



**BOX HILL
INSTITUTE**

Global Educators™



2012 Second Semester

Box Hill Institute

Pathways Years 9-11

real training. extraordinary results.

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For the most up-to-date information,
visit our website

www.boxhill.edu.au

or call

**1300 BOX HILL
(1300 269 445)**

To make a Pathways Application visit
www.boxhill.edu.au/pathways2012

Pathways

options for Years 9-11

What is the Pathways Program?

Choosing further study can be daunting for some students. Not every student has a clear direction in mind, or an obvious skill set that narrows down the decision-making process. And sometimes what seems like the right career path can prove otherwise. That's why Box Hill Institute developed the Pathways Program, to give students the opportunity to experience the TAFE environment and gain a sense of tertiary education, before they have to make crucial decisions about their future.

Pathways gives a student a taste of vocational study in a particular career direction – for instance fashion – one day a week for one semester. They leave their school and come to Box Hill Institute to experience a different learning environment, whilst gaining valuable skills and knowledge that will help them on to further study in this area. As an experience it can not only help students to make more informed choices, it can also help them understand themselves better and gain maturity.

The Pathways Program has been designed to accommodate students seeking to explore career options and pathways through Vocational Training at Year 9, 10 and 11 level.

Students participating in a Pathways program will be required to attend Box Hill Institute for one afternoon after school hours for one semester (six months).

The competencies completed in the Pathways Program are complete competencies drawn from different certificates. Wherever possible, students will be assessed against these competencies to achieve a Statement of Results. Should students wish to pursue further studies in this field they are eligible for Recognition of Prior Learning wherever a pass has been achieved against a competency.

Assessment is not mandatory for students. When possible Box Hill Institute will encourage and support students to complete the assessments.

Students who complete assessments will be given a Statement of Results showing they have been assessed against the competency as well as a Certificate of Participation.

Students who do not complete the assessments will be issued with a Statement of Results showing they have not been assessed against the competency, and will receive a Certificate of Participation.

In 2012 all Pathways courses except for Electrical will have the option for students to complete assessments.

Students wishing to undertake a Pathways program in 2012 should be able to:

- interact with other people in team and group situations
- adjust to the TAFE environment
- commit to studying the chosen stream
- have a solid interest in the vocational stream of choice.

Student Selection for Pathways

To be selected into this program, students must be:

- enrolled in and attending a secondary school
- able to successfully achieve in a safe working environment.

The number of places available in each program is limited. Students are therefore asked to give at least two preferences when completing the application form. There is however no guarantee students will be offered a place in either of their preferences.

Some courses will close before the nominated closing date due to the popularity of the program.

To accept and confirm their place students are required to pay the course fees before commencement of their first class.

Acceptance and Enrolment

Applications will be acknowledged only to a school email address nominated on the online application form.

Applications can be made by visiting www.boxhill.edu.au/Pathways2012

Box Hill Institute takes no responsibility for lost or misplaced student application forms.

Confirmation of the program availability and course offers to students will be sent to schools and students will also be notified directly by the relevant Teaching Centre.

All fees must be paid in full when students enrol.

Induction and Orientation

Teaching Centres organise their own student induction and orientation programs. In addition the Student Activities and Representative Committees (SARC) conduct a range of social and introductory activities at the beginning of each semester.

Rights, Responsibilities and Fair Treatment Procedures

A summary of student rights, responsibilities and fair treatment procedures will be given to you at enrolment.

Before applying, please note that Box Hill Institute expects that prospective students and parents considering Pathways classes make an informed decision regarding their choice of study.

The Institute reserves the right to exclude students from classes where students do not behave in a manner that is appropriate to an adult learning environment. In such cases, there will be no fee refund.

Animal Studies - Year 10 only

Day: Tuesdays or Thursdays Duration: 90 hours

Time: 3.00pm – 6.00pm Campus: Elgar

Course Description

The Certificate I in Animal Studies is a general prevocational qualification aimed for inclusion in a VET in Schools program or as an entry point into the animal industry.

After successfully completing the selected units in Certificate I in Animal Studies students have the opportunity to continue in Cert II Animal Studies in 2013.

A total of 7 units of competency must be completed comprising 5 core and 2 elective units to complete Cert I Animal Studies however students will only be enrolled in 3 core units as a taster for working in an animal care industry.

Unit Code	Unit Title
ACMGAS101A	Investigate job opportunities in animal care and related industries
ACMGAS102A	Catch and handle a range of quiet animals
ACMGAS103A	Assist in the care of animals

Students need to provide evidence of current tetanus vaccination.

