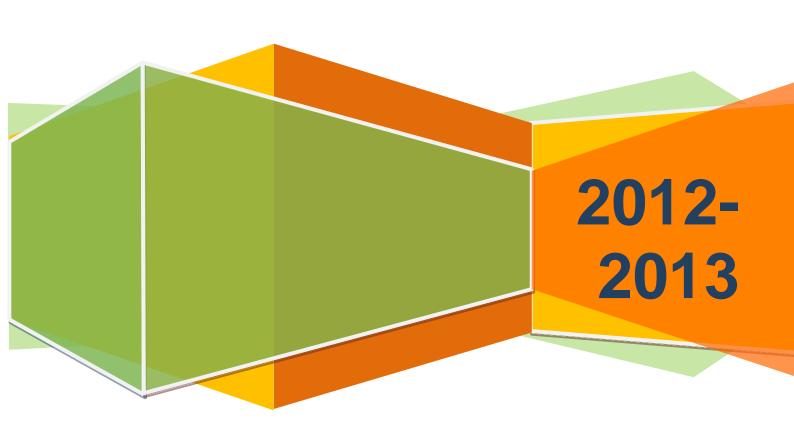# Wellington High School

VET Stage 6 Prospectus

2012- 2013

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING

Information for Students Undertaking School Delivered VET Course

Western NSW Region is a Registered Training Organisation providing entry level training within the context of the Higher School Certificate. The following document provides important information about vocational courses delivered by Western NSW Region.

The following information is to be provided to students as part of a school's prospectus or subject selection information.

General

VET courses offer dual accreditation: students who successfully complete these courses will gain unit credit toward their HSC and will receive a nationally recognised industry based qualification. Information regarding courses is to be made available in the school's prospectus or subject selection booklet.

Framework and Non Framework Courses

VET courses are generally broken into two groups, Industry Curriculum Framework courses and Non Framework courses. Both groups will provide units of credit towards the students HSC. Similarly both groups will give students access to a nationally recognised qualification.

Industry Curriculum Framework courses are category B subjects for the purpose of calculating an Australian Tertiary Admission Rank (ATAR). The ATAR is the new method of determining university admission. The ATAR replaces the University Admission Index (ATAR). Only ONE Category B Course may be used towards the student's ATAR, Non Framework courses cannot be used towards the ATAR.

Assessment Procedures

Assessment of students in VET courses is competency based. This means that evidence of achievement of competency is produced by the student, gathered by an assessor, usually the teacher of the course and judged against agreed industry standards.

Generally assessments are practical in nature and reflect the type of tasks that would be required to be performed in the workplace, however written assessments may be used to assess knowledge and understanding of concepts elated to the course.

Evidence of competence can be gathered by the assessor in a variety of ways. Like all other HSC courses, some of the evidence gathered will be through formal assessment tasks or events such as project work, presentation of portfolios, practical demonstrations, as well as pen and paper tests. This is called "summative assessment". However, unlike other HSC courses, there is also an ongoing informal assessment component where the assessor gathers evidence using such strategies as classroom observation, student self-assessment, and reports from others such as work placement reports. This is called "formative assessment".

The school will develop a document for each VET course outlining a schedule of summative tasks in line with Board of Studies policy. This document will be provided to students at the course induction as part of the Course Commencement Package.

Optional External HSC Examination

Industry Curriculum Framework courses have an optional external HSC exam for students wishing to include their mark in the calculation of the ATAR. Students who sit for the optional HSC exam will have an estimate mark submitted to the Board of Studies by the school. This estimate mark will only be used in the event of a claim of misadventure being upheld by the Board of Studies. Schools are required to indicate the method of determining the estimate marks in their assessment information.

Client Selection, Enrolment and Induction Procedures

VET courses are available to all students in Years 11 and 12. VET courses may also be available to students in Years 9 and 10 where approved by the Board of Studies.

Students can access information about VET courses from this document, the school's VET Co-ordinator or Careers Adviser.

A course induction will be delivered by classroom teachers at the beginning of each course. Students will receive at the induction a course commencement package including the RTO's code of practice, information regarding the specific course they are studying, recognition of prior learning procedures, assessment procedures, information regarding their rights and responsibilities and a checklist to be signed by the student, parent and teacher to confirm the student has completed the induction.

Disciplinary Procedures

Students are expected to adhere to the rules and regulations of the school. Where a student is studying a course at another site beside their home school, the student is expected to comply with the rules and regulations at the site where the course is delivered. Staff delivering to students who are not part of the school will provide a copy of the school's rules and regulations to these students as part of the course commencement package.

