHS procedures
HLTFA1A	Apply basic First Aid
CHCDIS20A	Introduction to Disability Work
CHCCD7B	Support community resources

- Please note: students will be required to complete independent tasks outside of class time (total of 28 hours); together with structured work placement of 70 hours.



*Year two of the program*

CODE	MODULE TITLE
CHCYTH1C	Work effectively with young people
CHCCW11B	Operate under a casework framework
CHCGROUP2C	Support Group activities
CHCRH1B	Orientation to work in the leisure and health industry
CHCAD1C	Advocate for clients
CHCCD12D	Apply a community development framework

The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$250***

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## CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

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Career pathways resulting from this course may include apprenticeships/traineeships in the Clothing Industry; TAFE and University courses in Fashion Design, Pattern making and Garment Construction or Clothing technology.

Competencies involved in Clothing Development for Clothing Products::

### *Year one of the program*

CODE	MODULE TITLE
LMTGN2001B	Follow defined OHS policies and procedures
LMTGN2002B	Apply quality standards
LMTCL2001B	Use a sewing machine
LMTFD2005B	Identify design process for fashion designs
LMTFD2001B	Design and produce a simple garment
LMTGN2003B	Work in the textiles, clothing and footwear industry
LMTCL2004B	Sew components (P)
LMTCL2010B	Modify patterns to create basic styles
LMTCL2011B	Draw and interpret a basic sketch

Students may exit with Certificate II in Clothing Production at the completion of units one and two.

### *Year two of the program*

CODE	MODULE TITLE
LMTGN2001B	Follow defined OHS policies and procedures
LMTGN2002B	Apply quality standards
LMTCL2001B	Use a sewing machine

***Cost of program: \$450***

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## CERTIFICATE II IN ELECTROTECHNOLOGY (SHARED TECHNOLOGY)

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Career pathways resulting from this course include: automotive, building and construction, electrical, electronics, engineering and Information Communication Telecommunications.

Competencies involved in Electrotechnology:

### *Year one of the program*

CODE	MODULE TITLE
VBP118	Carry out a shared technology project
VBP128	Set up & test an embedded control system
VBP131	Construct, configure a basic robotic system
VBP138	Maintain rechargeable battery systems

### *Year two of the program*

CODE	MODULE TITLE
UTENES050A	Identify and select components / accessories / materials for electro work activity
UTENES056A	Apply technology and concepts to electrotech work activities
VBP141	Install a sustainable energy power system
VBP132	Program a basic robotic system

***Cost of program: \$250***

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## CERTIFICATE II IN ENGINEERING TECHNOLOGY

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**This course is only offered as a School Based New Apprenticeship (SBNA).**

Career pathways resulting from this course may include apprenticeships in Engineering, Welding, Metals industry; Boilermaking; Electrical Industry or TAFE options in Engineering.

Competencies involved in Engineering:

CODE	MODULE TITLE
MEM 11.11B	Undertake manual handling
MEM 12.23A	Perform engineering measurements
MEM 12.24A	Perform computations
MEM 13.14B	Apply principles of OHS in the work environment
MEM 14.4A	Plan to undertake a routine task
MEM 15.24A	Apply quality procedures
MEM 15.2A	Apply quality systems
MEM 16.7A	Work with others in a manufacturing, engineering or related environment
MEM 18.1C	Use hand tools
MEM 18.2B	Use power tools/hand held operations
MEM 3.1B	Perform manual production assembly
MEM 5.50B	Perform routine gas metal arc welding
MEM 5.5B	Carry out mechanical cutting
MEM 5.7C	Perform manual heating and thermal cutting
MEM 7.32B	Use workshop machines for basic operations
MEM 9.2B	Interpret technical drawing

***Cost of program: \$400***

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## CERTIFICATE II IN EQUINE INDUSTRY

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Career pathways resulting from this course may include apprenticeships and Traineeships in the Equine Industry; Stablehand; Strapper/Groom; Jockey; Animal Husbandry; Horse Breeding or Horse Racing Industry.

Competencies involved in Equine Studies

### *Year one of the program*

CODE	MODULE TITLE
VBM 656	Work effectively in the equine industry
VBM 657	Identify and develop a career path in the equine industry
VBM 658	Communicate within the equine industry
VBM 660	Horse riding or driving industry
VBM 661	Handle horses safely in the equine industry
VBM 662	Care for horses in the equine industry
VBM 709	Assist in preparation of a horse for a competition
RGRH 101A	Introduction to OH and S procedures

### *Year two of the program*

CODE	MODULE TITLE
VBM 659	Monitor horse health
VBM 662	Care for horses in the equine industry
RTE 2104A	Carry out regular horse observation
RGRH 311A	Apply principles of basic anatomy and physiology to horses
RGRH 318A	Determine nutritional requirements of standardbreds or thoroughbreds
<b>VBM 663</b>	<b><i>Horse riding or driving skills II – specific equine discipline</i></b>
<b>VBM 664</b>	<b><i>Assist in the conduct of an event in the equine industry</i></b>
<b>VBM 739</b>	<b><i>Identify horse breeding principles and assist in practices</i></b>

*Competencies in bold are electives*

The unit 3 and 4 sequence does not include a formal exam at end of year, but receives a 10% increment towards the total enter score of the student.

