

**Course Details:**

**CHC32015 Certificate III in Community Services**

**Course Aims**

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

**Course Delivery**

**Location and Times**

**Year 1:** Level 1, 7 – 9 John Street, Lilydale Wednesday 9:00am – 12:30pm

**Year 2:** Level 1, 7 – 9 John Street, Lilydale. Wednesday 1:00pm - 4:30pm

**Mode of Delivery** Classroom/workshop simulation

**Duration:** 2 years part time

**On successful completion of this program the student will achieve:**

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

This certificate provides the minimum 180 hours required to achieve two units towards VCE and two VCE VET Credits in the VM, also providing 2 credits towards the VPC.

\*Please note the minimum VET requirement for the VPC is one credit = 90 hours.

**VCE:** On completion students will receive recognition of two units at Unit 1 and 2 and a Unit 3 and 4 sequence

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC32015 Certificate III in Community Services.**

**Additional Requirements/ Information:**

**Name of RTO & Provider of Qualification:**

Cire Services

TOID: 4150

**RTO Student Information:**

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**OHS / Personal Protective Equipment:** N/A

**Excursions:** NA

**Work Placement:** Students are required to undertake a total of 80 hours of structured workplace learning over the two years of the program, that being 40 hours each year. The host school organises the students SWL placements with support from Cire Training if needed. **Other:** NA

**Future Pathways and Opportunities:**

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health &amp; Human Development</li> </ul>	<ul style="list-style-type: none"> <li>Psychology</li> </ul>			
<b>Pathways:</b>	<b>Certificate II/ IV in the following streams:</b> <table border="1"> <tr> <td> <ul style="list-style-type: none"> <li>Aged Care Work</li> <li>Alcohol and Other Drugs</li> <li>Child Protection/Justice</li> <li>Mental Health Work (non clinical)</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Children's Services</li> <li>Community Work</li> <li>Disability Work</li> <li>Youth</li> <li>Diploma of Nursing</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Diploma/Advanced Diploma in Community Services</li> <li>Certificate III in Allied Health or Health Services Assistant</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>Aged Care Work</li> <li>Alcohol and Other Drugs</li> <li>Child Protection/Justice</li> <li>Mental Health Work (non clinical)</li> </ul>	<ul style="list-style-type: none"> <li>Children's Services</li> <li>Community Work</li> <li>Disability Work</li> <li>Youth</li> <li>Diploma of Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Diploma/Advanced Diploma in Community Services</li> <li>Certificate III in Allied Health or Health Services Assistant</li> </ul>
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<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Aged Care Attendant</li> <li>Health Care Counsellor</li> <li>Youth Worker</li> </ul>	<ul style="list-style-type: none"> <li>Community development</li> <li>Case Manager</li> </ul>			

# early childhood

## Course Details:

### CHC30121 Certificate III in Early Childhood Education and Care

#### Course Aims

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

#### Course Delivery

##### Location and Times

**Year 1:** Level 1, 6 – 9 John Street, Lilydale. Wednesday 9:00am – 12:30pm

**Year 2:** Level 1, 6 – 9 John Street, Lilydale. Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Face to Face delivery and online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

This certificate provides the minimum 180 hours required to achieve two units towards VCE and two VCE VET Credits in the VM, also providing 2 credits towards the VPC.

\*Please note the minimum VET requirement for the VPC is one credit = 90 hours.

**VCE:** On completion students will receive recognition of two units at Unit 1 and 2 and a Unit 3 and 4 sequence

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC30121 - Certificate III in Early Childhood Education and Care**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**OHS / Personal Protective Equipment:** Students will need a Cire Training polo shirt for placement.