Where a student is travelling from one school to another site to access a course, the disciplinary policies and procedures of the home school will apply whilst the student is travelling.

Fees and Charges

Some VET courses attract a course cost. Where a course cost exists, this will be indicated in the course description in the school's prospectus or subject selection booklet. Some courses may have additional charges such as for work placement and excursions. More detailed information regarding fee charges and refund policies will be provided in your course commencement package.

Students having difficulty in making payments may be able access the Student Assistance Scheme. See your student adviser for details as to how this fund can be accessed.

Refunds may be available in special circumstances. Information regarding refunds can be found in the course commencement package available at the course induction/orientation.

Flexible Learning

Flexible learning is a method of delivery that does not rely solely on traditional classroom based or face to face teaching and learning. Some VET courses may use flexible learning strategies in the delivery of the course.

In special circumstances students may be able to access a VET course not available at the school through some form of distance education. Students can gain more information about this form of delivery by contacting the school's flexible delivery/distance education co-ordinator.

This mode of delivery is also a useful way of delivering the formal training component to school based part time trainees where students cannot access the course at the school.

Freedom of Information and Privacy

Students' rights to privacy and access to information are outlined in the Freedom of Information and Privacy policy outlined in their Course commencement package. All DET staff members are required to abide by the DET Privacy code of practice.

Language, Literacy and Numeracy

Provision for Language, Literacy and Numeracy assessment is available for each course. Information regarding Language, Literacy and Numeracy assessment is provided in the course commencement package.

Recognition of Prior Learning (RPL)

Credit transfer is available to students who produce evidence of achievement of competency from another registered training organisation. Recognition of prior learning may also be available to students who can provide sufficient evidence of skills attained previously.

Students seeking recognition of prior learning should follow the RPL procedures outlined in their Course commencement package.

Work Placement

Seventy (70) hours of work placement per 240 hours of study is a mandatory component of many VET courses. Failure to complete mandatory work placement will mean that a student will receive and "N" award for the subject and as a result may be ineligible for the award of the HSC.

Work placement will be organised and co-ordinated by a Local Community Partnership. Students will be provided with additional work placement information in the course induction/orientation.

School Based Apprenticeships and Traineeships

The School Based Apprenticeship and Traineeship Program provides students with the opportunity to include a recognised VET qualification within their HSC and to combine this with paid work.

School based apprentices and trainees must complete formal training that is delivered by a registered training organisation (RTO). The formal training must meet the requirements of the relevant Vocational Training Order (VTO) for that apprenticeship or traineeship vocation, and lead to a nationally recognised qualification. The formal training component of school based apprenticeships and traineeships will contribute unit credit to the HSC.

School based apprentices and trainees must undertake a minimum of 100 days on-the-job training by 31st December of the year they will complete their HSC. Exceptions to this are apprentices and trainees in the Construction industry, who are required to be in the workplace for 144 days, and Plumbing apprentices and electrical/Electro-technology trainees and apprentices, who are required to be in the workplace for 180 days. This on-the-job training must be in the form of paid employment as an apprentice or trainee under an appropriate industrial arrangement.

School Based Apprentices are required to:

- Enter into a Training Contract for a nominal duration of generally five years—two years part-time followed by three years full-time post the HSC.
- Undertake a minimum requirement of 100 days of paid employment by 31 December of the year they will complete their HSC.
- Enrol in a Certificate III AQF qualification level as specified in the Vocational Training Order (VTO).

School Based Trainees are required to:

- Enter into a Training Contract for a term of sufficient duration to allow them to complete their formal training requirements for the HSC as well as the minimum requirement of 100 days of paid employment by 31st December of the HSC year. The minimum term for a school based traineeship is 18 months.
- Enrol in a minimum Certificate II AQF qualification level as specified in the Vocational Training Order (VTO).

Becoming a School Based Apprentice or Trainee

Students must first find an employer prepared to take them on as a school based apprentice or trainee. Once an offer of employment has been made, students must contact their School Based Apprenticeship and Traineeship Contact Person. This is usually the Careers Adviser. The School Based Apprenticeship and Traineeship Contact Person will then commence the process to seek approval to establish a School Based Apprenticeship or Traineeship.

More Information

Students wanting to find out more information regarding SBATs should contact their school's Careers Adviser.

You can also find information about SBATs is on the Internet.