Uniform

Students will be required to wear non-slip, closed-toe shoes with hair tied back.

Cost

Materials fees: \$90.00

Automotive

Day: Wednesdays Duration: 80 hours

Time: 3.00pm – 6.00pm Campus: Elgar

Course Description

Have you ever thought of being an Automotive mechanic? Do you like working on cars? Does the sound of engines excite you?

Then this program is for you.

The Automotive Pathways program comprises selected units from the Victorian Automotive Certificate II Automotive Technology Studies and will provide you with an introduction as to what it would be like to become a motor mechanic.

Completing this course will also give you a basic knowledge of the tools and equipment used within the industry, and the occupational health and safety requirements to which a motor mechanic adheres. The units have a hands-on approach to training with a balance of 80 per cent practical and 20 per cent theory.

Unit Code	Unit Title
AURC270103A	Apply safe work practices
AURT270278A	Use & maintain work tools
VPAU 209	Carry out basic vehicle servicing

Uniform

You are required to wear protective footwear, that is, steel capped boots (no runners) and full-length sleeved overalls. You will be provided with a set of safety glasses on enrolment.

Cost

Materials fees: \$55.00

Building Trades Experience

Day:	Mondays or Thursdays	Duration:	100 hours
Time:	3.00pm – 6.00pm	Campus:	Elgar

Course Description

Would you like to know more about the building industry? Through the Building Trades Experience Pathways program, you will learn the basics of carpentry/cabinet making hand tools that would assist if you would like to be a carpenter or a cabinet maker. Along with the specifics of each discipline, you will learn the basics of OH&S relevant to the tasks you undertake. If you would like to do further training to enter the building industry, advice will be given on career options and pathways.

Unit Code	Unit Title
BSBOHS201A	Participate in OH&S processes
LFMMF2002B	Assemble furnishing components
LFMMF2006B	Hand-made timber joints
LMFCR003B	Carry out measurements and calculations

Uniform

You will need to wear suitable work clothes and protective footwear (leather upper work boots – no runners or open-style footwear) and khaki overalls. If you do not attend every class with the correct clothing and footwear you will be sent home.

Work Kit and Materials

You will receive a carpenter's one metre folding rule, a pair of Australian Standard safety glasses, notes and materials for basic projects.

Cost

Materials fee	\$80.00
Work kit	\$45.00 (1m extended rule and safety glasses)

These items may be purchased through the Institute or an alternative supplier but must meet industry standards.

Café Culture

Day:	Thursdays	Duration:	101 hours
Time:	4.00pm – 8.00pm	Campus:	Elgar

Course Description

The course will focus on employability skills required for employment in the café industry. Student will cover tasks such as;

- Mocktail / milk shakes / smoothie making
- Coffee and tea making skills
- Offer a range of catering and preparing of food and menu items required for attractions such as cafes, kiosks and small food outlets
- Working and operating in Fountains Providore outlet
- Learning and practicing of hygiene

Unit Code	Unit Title
SITHCCC031A	Operate a fast food outlets
SITXOHS002A	Follow workplace Hygiene
SITHFAB010C	Prepare and serve non alcoholic beverages

Uniform

Students are required to also wear black business style pants and black enclosed leather shoes not sneakers.

Cost

Materials fees: \$72.00 Includes a Black BHI polo shirt



Children's Services

Day:	Tuesdays or Wednesdays	Duration:	85 hours
Time:	3.00pm – 5.00pm	Campus:	Elgar campus

Course Description

Would you like to learn more about the children's services industry? Through the Children's Services Pathways program you will develop knowledge and acquire skills relevant to a career in this exciting industry.

If you would like to do further training, advice will be given on career options and pathways.

If you enjoy working with children then this course is for you!

Unit Code	Unit title
CHCCN1D	Ensure children's health and safety
CHCRF3DE	Work effectively with families to care for a child

Uniform

Students are required to also wear black business style pants and black enclosed leather shoes not sneakers.

Cost

Materials fees: \$55.00

Cookery

Day:	Thursdays	Duration:	126 hours
Time:	3.00pm – 8.00pm	Campus:	Elgar

Course Description

This course enables you to develop the skills and knowledge required to assist in commercial cooking operations.

These skills will include basic food hygiene, knowledge of commercial kitchen equipment, knife skills, food preparation, hot and cold food production, and presentation of meals. You will cook a broad range of dishes, such as:

- • Warm Cajun chicken salad
- • Spaghetti with pesto and tomato concasse
- • Fish Supreme Moroccan style
- • Osso Bucco
- • Mushroom Risotto
- • Roast Chicken
- • Steamed Fish
- • Steamed Pudding with Sauce Anglaise
- • Grilled sirloin steak and grilled vegetables
- • Chocolate Sponge
- • Blueberry Peach and glazed ginger tart

You will have the opportunity to take the finished product home if you bring a suitable container.

