

Skillinvest

**VDSS**

(VET Delivered to Secondary Students)

# COURSE GUIDE





# ABOUT US

Skillinvest is a premium employment and training specialist, providing apprenticeships, traineeships, education, and training services across Victoria and interstate.

Skillinvest has supported young people and jobseekers in their career journeys since 1986.

Our team of experienced and qualified experts place individuals in apprenticeships, traineeships, and training programs across a wide range of industries. We offer comprehensive support for success and empowerment for individuals to achieve their goals in their chosen careers.



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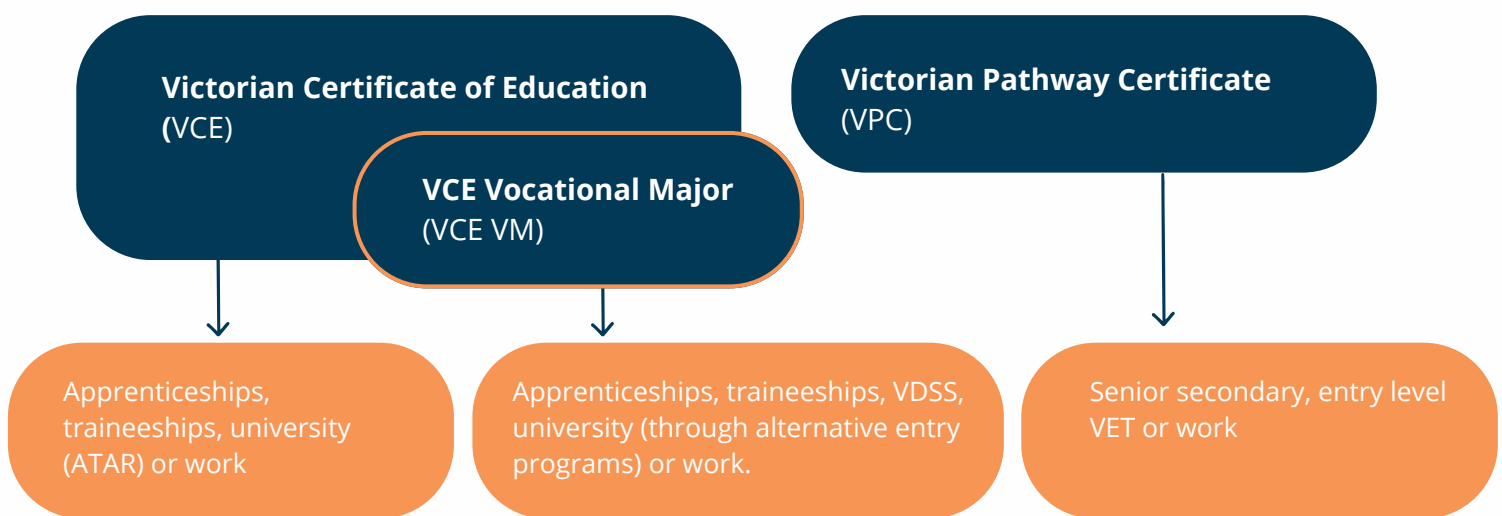
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# WHAT IS VDSS?

VDSS (VET- Vocational Education and Training - Delivered to Secondary Students) is the acronym for what is more commonly known as VET. A program that is designed to provide you with a practical approach to learning, teaching you knowledge and specific skills to help you in the workplace.

- VDSS programs can be undertaken as part of secondary school studies. VDSS programs offer students nationally or state recognised vocational certificate which are endorsed for recognition in the Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM) or the Victorian Pathway Certificate (VPC) from the Victorian Curriculum and Assessment Authority (VCAA).
- Students enrolled in VDSS may also combine study and employment through School to Work programs while they undertake their senior secondary studies.



## QUALIFICATION

### Standalone Qualification

As well as being part of your secondary studies, VDSS is a qualification in its own right and can be used as part of a person's employment journey. Students are issued with either a Certificate II or III at the completion of their course with Skillinvest, unless stated otherwise.

### Practical

While all study involves a theory component including written assessment requirements, Skillinvest VDSS courses are different in that they are highly practical and assessments are completed on a student's ability to perform practical skills. This means that many assessments are completed on what you can demonstrate rather than what you can write about.