The following website is a key source of information regarding SBATs:

www.sbatinnsw.info

Also useful are the following sites:

http://www.nswgrouptraining.com.au
https://www.skilling.nsw.gov.au/snswp/
https://www.najobpathways.com.au/
https://www.aatinfo.com.au/
https://www.australianapprenticeships.gov.au/defalut.asp

TAFE NSW has a section on their website called School to Work. This is very helpful for school leavers and can be accessed from a link on their home page:

https://www.tafensw.edu.au/

Construction (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)

Course Description

This provides students with the opportunity to obtain national vocational qualifications for employment in the construction industry. Students will be able to gain skills in planning and organising work, measuring and calculating, reading and interpreting plans, safe and environmentally sustainable work practices and the use of construction tools and equipment. Skills gained in this industry transfer to other industries**.** Occupations in the construction industry include: builder, bricklayer, carpenter, construction or trades assistant, builder's labourer, tiler, concreter, plasterer, roofer, shop fitter, roofer, painter and decorator and wall or floor tiler.

AQF VET Qualification(s): Construction, Plumbing and Services Integrated Framework Training Package (CPC08). Students who are assessed as competent in sufficient units will be eligible for Certificate II in Construction Pathways CPC20208 (partial completion will lead to a Statement of Attainment)

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. Summaries of the employability skills developed through this qualification can be downloaded from: http://employabilityskills.training.com.au/

Units of Competency

Mandatory		Electives – minimum **110** HSC indicative hours	
Unit code	*Unit title*	*Unit code*	*Unit title*
CPCCCM1002A	Work effectively and sustainably in the construction industry	CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials
CPCCCM1003A	Plan and organise work	CPCCBL2002A	Use bricklaying and blocklaying tools and equipment
CPCCCM1004A	Conduct workplace communication	CPCCCM2004A	Handle construction materials
CPCCCM1005A	Carry out measurements and calculations	CPCCCM2006A	Apply basic levelling procedures
CPCCCM2001A	Read and interpret plans and specifications	CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground
CPCCOHS1001A	Work safely in the construction industry	CPCCOHS1001A	Work safely in the construction industry
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	CPCCCO2003A	Carry out concreting to simple forms

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor and entered on eBOS.

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their VET teacher or Principal.

Course Costs: $40.00 in Year 11 and $50.00 in Year 12	**Refund Arrangements on a pro-rata basis**

Delivery Arrangements: integrated into timetable

Exclusions: NIL

School-based Apprenticeship/Traineeship

A school-based apprenticeship/traineeship is available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/construction.html

Construction
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Construction?
Construction provides students with the opportunity to gain a range of skills suitable for employment in the construction industry and to provide pathways for further study.

Working in the construction industry involves:
- constructing buildings
- modifying buildings
- contracting
- designing buildings
- measuring materials and sites
- communicating with clients

Samples of occupations students can aim for in the construction industry:

- ✓ building
- ✓ bricklaying
- ✓ carpentry
- ✓ concreting
- ✓ glazing
- ✓ joinery

- ✓ roofing
- ✓ shop fitting
- ✓ tiling
- ✓ painting and decorating

Course description
This course is based on units of competency, which have been developed by the construction industry to describe the competencies, skills and knowledge required by workers in the industry.

The course incorporates core units plus a range of elective units from the General Construction sector.
A mandatory WorkCover NSW approved general OH&S induction-training program, as well as a work activity OH&S training and site-specific OH&S training must be completed before students are allowed onto a work site.

School-based traineeships and apprenticeships are available in this industry area, for more information:
http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications from the General Construction Training Package (BCG03) are available in general construction; bricklaying/ blocklaying; carpentry; concreting; painting and decorating; and wall and floor tiling. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications available through the Construction Curriculum Framework are:
- Certificate II in Construction CPC20108
- Certificate II in Construction Pathways CPC20208
- Certificate II in Concreting CPC20408
- Transcript of Academic Record in Certificate III in Bricklaying/Blocklaying
- Certificate III in Carpentry CPC30208

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Certificate III in Concreting CPC30308
- Transcript of Adademic Record in Certificate III in Painting and Decorating
- Certificate III in Roof Tiling CPC30808
- Transcript of Academic Record in Certificate III in Wall and Floor Tiling CPC31308
- Transcript of Academic Record in Certificate III in Shopfitting CPC31808
- Transcript of Academic Record in Certificate III in Carpentry and Joinery CPC32008

For more information on possible outcomes please refer to the Construction Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Co-ordinator can provide more details of the recognition process.