***Cost of program: \$450***

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## CERTIFICATE III IN INFORMATION TECHNOLOGY

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Career pathways resulting from this course may include traineeships as Computer Technician, Information Technology Support person, Database management; TAFE and University courses in Software Development, Games, Multimedia, Information technology, Business computing, Network Administration, Computer programming, Database management or Computer technician.

Competencies involved in Information Technology:

### *Year one of the program*

CODE	MODULE TITLE
ICAU1128A	Operate a personal computer
BSBCM106A	Follow workplace safety procedures
ICAD2012A	Design organisational documents using computing packages
ICAU2005A	Operate computer hardware
ICAU2006A	Operate computing packages
ICAU2013A	Integrate commercial computing packages
ICAU2231A	Use computer operating system
ICAW2001A	Work effectively in an IT environment
ICAW2002A	Communicate in the workplace

### *Year two of the program*

Common Core units:

CODE	MODULE TITLE
ICAD3218A	Create user documentation
ICA13020A	Install and optimise operating system software
ICAT3025A	Run standard diagnostic tests
ICAU3004A	Apply occupational health and safety procedures
ICAS3031A	Provide advice to clients



Students will then select between the following streams:

**APPLICATIONS STREAM:**

CODE	MODULE TITLE
ICAU3126A	Use advanced features of computer applications
ICAU3028A	Customise packaged software applications for clients

**NETWORK ADMINISTRATION STREAM:**

CODE	MODULE TITLE
ICA13101A	Install and manage network protocols
ICAS302A	Provide basic system administration
ICAS303A	Provide network systems administration
ICAS3121A	Administer network peripherals

The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$150***



## CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

Career pathways resulting from this course may include traineeships in Multimedia Development; TAFE and University Courses in Multimedia, Web page Development; Digital filmmaking and animation; copywriting in Multimedia and Advertising or Design courses.

Competencies involved in Creative Industries (Media):

### *Year one of the program*

CODE	MODULE TITLE
BSBCRT101A	Apply critical thinking techniques
CUFIND201A	Develop and apply creative arts industry knowledge
BSBOHS201A	Participate in OHS processes
BSBWOR203A	Work effectively with others
<b>TWO specialist units must be selected from the following:</b>	
CUFCAM201A 30	Assist with a basic camera shoot
CUFDIG201A	Maintain interactive content
CULLB307C	Use multimedia 30
ICPMM296A	Create and test
CUFAIR201A	Develop information on radio
CUFPOS201A	Sound editing
CUFRES201A	Content for broadcast or publication
CUEPRP03B	Knowledge of props construction
CUFPRP201A	Maintain and alter props
CUESCE05B	Apply a general knowledge of scenic art
CUFSCE201A	Prepare and prime scenic art cloths
CUFSCE202A	Repair, maintain and alter scenic art
CUESET05C	Apply set construction techniques
CUESOU07B	Apply a general knowledge of audio to work activities
CUSSOU04A	Record sound
CUSSOU09A	Mix sound sources
CUFSOU204A	Perform basic sound editing



*Year two of the program*

CODE	MODULE TITLE
CUFANM301A	2D digital animations
CUFWRT301A	Write content for a range of media
BSBDES302A	Explore and apply the creative design process to 2D forms
CUFDIG302A	Author interactive sequences
CUFDIG301A	Prepare video assets
CUFDIG304A	Create visual design components

The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$100***



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## CERTIFICATE III IN MUSIC (Technical Production)

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Career pathways resulting from this course may include traineeships in Music Industry; TAFE and University courses in Music, Music Industry, Audio/Sound production, music teaching or music performance.

Competencies involved in Music (Technical Production):

### *Year one of the program*

CODE	MODULE TITLE
CUSBGE 01A	Develop and update music industry knowledge
CUSADM 07A	Establish and maintain work and contractual relationships
CUSSAF 02A	Follow health, safety procedures in the music industry
CUSSOU 06A	Lay sound tracks
CUSSOU 05A	Install, align and test sound equipment
CUEAUD 3A	Operate audiovisual equipment
CUESOU 1A	Repair and maintain sound equipment
CUSSOU 13A	Set-up, operate and re-dig portable sound recording equipment
CUSADM 08A	Address copyright requirements
CUELGT 5A	Operate lighting

### *Year two of the program*

CODE	MODULE TITLE
CUSSOU24A	Edit sound using computerised digital equipment/systems
CUSSOU11A	Operate sound mixing console
CUSSOU08A	Operate sound reinforcement system
CUSSOU09A	Mix sound sources

The unit 3 and 4 sequence of this course involves an end of year exam and students receive a scored assessment as with other VCE unit 3/4 studies.