# VDSS DELIVERY LOCATIONS

## **HORSHAM OFFICE**

15-17 Dimboola Road  
PO Box 930  
Horsham VIC 3402  
T 1300 135 008

## **DANDENONG OFFICE**

236-238 South Gippsland Highway  
Dandenong South VIC 3175  
T 1300 135 008

## **LONGERENONG COLLEGE**

229 Longerengong Road  
Longerenong VIC 3401  
T 03 5362 2222

## **DANDENONG TRADE TRAINING FACILITY**

89 Cheltenham Road  
Dandenong VIC 3175  
T 1300 135 008

## **CHARLTON TRADE TRAINING CENTRE**

Davies street  
Charlton VIC 3525  
T 03 54911280

## **BALLARAT**

110 Lydiard Street North  
Ballarat VIC 3350  
T 1300 135 008

# CONTACT

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# VDSS PATHWAYS

**Practical** skills that are industry specific.  
**Skills** that overlap.

VDSS provides students with the ability to start their vocational pathway while still at school. Students will gain valuable knowledge about the industry they are studying and help them to work out the best way to achieve their career goals.

## EMPLOYMENT SKILLS

- Improving job prospects
- S2W on the job training
- Employers seek out students with a VDSS qualification
- Courses are tailor made in conjunction with Department of Education (D of E), industry and RTOs

## ENTERPRISING SKILLS

- Team work
- Motivation
- Creativity
- Leadership
- Initiative
- Vision

## PRACTICAL SKILLS

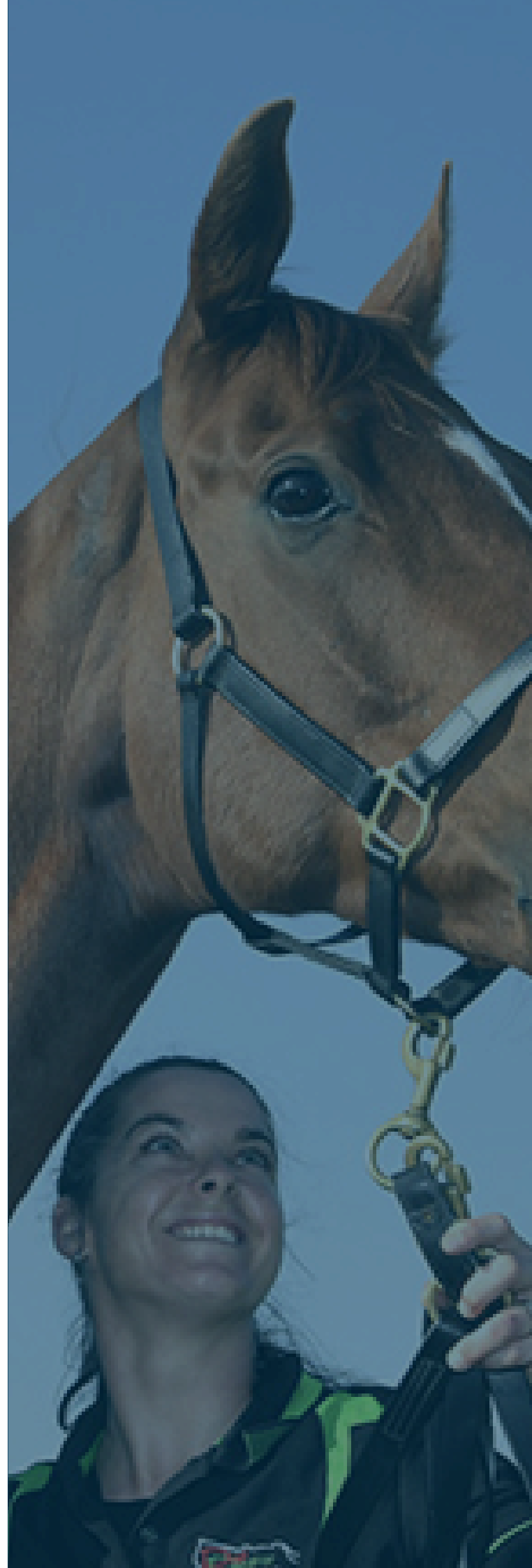
- Knowledge
- Training
- Experience
- Ability
- Competence
- Learning



# BENEFITS OF VDSS

Benefits of a VDSS course include:

- Assisting in the transition from school to work
- Multiplying opportunities and employment prospects
- Helping students explore possible areas of interest which promote further study and work choices
- Allowing students to develop strong links with industry and local community employers, i.e. students may be offered part-time/casual work
- Developing students capacity to
  - Cooperate
  - Work in a team
  - Make decisions
  - Problem-solve
  - Develop leadership skills
- Helping students to gain skills and knowledge of employers' expectations in a real adult working environment
- Fostering positive feedback by enabling students to demonstrate specific skills and competency.