Business Services (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)

Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the business services industry. Students will be able to gain skills in office administration, business communication, safe and environmentally sustainable work practices and the use of technology in an office environment. Skills gained in this industry transfer to other industries. Occupations in the business services industry include sales clerk/officer, secretary/personal assistant, receptionist, payroll clerk/officer and office manager/owner of a small business.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are: Certificate II in Business (BSB20107) (partial completion will lead to a Statement of Attainment)

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. Summaries of the employability skills developed through these qualifications can be downloaded from: http://employabilityskills.training.com.au/

Units of Competency

Compulsory		Elective – minimum **95** HSC indicative hours	
Unit code	*Unit title*	*Unit code*	*Unit title*
BSBCMM201A	Communicate in the workplace	BSBADM311A	Maintain business resources
BSBCUS201A	Deliver a service to customers	BSBINM202A	Handle Mail
BSBIND201A	Work effectively in a business environment	BSBITU201A	Produce simple word processed documents
BSBINM201A	Process and maintain workplace information	BSBITU202A	Create and use spreadsheets
BSBOHS201A	Participate in OHS processes	BSBITU203A	Communicate electronically
BSBSUS201A	Participate in environmentally sustainable work practices	FNSICGEN305A	Maintain daily financial/ business records
BSBWOR202A	Organise and complete daily work activities		
BSBWOR203A	Work effectively with others		
BSBWOR204A	Use business technology		

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment
Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor and entered on eBOS.

Optional HSC examination
Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals
Students may lodge appeals against assessment decisions or 'N' determinations through their VET teacher or Principal.

Course Costs: $20.00 for both Years 11 and 12	**Refund Arrangements on a pro-rata basis**

Delivery Arrangements: integrated into timetable

Exclusions: NIL

School-based Traineeship - A school-based traineeship is available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/business-services.html

Business Services
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Business Services?
The business services industry provides clerical and administrative support to commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations.

Working in the business services industry involves:
- customer (client) service
- organising information and records in paper and electronic forms
- teamwork
- using technologies
- creating documents

Samples of occupations students can aim for in the business services industry:
- ✓ payroll clerk/officer
- ✓ personal assistant
- ✓ personnel clerk
- ✓ project manager
- ✓ sales clerk/officer
- ✓ secretary

Course description
This course is based on units of competency, which have been developed at a national level to describe the competencies, skills and knowledge required by workers in the industry.

Qualifications available to students in the Business Services Curriculum Framework comprise units of competency drawn from the following skill areas: information technology, communication, enterprise, technology, and finance.

A school-based traineeship is available in this course, for more information: http://www.sbatinnsw.info/
Depending on competencies chosen, full or part qualifications from the Business Services Training Package (BSB07) will be available. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications likely to be available through the Business Services Curriculum Framework are:
- Certificate II in Business BSB20107
- Transcript of Academic Record in Certificate II in Business BSB20107

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Certificate III in Business BSB30107
- Transcript of Academic Record in Certificate III in Business BSB30107
- Transcript of Academic Record in Certificate III in Business Administration BSB30407
- Transcript of Academic Record in Certificate III in Business Administration (Legal) BSB31007
- Transcript of Academic Record in Certificate III in Business Administration (Medical) BSB31107
- Transcript of Academic Record in Certificate III in Frontline Management BSB31207

Information on possible outcomes will be available in the new Business Services Curriculum Framework syllabus, when it has been finalised. This will be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website: http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

Hospitality (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)
Exclusions with other Board Developed Courses – nil	Course Cost: $120.00 (and pay as you go) + $30.00 hire of uniform for Both Year 11 and Year 12

Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the hospitality industry. Students will be able to develop generic hospitality skills in customer service, communication, environmentally sustainable work practices, hygiene and safety as well as basic skills in accommodation services, commercial cookery or food and beverage service. Occupations in the hospitality industry include hotel receptionist, housekeeper, hotel manager, waiter, bar attendant, kitchen hand, cook and restaurant manager/owner.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:
- Statement of Attainment towards Certificate II in Hospitality (SIT20207)
- Certificate II in Hospitality (SIT20207)

Summaries of the employability skills developed through these qualifications can be downloaded from:
http://employabilityskills.training.com.au/

Units of Competency

Compulsory		**Stream** Multi Skilling	
		Elective -	
Unit code	*Unit title*	*Unit code*	*Unit title*
SITHIND001A	Develop and update hospitality industry knowledge	SITHCCC001A	Organise and prepare food
		SITHCCC002A	Present food
SITXCOM001A	Work with colleagues and customers	SITHXADM002A	Source and present information
SITXCOM002A	Work in a socially diverse environment	SITHCC006A	Prepare appetisers and salads
SITXENV001A	Participate in environmentally sustainable work practices	SITHCCC005A	Use basic methods of cookery
		SITENV001A	Participate in environmentally sustainable work practices
SITXOHS001A	Follow health, safety and security procedures	SITFSA001A	Implement food and safety procedures
SITXOHS002A	Follow workplace hygiene procedures	SITXINV001A	Receive and store stock

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment
Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

Optional HSC examination
Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations
Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals
Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

School-based Apprenticeship/Traineeship

A school-based apprenticeship/traineeship is available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/hospitality.html

Hospitality
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Hospitality?
Hospitality focuses on providing customer service. Skills learned can be transferred across a range of industries. Workplaces for which Hospitality competencies are required include cafes, catering organisations and resorts.