***Cost of program: \$220***

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[vetinfo@thegrange.vic.edu.au](mailto:vetinfo@thegrange.vic.edu.au)



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## CERTIFICATE II IN HAIRDRESSING

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Career pathways resulting from this course may include apprenticeship in Hairdressing; TAFE courses in Make-Up, Beauty Therapy, Modelling, Cosmetics, Nail Technology and Wig making.

This is a one-year program where selected competencies from the certificate are taught. The program offers unit one and two credit only, and is designed as a pre-apprenticeship program for the Hair and Beauty Industry.

Competencies involved in Hairdressing:

### *Year one of the program*

CODE	MODULE TITLE
WRHCL201A	Apply temporary hair colour and remove residual colour products
WRHCS201A	Prepare clients for salon services
WRHCS202A	Maintain tools and equipment
WRHCS204A	Maintain and organise work areas
WRHCS205A	Follow personal health and safety routines at work
WRHCS206A	Perform head, neck and shoulder massage
WRHCS207A	Develop hairdressing industry knowledge
WRHCS201A	Dry hair to shape
WRHHD202A	Apply single, two and three strand braiding techniques
WRHWP201A	Assist colleagues providing multiple salon services as a team member
WR RCS1B	Communicate in a retail environment
WRRLP1B	Apply safe working practices

**Students must complete a Work Placement component for this course.**

**Students entering this course must be 15 years old when they begin this course.**

***Cost of program: \$400***

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## CERTIFICATE II IN DANCE

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The VCE VET Unit 1-2 core units of competence include applying first aid, developing basic dance techniques and a basic level of physical condition for dance performance.

The VCE VET Unit 3-4 sequence incorporate core units such as preparing self for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

The VCE VET Dance program contributes to the professional orientation of articulate dancers who aspire for both the technical dance skills necessary to work professionally as well as academic and theoretical knowledge and skills that will equip them to work in a variety of areas within the Entertainment Industry.

### *Year one of the program*

CODE	MODULE TITLE
HLTFA1A	Apply basic First Aid
VBQU065	Develop a basic level of physical condition for dance performance
VBQU066	Develop basic dance techniques
CUECOR02B	Work with others
CURFSAF01B	Follow health, safety and security procedures
CUVCOR11A	Source information on history and theory and apply to own area of work.

### *Year two of the program*

CODE	MODULE TITLE
CUEIND01B	Source and apply entertainment industry knowledge
VBQU067	Prepare self for a dance performance
VBQU068	Refine basic dance techniques
VBQU069	Apply basic dance techniques for performances

***Cost of program: \$100***

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## Certificate II in Building Construction (Carpentry)

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This course is designed for students interested in building and construction industry and related careers. This course will be completed off campus at Victoria University one day a week, and as a result a student may miss classes in their normal timetable.

Competencies involved in the Building and Construction course

### *Year one of the program*

CODE	MODULE TITLE
VBM 987	Career Studies
VBM 985	Building and Construction industry induction
VBN 235	Communications for the building industry
VBM 988	Workplace safety and environmental procedures
VBN 111	Basic First Aid
VBM 990	Levelling
VBM 991	Safe handling of plant and power tools
VBM 992	Introduction to scaffolding

### *Year two of the program*

CODE	MODULE TITLE
VBN 236	Quality Principals for the Building Industry
VBM 986	Workplace documents and plans
VBM 989	Building Structures
VBN 234	Calculations for the Building Industry
VBN 003	Floor and Wall Framing
VBN 004	Roof Framing
VBN 007	Basic Setting out
VBN 009	External Cladding

***Cost of program: \$566***

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## Certificate II in Electrotechnology Studies (Pre Vocational)

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This course is designed for students interested in the electrical field. This course will be completed off campus at Victoria University **one day** a week at Sunshine, and as a result a student may miss classes in their normal timetable.

Competencies involved in the Certificate II in Electrotechnology Studies (Pre-Vocational are:

CODE	MODULE TITLE
UEENEEE042B	Produce routine products for carrying out electro work activities
UEENEEE005B	Fix and secure equipment
UEENEE002B	Dismantle, assemble and fabricate electro components
UEENEEE007B	Use drawings, diagrams, schedules and manuals
UEENEEC001B	Maintain documentation
UEENEED001B	Use basic computer application relevant to the workplace
VPAU349	Work safely in the construction industry (CI Card)

This is a one year course and designed for those students considering an apprenticeship.

***Cost of program: \$520***

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