# AGRICULTURE

## AHC20122 Certificate II in Agriculture

The AHC20122 Certificate II in Agriculture is delivered both on and off the job in a partnership arrangement between Longerenong College, businesses and participating schools and normally takes two years to complete.

The aim of the program is to provide participants with skills in a range of industries which will lead on to further study or will enhance opportunities for employment in a range of industries including intensive animal production, broadacre cropping and agribusiness.

As a part of our Agriculture package we also include a selection of specialised skills units giving students a bonus pack of units at the conclusion of their course.

### DURATION

- Two years

### STUDY PATHWAYS

- AHC30122 Certificate III in Agriculture (apprenticeship or full time study)
- AHC51920 Diploma of Applied Agronomy (full or part time or online)
- AHC51422 Diploma of Agribusiness Management
- Degree and postgraduate study

### POTENTIAL CAREER PATHWAYS with further study

- Farm Overseer/Manager
- Agronomist or Livestock Agent
- Precision Agriculture Consultant
- Agribusiness Professional, Rural Merchandiser or Marketing Specialist
- Agricultural Research Assistant or Scientist

### DELIVERY LOCATIONS

- Longerenong College

### SCHOOL TO WORK

Students are required to work in a farm setting every second Wednesday and are encouraged to undertake a further placement once a week.

### ACCREDITATION

National.



## UNITS OF COMPETENCY

### CORE

AHCWHS202	Participate in workplace health and safety processes
AHCWRK212	Work effectively in industry
AHCWRK213	Participate in workplace communications
AHCWRK211	Participate in environmentally sustainable work practices

### ELECTIVE

AHCBAC205	Assist agricultural crop maintenance
AHCINF206	Install, maintain and repair farm fencing
AHCMOM204	Undertake operational maintenance of machinery
AHCLSK202	Care for health and welfare of livestock
AHCLSK206	Identify and mark livestock
AHCLSK209	Monitor water supplies
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity
AHCINF208	Fabricate and repair metal or plastic structures
AHPCPM204	Recognise plants
AHCSAW202	Recognise landforms and soil types
ACMGEN314	Identify animal anatomy and physiology for animal care work
CPPSSI4026	Digitally enhance and process image data



\*Units of Competency are for 2025/26 and are subject to change.  
Students in their second year will continue with their current package.



# AUTOMOTIVE

## AUR20720 Certificate II in Automotive Vocational Preparation

Skillinvest's AUR20720 Certificate II in Automotive Vocational Preparation is different. In addition to the regular units we deliver some units on the diesel engine. Students will finish with a Certificate in Automotive however you will also have a unit specific to diesel engines as a bonus. This will enhance your ability to transition into work at the conclusion of your schooling.

This program will assist students to perform a range of tasks on a diesel engine and associated systems in the automotive retail, service and repair industry. This program aims to enable students to develop a range of skills appropriate to entry level positions in the industry and to apply known solutions to predictable problems associated with diesel engines.

### DURATION

- Two years

### STUDY PATHWAYS

- AUR30620 Certificate III in Light Vehicle Mechanical Technology (Apprenticeship)
- AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology
- Certificate IV (post-trade)
- Diploma

### POTENTIAL CAREER PATHWAYS WITH FURTHER STUDY

- Light Vehicle Mechanic
- Heavy Vehicle Mechanic
- Earthmoving and Mobile Plant
- Automotive Electrician
- Aircraft Mechanic

### DELIVERY LOCATIONS

- Longerenong College
- Cheltenham Road, Dandenong
- Charlton Trade Training Centre

### SCHOOL TO WORK

A minimum of 40 hours work placement is recommended by the VCAA.

### ACCREDITATION

National.



## UNITS OF COMPETENCY

AURASA102	Follow safe working practices in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURTTA127	Carry out basic vehicle service operations
AURETR115	Inspect, test and service batteries
AURTTTE008	Dismantle and assemble multi- cylinder four- stroke petrol engines
AURLTA101	Identify automotive mechanical systems and components
AURTTB007	Remove and replace brake assemblies
AURTTJ003	Remove and replace wheel and tyre assemblies
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURAF104	Resolve routine problems in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURETR006	Solder electrical wiring and circuits
AURETK003	Operate electrical test equipment
AURETR048	Construct and test basic electronic units

Additional unit for Horsham based students:  
AURTTF102 – Inspect and service diesel fuel injection systems.  
Students at Horsham will also work on a diesel project.