Working in the hospitality industry involves:
- supporting and working with colleagues to meet goals and provide a high level of customer service
- developing menus, managing resources, preparing, cooking and serving a range of dishes
- providing food and beverage service in a range of settings
- providing house keeping and front office services in hotels, motels, resorts and other hospitality establishments
- planning and organising events and managing services

Samples of occupations students can aim for in the hospitality industry:
- ✓ bar assistant
- ✓ chef
- ✓ events coordinator
- ✓ food and beverage manager
- ✓ reservations clerk
- ✓ front office receptionist
- ✓ guest service coordinator

Course description
This course is based on units of competency, which have been developed by the hospitality industry to describe the competencies, skills and knowledge required by workers in the industry.

The course incorporates core units of competency plus units from various functional areas such as: kitchen attending, commercial cookery, commercial catering, food and beverage, front office, housekeeping and sales/office operations.

School-based traineeships and apprenticeships are available in this industry area, for more information:
http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications from the Tourism, Hospitality and Events Training Package (SIT07) will be available in hospitality; commercial cookery; and catering. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications likely to be available through the Hospitality Industry Curriculum Framework are *:
- Certificate I in Hospitality SIT10207
- Certificate I in Hospitality (Kitchen Operations) SIT10307
- Certificate II in Hospitality SIT20207
- Certificate II in Hospitality (Kitchen Operations) SIT20307

* Transcripts of Academic Record in these Certificates may also be available.

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Transcript of Academic Record in Certificate III in Hospitality SIT30707
- Transcript of Academic Record in Certificate III in Hospitality (Commercial Cookery) SIT30807
- Transcript of Academic Record in Certificate III in Hospitality (Catering Operations) SIT31007

Information on possible outcomes will be available in the new Hospitality Curriculum Framework syllabus, when it has been finalised. This will be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

Information Technology (240 indicative hours)

Anticipated approval for implementation for Year 11, 2010	
Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank
Exclusions with other Board Developed Courses – nil	(Note however, exclusion with Computing Applications CEC.)
	Course Cost: $15.00 for Year 11 and $20.00 for Year 12

Course Description

This course provides students with the opportunity to obtain a national vocational qualification in information and communications technology. Students will be able to develop knowledge and skills to enable them to be an effective ICT user and/or employer. Skills acquired in this course are transferable to other industries. Specialised occupations in ICT include technical support officer, desktop publisher, computer programmer, software designer/developer, website developer and systems analyst.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Certificate II in Information Technology (ICA20105)
- Statement of Attainment towards Certificate III in Information Technology (ICA30105)

Summaries of the employability skills developed through these qualifications can be downloaded from: http://employabilityskills.training.com.au/

Units of Competency

Compulsory

Unit code	Unit title
ICAD3218B	Create user documentation
ICAI3020B	Install and optimise operating system software
ICAS3031B	Provide advice to clients
ICAS3234B	Care for computer hardware
ICAT3025B	Run standard diagnostic tests
ICAU2231B	Use computer operating system
ICAU3004B	Apply occupational health and safety procedures
ICAW2001B	Work effectively in an IT environment
ICAU1128B	Operate a personal computer

Elective

Unit code	Unit title
BSBCMN106B	Follow workplace safety procedures
ICAB4169A	Use development software and IT tools to build a basic website
ICAD2012B	Design organisational documents using computing packages
ICAS3031B	Provide advice to clients
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAW2002B	Communicate in the workplace

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

School-based Traineeship

A school-based traineeship is available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/info-technology.html

Information Technology
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Information Technology (IT)?
IT offers training opportunities to students who are interested in designing web pages, software and games, creating programs, systems and databases, networking computers and finding solutions to technical and software problems.