This course will help you gain employment in the hospitality industry, assisting chefs and cooks.

Unit Code	Unit Title
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITHCCC005A	Use basic methods of cookery
SITHCCC001A	Organise and prepare food
SITHCCC002A	Present food
SITHCCC004A	Clean and maintain kitchen premises
SITHCCC003A	Receive and store kitchen supplies
SITHCCC007A	Prepare sandwiches

Uniform/equipment

A uniform is required and is based on industry standards. You will be required to purchase a uniform on your first day; comprising of the traditional small check chef's pants, white polo shirt, black bib apron and a flat white chef's hat. Students are expected to wear enclosed leather non-slip shoes (not runners) for this class. All uniform requirements can be purchased prior to or on your first day of attendance from our Institute supplier – Durawear.

Cost

Materials fees:	\$90.00
Uniform:	\$75.00
Total:	\$165.00

Digital Devices

Day: Monday, Tuesday, Wednesday, Thursday or Friday* Duration: 54 hours

Time: 3.00pm – 6.00pm Campus: Nelson

*Choose your preferred day. Wednesday to run at city location at CAE from 3.00pm - 6.00pm

Course Description

So you have a mobile phone, a laptop, a netbook or a digital camera. How do you get them to work together? What applications would be useful? This course will show you how to get the best use of these devices and at the same time recognise basic skills in word processing, how to use a powerpoint presentation, best usage of internet applications and using productivity tools on the internet and mobile devices.

Unit Code	Unit Title
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications
ICAICT103A	Use, communicate and search securely on the internet
ICAICT104A	Use Digital Devices
ICAICT106A	Operate presentation packages
ICAICT107A	Use personal productivity tools

Cost

Materials fee \$10.00

Electrical Year 10 Only

Day:	Mondays	Duration:	80 hours
Time:	3.00pm – 6.00pm	Campus:	Nelson Campus

Course description

Would you like to know what it would be like to become an electrician? The Electrical Pathways Course is designed for students who have an interest in practical tasks and using their minds. Based upon actual apprenticeship models, you will learn about the electrical industry, safe use of trade tools and discover electricity and how we use it.

Please note: Colour blindness may restrict any future prospects in the electrical industry.

Unit Code	Unit Title
UEENEEE005B	Fix and Secure Equipment
UEENEEE022B	Carry out Preparatory Electrotechnology work activities

Uniform

No sandals, thongs, singlets or offensive logos.

Cost

Materials fees: \$130.00

Safety glasses \$5.00

Additional small costs for two excursions will occur throughout the year



Engineering and Manufacturing

Day: Wednesdays Duration: 70 hours

Time: 3.00pm – 7.00pm Campus: Elgar

Course Description

This hands-on program (80 per cent practical and 20 per cent theory) has been specifically designed to allow a career pathway into an engineering pre – apprenticeship, engineering apprenticeship, or other streams of engineering, such as fitting and machining or manufacturing.

The course includes a wide range of skills that provides a good foundation of engineering practices with industry-recognised subjects, leading to better employment opportunities in the engineering and manufacturing sector which is currently experiencing a skills shortage.

Unit Code	Unit Title
MEM 13014A	Apply principles of occupational health & safety in work environment
VBN 769	Perform basic machining processes
MEM 18001C	Use hand tools

Uniform

You will be required to wear protective footwear, that is, steel-capped boots (no runners), and full-length blue sleeved overalls.

We will provide you with safety glasses on enrolment.

Cost

Materials fees: \$55.00

Events Management

Planning an Event

Day:	Thursdays	Duration:	130 hours
Time:	3.00pm – 8.00pm	Campus:	Elgar

Course Description

This course enables students to develop a wide range of skills and knowledge required to plan and organise a variety of in-house functions and events.

Students will gain knowledge of the essential elements that go towards planning a successful event including:

- Event theme and format
- Décor
- Catering
- Technical requirements
- Security
- Entertainment
- Venue and site selection
- Logistics
- Safety issues

This course will consist of a range of classroom work, venue and site excursions and practical creative opportunities to present a portfolio of ideas.

Unit Code	Unit Title
SITXEVT005A	Organise in house events or functions
SITXEVT009A	Develop event concepts
SITEVT012A	Select venues and sites
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

Uniform/Equipment

Black Box Hill Institute polo shirt

Students will be required to wear suitable footwear (no thongs) and dress neatly.