\*Units of Competency are for 2025/26 and are subject to change





# BUILDING & CONSTRUCTION

## 22614VIC Certificate II in Building & Construction Pre-apprenticeship

The aim of the Certificate II in Building and Construction Pre-apprenticeship is to provide learners with basic industry specific skills and knowledge to enable transition into an apprenticeship of a particular trade stream within one of the building and construction industry sectors at the Certificate III level.

### DURATION

- Two years

### STUDY PATHWAYS

- CPC30220 Certificate III in Carpentry (Apprenticeship)
- CPC40120 Certificate IV in Building and Construction

### POTENTIAL CAREER PATHWAYS WITH FURTHER STUDY

- Builder
- Building Site Manager
- Building Inspector
- Landscaper

### DELIVERY LOCATIONS

- Longerenong College
- Cheltenham Road, Dandenong
- Charlton College Trade Training Centre

### SCHOOL TO WORK

A minimum of 40 hours work placement is recommended by the VCAA.

### ACCREDITATION

State



## UNITS OF COMPETENCY

CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCCM2006	Apply basic levelling procedures
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCWHS1001	Prepare to work safely in the construction industry
HLTAID010	Provide basic emergency life support
VU23312	Prepare for work in the building and construction industry
VU23313	Interpret and apply basic plans and drawings
VU23314	Erect and safely use working platforms

## ELECTIVE

VU23320	Identify and handle carpentry tools and equipment
VU23321	Perform basic setting out
VU23322	Construct basic sub-floor
VU23323	Construct basic wall frames
VU23324	Construct a basic roof frame
VU23325	Install basic external cladding
VU23326	Install basic window and door frames
VU23327	Install interior fixings
VU23328	Dismantle basic timber structures
VU23329	Construct basic formwork for concreting

\*Units of Competency are subject to change





# EQUINE

## 22647VIC Certificate III in Equine Studies

This program aims to provide students with the knowledge, skills and competency that will enhance your training and employment prospects in the equine or equine related industries.

This program can support a pathway to employment in different sectors of the industry in roles such as stable-hands or stud hands, or further study in a range of equine or equine related qualifications in horse breeding, sport or racing.

### DURATION

- Two years

### STUDY PATHWAYS

- RGR30518 Certificate III in Racing (Track Work Rider)
- RGR40318 Certificate IV in Racing (Harness Race Driver)
- RG40619 Certificate IV in Horse Breeding
- ACM50521 Diploma of Equine Allied Health
- ACM50421 Diploma of Equine Management
- Bachelor of Equine Studies

### POTENTIAL CAREER PATHWAYS WITH FURTHER STUDY

- Stable hand
- Animal Attendant
- Track Rider
- Horse Breeder
- Trainer or Manager
- Veterinarian

### DELIVERY LOCATIONS

- Skillinvest Ballarat (theory)
- Mt Rowan or Newington (practical)

### SCHOOL TO WORK

A minimum of 40 hours work placement is recommended.