Working in the information technology industry involves:
- designing web pages
- networking computers
- supporting computer users
- communicating with clients
- finding solutions to software problems

Samples of occupations students can aim for in the information technology industry:
- ✓ desktop publisher
- ✓ help desk officer
- ✓ internet specialist
- ✓ multimedia developer
- ✓ network administrator
- ✓ service technician
- ✓ software developer
- ✓ technical support officer
- ✓ web designer

Course description
This course is based on units of competency, which have been developed by the information technology industry to describe the competencies, skills and knowledge required by workers in the industry.

Students concentrate on developing a range of fundamental skills required to prepare them to work effectively in an environment where information technology is used. These include oral and written communication skills, teamwork skills, efficient use of a range of software application packages, essential computer hardware management and occupational health and safety competencies.

A school-based traineeship is available in this course, for more information: http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications from the Information and Communication Technology Training Package (ICA05) are available in general information technology; software applications; and network administration. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications available through the Information Technology Curriculum Framework are:
- Certificate II in Information Technology ICA20105
- Certificate III in Information Technology ICA30105
- Transcript of Academic Record in Certificate II in Information Technology ICA20105
- Transcript of Academic Record in Certificate III in Information Technology ICA30105

For more information on possible outcomes please refer to the Information Technology Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

Metal and Engineering (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)
Exclusions with other Board Developed Courses – Industrial Technology – Metals and Engineering Industries Focus Area	
Course Cost: $50.00 for both Year 11 and Year 12	

Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the manufacturing, engineering and related industries. Students will be able to gain skills in safe work practices, routine work activities, working with others, quality procedures and systems, the use of hand and power tools, technical drawing and engineering measurement. Occupations in the manufacturing, engineering and related industries include fitter, toolmaker, engineering draftsperson, boat builder/repairer and mechanical, production or marine engineer.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Certificate I in Engineering (MEM101 05)
- Certificate II in Engineering (MEM20105)
- Statement of Attainment towards Certificate II in Engineering

Units of Competency

Compulsory

Unit code	Unit title
N/A	Manufacturing, engineering and related services industries induction
MEM09002B	Interpret technical drawing
MEM12023A	Perform engineering measurements
MEM12024A	Perform computations
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM14004A	Plan to undertake a routine task
MEM15002A	Apply quality systems
MEM15024A	Apply quality procedures
MEM16007A	Work with others in a manufacturing, engineering or related environment
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations

Elective – minimum **70** HSC indicative hours

Unit code	Unit title
MEM03001B	Perform manual production assembly
MEM03003B	Perform sheet and plate assembly
MEM04018B	Perform general woodworking machine operations
MEM05003B	Perform soft soldering
MEM05004C	Perform routine oxy acetylene welding
MEM05005B	Carry out mechanical cutting
MEM05006B	Perform brazing and/or silver soldering
MEM05007C	Perform manual heating and thermal cutting
	Perform routine manual metal arc welding
MEM05012C	Use workshop machines for basic operations
MEM05049B	Use comparison and basic measuring devices
	Mark off/out (general engineering)
MEM12001B	Perform emergency first aid
	Operate as a team member to conduct manufacturing, engineering or related activities
MEM12006B	Interact with computing technology
MEM13001B	Dismantle, replace and assemble engineering
MEM16005A	components
MEM16008A	
MEM18055B	

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

School-based Apprenticeship/Traineeship

School-based apprenticeships and traineeships are available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/metal-engineering.html

Metal and Engineering
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Metal and Engineering?
The manufacturing, engineering and related service industries include a wide range of industry sectors. The major industry activities and sectors are metal fabrication, metal manufacturing, aeroskills, metal machining, transport equipment manufacturing, electrical equipment and appliance manufacturing, and industrial machinery and equipment manufacturing.

Most occupations within the industry have been subject to significant change within the last decade. In some areas career paths are converging with those in computer programming.

Working in the metal and engineering industry involves:
- constructing, assembling, installing, modifying, repairing and maintaining machines
- assembling, making parts, equipment, machines, instruments and tools
- designing machinery, parts, computer hardware and electronic circuits, using 3D graphics and drafting skills
- managing clients and staff, overseeing quotas and information, leading projects

Samples of occupations students can aim for in the metal and engineering industry:
✓ engineering draftsperson	✓ structural steel and welding supervisor
✓ engineer (automotive, fabrications, production, plastics, marine, mechanical)	✓ toolmaker
✓ fitter	✓ boat builder/ repairer
✓ instrument maker	✓ sailmaker
✓ maintenance fitter	

Course description
This course is based on units of competency, which have been developed by the metal, engineering and related service industries to describe the competencies, skills and knowledge required by workers in the industry.
School-based traineeships and apprenticeships are available in this industry area, for more information: http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications from the Metal and Engineering Industry Training Package (MEM05) are available in mechanical, fabrication and electrical/electronic trade; production technology and systems; jewellery manufacture; boating services; and marine craft construction. Your teacher or VET Coordinator will advise you of the competencies and qualifications that may be available.