Cost

Materials fees: \$77.00 Includes a Black BHI polo shirt

Hairdressing

Day:	Wednesdays	Duration:	85 hours
Time:	3.30pm – 6.00pm	Campus:	Elgar

Course Description

This course will enable you to develop basic skills within the hairdressing industry.

You will receive a kit of materials, including brushes, combs and hairdryer, to use during the course, which will remain your property at the conclusion of the course.

On successful completion of this course you may receive exemptions for particular elements within the Certificate II and Certificate III in Hairdressing.

Unit Code	Unit Title
WRRCSIB	Communicate in the Work Place
WRHCS206A	Dry hair to shape

Cost

Materials fee	\$65.00
Kit and books	\$408.50
Total	\$458.50

IT Technologies

Day:	Thursdays	Duration:	54 hours
Time:	3.00pm – 6.00pm	Campus:	Nelson

Course Description

If you have an interest in computers and new technologies you will love this program. Not only will you pull apart a PC and learn about what lives under the hood, you will also get hands-on experience with the latest technologies including:

- Robotics
- Computing devices
- Home entertainment systems

You will be taught how to perform basic PC repairs and assembly, and you will even learn about internet TV and setting up your home entertainment system. Activities are practical and will put you on track for a career in IT technologies.

Unit Code	Unit Title
VBP132	Building a basic robotics system
VBP119	Perform basic network and computer assembly
VBP122	Home entertainment systems

Uniform

Appropriate clothing for workshop type activities. Non-slip footwear (no open toe).

Cost

Materials fees: \$20.00

Outdoor Recreation

Day:	Wednesdays	Duration:	60 hours
Time:	3.00pm – 7.00pm	Campus:	Elgar

Course Description

Do you have an interest in recreational activities? This course will provide you with an introduction to working within the area of outdoor recreation and a practical, hands-on approach to learning new skills.

If you would like to do further training, advice will be given on career options and pathways. If you enjoy sport or recreation activities, this is the course for you!

Unit Code	Unit Title
SISXCAI102A	Assist in preparing and conduction sport and recreational sessions
SISOCLA201A	Demonstrate top rope climbing skills on artificial surfaces
HLTFA301C	Apply first aid
SISFFFIT301A	Provided fitness orientation and health screening

Cost

Materials fees: \$55.00

Patisserie

Day:	Thursdays	Duration:	147 hours
Time:	3.00pm – 8.00pm	Campus:	Elgar

Course description

This course enables you to develop the skills and knowledge required to assist in commercial patisserie operations.

These skills will include basic food hygiene, knowledge of commercial patisserie kitchen equipment, tool skills, food preparation, hot and cold food production, and presentation of patisserie items. You will cook and decorate a broad range of dishes, such as:

- Cupcakes
- Assorted Breads
- Desserts
- Cakes / Tarts
- Chocolates
- Truffles
- Petit Fours

Unit Code	Unit Title
SITHCCC014A	Prepare pastry, cakes and yeast goods
SITHPAT005A	Prepare and present gateaux, torten and cakes
SITHCCC013A	Prepare hot and cold desserts
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

Uniform/equipment

A uniform is required and is based on industry standards. You will be required to purchase a uniform on your first day comprising of the traditional small check chef's pants, white polo shirt, black bib apron and a flat white chef's hat. Students are expected to wear enclosed leather non-slip shoes (not runners) for this class. All uniform requirements can be purchased prior to or on your first day of attendance from our Institute supplier – Durawear.

Cost

Materials fees: \$120.00

Preparatory VCE English

Day:	Wednesdays	Duration:	50 hours
Time:	4.00pm – 6.30pm	Campus:	Whitehorse

Course Description

Would you like to be better prepared for VCE?

Would you like some additional support to give you an edge and build oral communication skills for your VCE?

An expert VCE teacher will work with you to build your skills and ready you for a flying start to VCE English requirements.

The course will focus on developing writing and communication skills.

Unit Code	Unit Title
VBQU133	Engage with texts of limited complexity for learning purposes
VBQU136	Create texts of limited complexity for personal purposes
VBQU137	Create texts of limited complexity for learning purposes

Cost

Materials fees: \$25.00

Students will be required to wear suitable footwear (no thongs) and dress neatly.

Preparatory VCE Mathematics

Day:	Wednesdays	Duration:	50 hours
Time:	4.00 – 6.30pm	Campus:	Whitehorse

Course Description

Would you like to be better prepared for VCE?

Would you like some additional support to give you an edge and build oral communication skills for your VCE?

