

SHEPPARTON FLEXIBLE LEARNING CENTRE

Career Advantage

During Term 3 we start to focus on areas of study for the following year for students. This is extremely important for students thinking of studying a certificate II or III through GOTAFE as pre-enrolment conversations happen in the lead up to formal applications being made.

SHFLC also offer a range of certificates onsite that students may also be interested looking into, as an alternative to GOTAFE. Speak with your Learning Mentor who can assist in organising a meeting with the Pathways Team to explore your options.

The Careers and Pathways Team value feedback, if there is something you would like more information about, email the team on Shepparton.Careers@nefln.vic.edu.au

Pathways Team.

Get Set For Vet



- 2 Students enrolled in years 10, 11 & 12 in 2024, are eligible to complete a Certificate II or III course at GOTAFE Shepparton at 1 of their 3 campuses, Fryers St, William Orr or Archer Street.
- 0 VETDSS students attend GOTAFE once a week while continuing their studies at SHFLC and gain nationally recognised qualifications on completion of their studies.
- 2 The Careers and Pathways Team are available to answer any questions you may have and assist with the enrolment application process. To make an appointment see Ben or Kylie, alternatively speak with your Learning Mentor who can assist with booking a meeting.
- 4 The online enrolment process begins 1st August and closes 2nd September

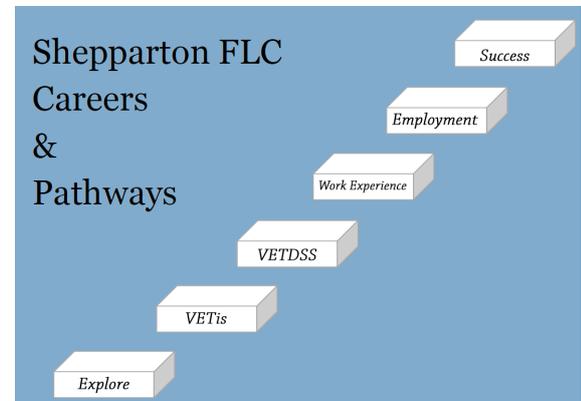
Every Student, Every Opportunity, Success for All





CAREERS CALENDAR DATES

Date	Event
28th July	Pupil Free Day
1st August	GOTAFE VDSS applications open
10th August	Hand On Trades Career Expo
1st September	Army Work Experience Expo
2nd September	GOTAFE VDSS applications close
13th September	Parent Teacher Interviews
15th September	Last Day of Term 3.



CAREERS PROGRAM

The Department of Education has implemented a specific Careers Program for all Year 9 students across the state. In the first stage of the program, students will undertake an in-depth, online Career and Profiling Assessment.

SHFLC students are still completing this portion of the program with the assistance of staff across the campus.

The second stage of the program will see students having a one-on-one information session with an external Careers Counselling Service. During this consultation students will be assisted to understand the information gathered from their profiling assessment, which outlines various details about their personality, skills and what their interest areas are to further continue conversations about future career paths.

All students that participate will be provided with a booklet at the end of their consultation that can be taken home to share with parents/carers.

SHFLC are fortunate to be able to offer the Morrisby program to any year 10, 11 or 12 student that may have missed taking part when in year 9. If you would like your young person to participate in this valuable program please speak with students Learning Mentors and/or email the Careers and Pathways Team at: Shepparton.Careers@nefln.vic.edu.au

Below is a link to a video that can give students and parents/carers more information.

Website Link: <https://www.morrisby.com/parents>



Résumé Writing Tips

Highlighting your skills and personal attributes can significantly enhance your profile and make you stand out to employers.

Remember that skills and attributes can evolve and grow over time, as you gain experience and confidence, so it is extremely important to review and update your resume regularly to give you the best opportunity at every job you apply for.

Respectful

- Treating others how you would like to be treated.
- Recognise the value of others and treat them as someone who matters.
- Being accepting of others, even if you don't agree with them.
- Call or text school or your employer of any absences.
- Being considerate of others feelings and opinions.
- Making responsible choices in what you say when speaking to others.



Believing In
Children,
Young People,
Families &
Their Future.

SHFLC have a strong partnership with Berry Street and their L2P Program and mentors. We have a number of young drivers currently enrolled and participating in drives with mentors from our campus.

The TAC L2P program is free for eligible young people aged 16-21 years. The young learners are matched with fully licensed volunteer mentors and have access to a sponsored vehicle, which they can use to get supervised driving experience.

To join the TAC L2P program you must;

- be actively attend SHFLC
- committed to regular drives with mentors
- be between 16 and 21 years of age
- hold a current learner's permit
- not have access to either a vehicle, a supervising driver, or both.

If you would like to more information about the L2P Program, speak with Kylie for an application form.