The qualifications through the Metal and Engineering Framework are:

• Certificate I in Engineering MEM10105	• Transcript of Academic Record in Certificate I in Engineering MEM10105
• Certificate II in Engineering MEM20105	• Transcript of Academic Record in Certificate II in Engineering MEM20105

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Certificate I in Boating Services MEM10205 *
- Certificate II in Boating Services MEM20305 *
- Certificate III in Boating Services MEM30905 *
- Transcript of Academic Record in Certificate II in Engineering – Production Technology MEM20205
- Transcript of Academic Record in Certificate III in Engineering – Mechanical Trade MEM30205
- Transcript of Academic Record in Certificate III in Engineering – Fabrication Trade MEM30305
- Transcript of Academic Record in Certificate III in Engineering – Electrical/Electronic Trade MEM30405
- Transcript of Academic Record in Certificate III in Engineering – Technical MEM30505
- Transcript of Academic Record in Certificate III in Jewellery Manufacture MEM30605
- Transcript of Academic Record in Certificate III in Marine Craft Construction MEM30705

* Transcripts of Academic Record in these Certificates may also be available.

For more information on possible outcomes please refer to the Metal and Engineering Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

Primary Industries (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)
Exclusions with other Board Developed Courses – nil	Course Cost: $30.00 for both Year 11 and Year 12

Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in agriculture, horticulture and/or conservation and land management. Students will be able to gain skills in farm operations and equipment, the production and care of livestock and/or crops and in sustainable land management. Possible occupations include farm hand/labourer, shearer, horse care attendant, horticultural assistant and farmer/farm manager.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Certificate II in Agriculture (AHC20110)
- Certificate III in Agriculture (AHC30110)

Units of Competency

Mandatory   ***THE PRIMARY INDUSTRIES SYLLABUS IS CURRENTLY UNDER REVIEW FOR DELIVERY IN 2011 SEE Mr Dimmick for further details***

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

School-based Traineeships

School-based traineeships are available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/primary-industries.html

Primary Industries
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Primary Industries?
Primary Industries provide products and services in response to the demand not only for food and fibre products but also for recreational and leisure activities. These products and services influence the daily lives of all members of society.

Working in the primary industries involves:

- dealing with and caring for animals
- breeding and growing livestock (dairy, beef, sheep, goats, pigs, chickens) crops and grains
- maintaining and using equipment such as tractors, harvesters, bailers and ploughs
- overseeing and managing farming operations
- developing and producing new products and technologies

Samples of occupations students can aim for in primary industries:

- ✓ animal attending
- ✓ beef production
- ✓ crop production
- ✓ dairy farming
- ✓ horse care
- ✓ livestock rearing and breeding
- ✓ pest and disease control
- ✓ poultry production
- ✓ horticulture
- ✓ shearing
- ✓ sheep and wool production
- ✓ rural conservation and land management

Course description
The courses are based on units of competency, which have been developed by the agriculture, horticulture, land management and conservation and other primary industries to describe the competencies, skills and knowledge required by workers in the industry.

School-based traineeships and apprenticeships are available in this industry area, for more information:
http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications are available from the Conservation and Land Management (RTD02), Amenity Horticulture (RTF03), Rural Production (RTE03), and Food Processing (FDF03) Training Packages. These qualifications are available in conservation and land management; rural operations; agriculture; horticulture; irrigation; crutching; shearing; and wool handling. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

- **NOTE: This syllabus is under review. The qualification codes for 2012/2013 HSC will change. However, the general skills should remain similar to those advertised.**

The qualifications available through the Primary Industries Curriculum Framework are*:

- Certificate II in Conservation and Land Management RTD20102
- Certificate II in Rural Operations RTE20703
- Certificate II in Agriculture RTE20103
- Certificate II in Horticulture RTF20103
- Certificate II in Agriculture (Beef Production) RTE20103
- Certificate II in Agriculture (Grain Production) RTE20103
- Certificate II in Production Horticulture RTE20603
- Certificate II in Crutching RTE20503
- Certificate II in Shearing RTE20403
- Certificate II in Wool Handling RTE20303

* Transcript of Academic Record in these Certificates may also be available.