### ACCREDITATION

State



## UNITS OF COMPETENCY

### CORE

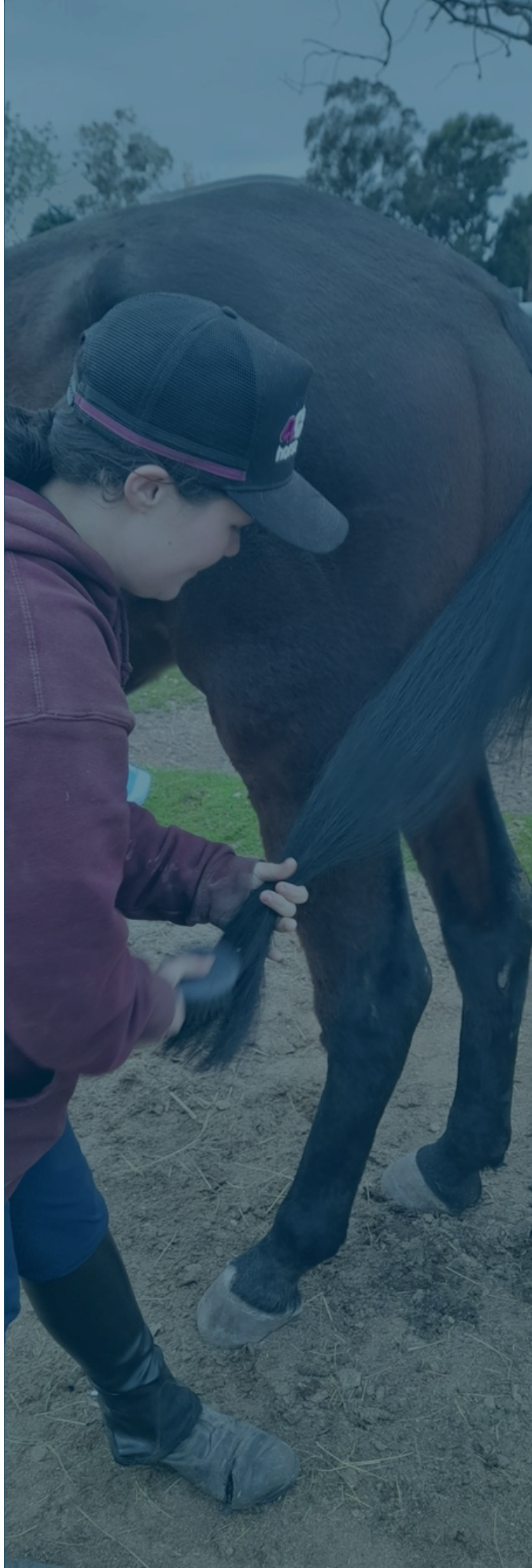
ACMEQU212	Handle horses safely
ACMEQU213	Follow safe work practices in equine industries
VU23586	Work effectively in an equine organisation
VU23587	Implement and monitor horse health and welfare practices
VU23588	Implement and monitor horse feeding programs
VU23589	Relate equine form to function
VU23590	Identify equine anatomy
VU23591	Identify and describe equine physiology

### ELECTIVE

Students will complete three of the following four units

VU23592	Demonstrate basic horse riding or driving skills
VU23593	Assist in the preparation of a horse for a competition
VU23594	Assist in the conduct and organisation of an event in the equine industry
ACMEQU216	Check and treat horses

\*Units of Competency are for 2025/26 and are subject to change.  
Students in their second year will continue with their current package.







# WHAT YOU NEED TO KNOW

## HOW TO APPLY

Students will be able to apply to study a VDSS course after they have consulted with their school VET or Careers Coordinator.

Applications open towards the end of term three or the beginning of term four. See your school VET or Careers Coordinator for more details.

## UNIQUE STUDENT IDENTIFIER (USI)

A USI is your lifelong education number – you only need to create it once. If you do not already have a USI you will need to create one before commencing your VDSS course.

You can create your USI by visiting:  
<https://www.usi.gov.au/students/get-a-usi>

## START TIME AND DATES

Start time and dates will be communicated to students through their school VET Coordinators and via a welcome letter from Skillinvest once a student applies.

## EXPECTATIONS

Students will be expected to follow all instructions given to them by Skillinvest staff and adhere to the Skillinvest Student Code of Conduct.

VDSS is an adult course modified for students and as such, students are expected to behave appropriately at all times.

A full list of expectations, along with the Skillinvest Students Code of Conduct will be provided to students via the Skillinvest Handbook prior to enrolling.

## BREAK TIMES

Break times will be determined by the individual trainer for each course to fit in with the scheduling for the day. Times may vary from week to week depending on units being delivered and the site students are studying at.

### PHONES AND DEVICES

Phones and devices are to be placed in students bags and not accessed during VDSS classes unless or until they are required. The course trainer will let students know when they can access their phone or device, and only then can they be used during class time.

### SMOKING/VAPING

Skillinvest and all sites we deliver on are strictly no smoking/vaping sites. Students are not permitted to smoke or vape on site with no exceptions.

### TRAVEL

The Department of Education provides travel from some venues to their VDSS site. Speak to your school to find out if your travel costs are covered.

### ENROLMENT

Enrolments are open from the end of term three or beginning of term four each year. Speak to the VET or careers coordinator at your school to learn more. Enrolment paperwork must be completed prior to students beginning their course.







# WHY CHOOSE SKILLINVEST?

Skillinvest is an incorporated 'not for profit' organisation. We provide training and further education, and are an accredited provider of Nationally Recognised Training. At Skillinvest you gain not only a standalone qualification, but in select packages we also deliver extra units (at no additional charge) giving students a selection of bonus learning.

Skillinvest provides a supportive and friendly environment for students and aims for continuous improvement in all areas of our training. We are committed to providing the best outcomes for all of our students.

At Skillinvest:

- We listen to your needs
- All competencies are provided from relevant training package
- Access to your Skillinvest trainer can be provided outside of class if necessary.

# NOTES