**Excursions:** NA

**Work Placement:** Cire Training requires all our VETDSS students to undertake a minimum of 80 hours of SWL spread across the two years of the program, this being 40 hours annually. If you undertake 80 hours of structured workplace learning and the workplace learning record in one year you can provide one general credit for VCE/VCE VM.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	The course is a partial completion, once you have completed your two-year VETDSS program, you can apply to complete the remaining units to be able to graduate from the CHC30113 Certificate III in Early Childhood Education and Care.	<ul style="list-style-type: none"><li>• Food Technology</li><li>• Health &amp; Human Development</li><li>• Psychology</li></ul>
<b>Pathways:</b>	<ul style="list-style-type: none"><li>• Bachelor of Early Childhood Studies</li><li>• Diploma of Early Childhood Education and Care</li><li>• Bachelor of Education</li></ul>	
<b>Possible Future Career Opportunities:</b>	<b>A range of employment opportunities including:</b> <ul style="list-style-type: none"><li>• Early Childhood Education Assistant</li><li>• Outside School Hours Care Assistant</li><li>• Play Group Supervisor</li></ul>	<ul style="list-style-type: none"><li>• Kindergarten Assistant</li><li>• Family Day Care Educator</li><li>• Nanny</li><li>• Childcare Educator/Assistant</li></ul>

# retail services

## Course Details:

### SIR20216 Certificate II in Retail Services

#### Course Aims

This qualification reflects the role of frontline retail team members who use a defined and limited range of operational skills to undertake workplace activities. This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline team member, customer service assistant and point-of-sale operator.

#### Course Delivery

##### Location and Times

**Year 1:** Level 1, 7 – 9 John Street, Lilydale Wednesday 9:00am – 12:30pm

**Year 2 (2025):** Level 1, 7 – 9 John Street, Lilydale. Wednesday 1:00pm - 4:30pm

**Mode of Delivery** Classroom/workshop simulation

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

This certificate provides the minimum 180 hours required to achieve two units towards VCE and two VCE VET Credits in the VM, also providing 2 credits towards the VPC.

\*Please note the minimum VET requirement for the VPC is one credit = 90 hours.

**VCE:** On completion students will receive recognition of two units at Unit 1 and 2 and a Unit 3 and 4 sequence

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC32015 Certificate III in Community Services.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

#### OHS / Personal Protective Equipment: N/A

**Excursions:** NA

**Work Placement:** Students are required to undertake a total of 80 hours of structured workplace learning over the two years of the program, that being 40 hours each year. The host school organises the students SWL placements with support from Cire Training if needed. **Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"><li>• Business</li></ul>	<ul style="list-style-type: none"><li>• Community Pharmacy</li></ul>
<b>Pathways:</b>	<b>Certificate III/ IV in the following streams:</b> <ul style="list-style-type: none"><li>• Retail</li><li>• Business</li><li>• Community Pharmacy</li></ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>• Pathway to work in diverse range of retail settings including speciality retailers, supermarkets, department stores and quick service restaurants</li></ul>	

## Course Details:

### BSB30120 Certificate III in Business

#### Course Aims

This course provides students with knowledge and skills across a variety of business services areas. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team..

#### Course Delivery

##### Location and Times

**Year 1:** Level 1, 7 – 9 John Street, Lilydale. Wednesday 9:00am - 12:30pm

**Year 2:** Level 1, 7 – 9 John Street, Lilydale. Wednesday 1:00pm – 4:30pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

This certificate provides the minimum 180 hours required to achieve two units towards VCE and two VCE VET Credits in the VM, also providing 2 credits towards the VPC.

\*Please note the minimum VET requirement for the VPC is one credit = 90 hours.

**VCE:** On completion students will receive recognition of two units at Unit 1 and 2 and a Unit 3 and 4 sequence.

**ATAR:** Scored assessment is available for Unit 3 and 4 of this course. Students who undertake additional training can achieve a further Units 3 and 4 sequence and may be eligible for an increment.

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **BSB30120 Certificate III in Business.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**OHS / Personal Protective Equipment:** N/A

**Excursions:** NA

**Work Placement:** NA

**Other:** They also complete the pre-course review including the LLN Tool and achieve the Australian Core Skills Level of 3. At this level, students may either work alongside an expert/mentor where prompting and advice can be provided or may work with an expert/mentor where support is available if requested.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Business Studies</li> </ul>		
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Business (Administration)</li> <li>Certificate IV in Business (Operations)</li> <li>Certificate IV in Accounting and Bookkeeping</li> </ul>		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Customer Service Roles</li> <li>Junior Personal Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Office Assistant</li> <li>Data Entry</li> </ul>	<ul style="list-style-type: none"> <li>Receptionist</li> </ul>