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Certificate II in Irrigation RTE20203 *
- Certificate III in Advanced Wool Handling RTE32003 *
- Transcript of Academic Record in;

- o Certificate III in Conservation and Land Management (RTD30102)
- o Certificate III in Rural Operations (RTE31903)
- o Certificate III in Agriculture (RTE30103)
- o Certificate III in Agriculture (Beef Production) (RTE30203)
- o Certificate III in Agriculture (Cotton Production) (RTE30303)
- o Certificate III in Agriculture (Dairy Production) (RTE30403)
- o Certificate III in Agriculture (Goat Production) (RTE30503)
- o Certificate III in Agriculture (Grain Production) (RTE30603)
- o Certificate III in Agriculture (Horse Breeding) (RTE30703)
- o Certificate III in Agriculture (Pig Production) (RTE30903)
- o Certificate III in Agriculture (Poultry Production) (RTE31003)
- o Certificate III in Agriculture (Sheep and Wool Production) (RTE31103)
- o Certificate III in Agriculture (Sugar Production) (RTE31203)
- o Certificate III in Production Horticulture (RTE31603)
- o Certificate III in Irrigation (RTE31303)
- o Certificate III in Horticulture (RTF30103)
- o Certificate III in Wool Clip Preparation (RTE31403)

* Transcript of Academic Record in these Certificates may also be available.

For more information on possible outcomes please refer to the Primary Industries Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Co-ordinator can provide more details of the recognition process.

Retail Services (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)
Exclusions with other Board Developed Courses – nil	

Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the retail services industry. Students will be able to gain skills in communication, safe work practices, customer service, retail technology, stock control and routine work activities within the retail, wholesale or community pharmacy sectors. Occupations in the retail services industry include sales clerk/assistant, customer service representative, checkout operator, wholesale clerk, pharmacy assistant and retail executive.

AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Certificate I in Retail Services (SIR10107)
- Statement of Attainment towards Certificate II in Retail (SIR20207)
- Certificate II in Retail (SIR20207)

Summaries of the employability skills developed through these qualifications can be downloaded from:
http://employabilityskills.training.com.au/

Units of Competency

Compulsory

Unit code	Unit title
SIRXCCS001A	Apply point-of-sale handling procedures
SIRXCCS002A	Interact with customers
SIRXCLM001A	Organise and maintain work areas
SIRXCOM001A	Communicate in the workplace
SIRXICT001A	Operate retail technology
SIRXIND001A	Work effectively in a retail environment
SIRXINV001A	Perform stock control procedures
SIRXOHS001A	Apply safe working practices
SIRXRSK001A	Minimise theft

Stream General Selling

Unit code	Unit title
SIRXMER001A	Merchandise Products
SIRXSLS001A	Sell products and Services
SIRXSLS002A	Advise on Products and Services

Elective – minimum of 2 units of competency

Unit code	Unit title
SIRXFIN001A	Balance Point of Sale Terminal
SIRXMER005A	Create a Display

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

Assessment and Course Completion

Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET qualification.

N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

School-based Traineeships

A school-based traineeship is available. For more information: http://www.sbatinnsw.info/

More Information

For more information on this course: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/retail-services.html

Retail
Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

Why study Retail?
The retail industry can provide students with a career path that leads to higher executive levels within the retail industry.

Students can gain skills in operating retail equipment, stock control, customer service and selling skills.

Working in the retail industry involves:
- customer service
- stock control
- teamwork
- designing and creating displays
- using cash registers, scanners, computers, telephones

Samples of occupations students can aim for in the retail industry:
- ✓ buyer
- ✓ customer service assistant
- ✓ merchandise
- ✓ sales person
- ✓ stock controller
- ✓ visual merchandiser

Course description
This course is based on units of competency, which have been drawn up by the retail industry to describe the competencies, skills and knowledge needed by workers in the industry.

The course is for students who wish to work in the retail industry, either as a long-term career or in part-time or temporary retail jobs.

A school-based traineeship is available in this course, for more information: http://www.sbatinnsw.info/

Depending on competencies chosen, full or part qualifications from the Retail Training Package (SIR07) are available in clerical administration; general selling; and general food selling. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications in Retail available through the Retail Services Curriculum Framework are:
- Certificate I in Retail Services SIR10107
- Certificate II in Retail SIR20207
- Transcript of Academic Record in Certificate I in Retail Services SIR10107
- Transcript of Academic Record in Certificate II in Retail SIR20207

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:
- Certificate II in Community Pharmacy SIR20107
- Certificate II Wholesale SIR20307
- Transcript of Academic Record in II in Community Pharmacy SIR20107
- Transcript of Academic Record in II Wholesale SIR20307

For more information on possible outcomes please refer to the Retail Services Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:
http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html

Recognition of Prior Learning
If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.