An expert VCE teacher will work with you to build your skills and ready you for a flying start to VCE Mathematics. The course will focus on developing writing and communication skills.

Unit Code	Unit Title
VBQU140	Work with measurement and design in familiar situations
VBQU141	Work with numerical and statistical information in familiar situations

Cost

Materials fees: \$25.00

Students will be required to wear suitable footwear (no thongs) and dress neatly.



Science Enhancement

Day: Wednesdays or Thursdays Duration: 20hours

Time: 3.00pm - 5.00pm Campus: Elgar

Course Description

Are you intrigued by science and want to get some hands-on experience in modern science laboratories?

If so, this program is for you. Grab your pipette and don your lab coat as you undertake experiments to answer some real-world questions. Use colorimetry to measure the absorbance of unknown solutions and investigate level of sugar, fat and protein in everyday foods. Learn how to perform gravimetric analysis as you conduct experiments to determine the salt content of commercial food products.

Unit Code	Unit Title
L973001A	Perform basic test

Uniform

Students will be required to wear non-slip, closed-toe shoes with hair tied back.

Cost

No Cost

Sport & Recreation - Events

Day:	Wednesdays	Duration:	65 hours
Time:	3.00pm - 7.00pm	Campus:	Elgar

Course Description

Do you have an interest in sporting events? This course uses practical, hands-on approach to help you develop the skills and knowledge to plan a successful sporting event.

If you would like to do further training, advice will be given on career options and pathways. If you enjoy sporting events, this is the course for you!

Unit Code	Unit Title
SITXEVT001B	Develop & update event industry knowledge
SITXEVT004B	Coordinate on-site event registrations

Cost

Materials fees: \$55.00



Trade Taster

Day:	Tuesdays	Duration:	130 hours
Time:	3.00pm – 6.00pm	Campus:	Elgar

Course Description

Have you ever thought of being an automotive mechanic, a carpenter, an engineer, an electrician, and you just don't know which one to choose?

Then come along and try our trade taster program. You will get an insight into four different careers.

The Trade Taster program comprises four selected units from four different industries, to provide you with an introduction as to what it is like to work as a tradie.

Completing this course will also give you a basic knowledge of the tools and equipment used within the variety of industries, and the occupational health and safety requirements to which all areas adhere. The units have a hands-on approach to training with a balance of 80 per cent practical and 20 per cent theory.

Unit Code	Unit Title
VPAU209	Basic Vehicle Servicing
BSBOHS201A	Participate in OHS Processes
LFMMF2006B	Hand Make Timber Joints

Uniform

You are required to wear protective footwear, that is, steel capped boots (no runners) and full-length sleeved overalls.

You will be provided with a set of safety glasses on enrolment.

Cost

Materials fees: \$80.00

Welding Program

Day:	Wednesdays	Duration:	70 hours
Time:	3.00pm – 7.00pm	Campus:	Elgar

Course Description

This hands-on program will enable you to sample various types of welding and fabrication techniques. The course offers you units of study which develop the skills required by those considering a career path into an apprenticeship in boiler making, welding and fabrication.

Unit Code	Unit Title
MEM13.14A	Apply principles of occupational health and safety in the work environment
MEM18.01C	Use hand tools
VBN770	Apply basic fabrication techniques

Uniform

You will be required to wear protective footwear, steel- capped boots (no runners), and full-length blue-sleeved overalls. You will be provided with a pair of safety glasses on enrolment.

Cost

Materials fees: \$55.00







**BOX HILL
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New Schools Program! Bacteria in Action.

Year 9, 10 and 11 students will learn about bacteria and antibiotic resistance through the expert guidance of Box Hill Institute's Biotechnology staff.

Upon successful completion of this program, students will receive a nationally accredited unit towards the Certificate II in Sampling and Measurement, with hands on experience in the following areas:

- Growing Bacteria
- Bacterial Resistance
- Spectrophotometry
- Sterile Techniques

The sessions will commence in March 2012 comprising of:

- 2 x 2 hour sessions at Box Hill Institute
- 1 x 1.5 hour session within the school environment

Payment Options

Option A	Option B
<ul style="list-style-type: none">• No Charge*• Delivery after 3pm• Delivery within 1 month period	<ul style="list-style-type: none">• \$50 per student (16-24 students per group)

*subject to limitations

Bookings are now being taken for 2012 and 2013 For more information or to book your school group please contact:

Michele Samuel on (03) 8892 2097 m.samuel@boxhill.edu.au

John Cukier on (03) 8892 2078 j.cukier@boxhill.edu.au

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