DESCRIPTION KNOWLEDGE
 REQUIREMENTS TRAINING
JOB ANALYSIS INFORMATION
 ORGANIZATIONS ABILITY PROCEDURES PROCESS
 OBSERVATION SPECIFICATION RECRUITMENT
 SKILLS INTERVIEW SELECTION

CARPENTRY

What do Carpenters do?

Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings. They may also work on large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects.

A carpenter may perform the following tasks:

- construct formwork into which concrete is poured
- set out an outline of the building on the ground of the site, using string and pegs to allow for excavations
- build floors, wall frameworks (timber or metal), roofs and suspended ceilings, and lay timber floors
- read plans and specifications to determine the materials required, dimensions and installation processes
- install metal and timber windows, sashes and doors
- construct and erect prefabricated units, such as cottages and houses
- cut materials with hand and power tools, and assemble or nail, cut and shape parts
- install door handles, locks, hardware, flooring underlay, insulating material and other fixtures
- maintain and sharpen tools.

How do I become a Carpenter?

To become a Carpenter you usually have to complete an Apprenticeship in General Construction (Carpentry – Formwork/ Framework/Finishing). Entry requirements may vary but employers generally require a minimum of Year 10. Training is usually both on and off the job. The off-the-job training is provided through Registered Training Organisations (RTO's), including Group Training Companies. Details of the training may vary depending on the needs of the employer and are finalised as part of the training agreement.

Qualifying as a Carpenter involves:

- Three to Four years commitment
- Attending paid work with a "host employer" for the duration of the apprenticeship
- Attending off-the-job training at an RTO

Ideal Personal Requirements to be a Carpenter include:

- Enjoy practical work and be able to work with your hands
- A sense of balance and an ability to work at heights
 - Good at mathematics
 - Able to work as part of a team



Weirdest Jobs in the World

Drying paint watcher:

No, this isn't a joke. Someone actually earns a living watching paint dry. A man in the UK currently has the job and he spends his days painting sheets of cardboard to test how



MODULES

Before students participate in Work Experience or Structured Workplace Learning, it is essential they complete the WorkSafe Modules and ensure a printed copy of their Certificates are placed in students careers folder.

The modules cover a range of topics, some examples are listed below;

- OHS basics
- Hazard identification
- Speaking up
- Rights & responsibilities
- Reporting hazards

Students must complete a General Module and an Industry Specific Modules.

Industries examples listed below;

- | | |
|---------------------------|-------------------------|
| ◇ Automotive | ◇ Hospitality & Tourism |
| ◇ Building & Construction | ◇ Metal & Engineering |
| ◇ Electrical | ◇ Office & Business |
| ◇ Hairdressing | ◇ Plumbing |
| ◇ Painting | ◇ Veterinary |
| ◇ Retail | ◇ Primary Industry |
| ◇ Horticulture | |

ACM20121

Certificate II in Animal Care

Course Structure 2024

UNIT CODE & TITLE	TYPE
ACMGEN201 Work in the animal care industry	Core
ACMGEN202 Complete animal care hygiene routines	Core
ACMGEN203 Feed and water animals	Core
ACMGEN204 Assist in health care of animal	Core
ACMSUS201 Participate in environmentally sustainable work practices	Core
ACMWHS201 Participate in workplace health and safety processes	Core
BSBCMM211 Apply communication skills	Core
ACMBEH302 Provide enrichment for animals	Elective
ACMGEN309 Provide basic animal first aid	Elective
ACMSPE316 Provide general care of domestic dogs	Elective
ACMSPE317 Provide general care of domestic cats	Elective
ACMGEN205 Source and provide information for animal care needs	Elective

Duration

Two year course
410 hours





Certificate II in Workplace Skills (BSB20120)

The Certificate II level program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.



Learning Areas

- Planning and preparation
- Prioritisation and time management
- Teamwork and workplace etiquette
- Effective work habits
- Common digital technologies
- Common business applications
- Safe and sustainable work practices
- Communication skills
- Teamwork and workplace etiquette
- Critical thinking and basic problem solving



Job Opportunities

- Coordinators
- Business Manager
- Start your own small business
- Go onto further roles within Marketing, HR, Sales, etc



Pathways



BSB20120 Certificate II in Workplace Skills





Certificate II in Community Services (CHC22015)

VCAA Program 2 (includes additional units for Units 3-4 scored assessment)

This certificate allows students to develop the skills and knowledge to undertake community services work such as providing support and assistance to a variety of clients including childcare, the elderly and the disability sector.



This program is perfect for students looking to move into a range of areas in the community services sector and is the perfect building block for developing a sound educational base specific to the fastest growing sector in Australia.

- Score assessment is available with the completion of the Certificate II and required units.
- The first year (Units 1-2) can be undertaken as a one year course.



Learning Areas

- Working with diverse people
- Communication in the workplace
- Work health and safety
- Providing initial advice to clients, patients, or customers
- Teamwork

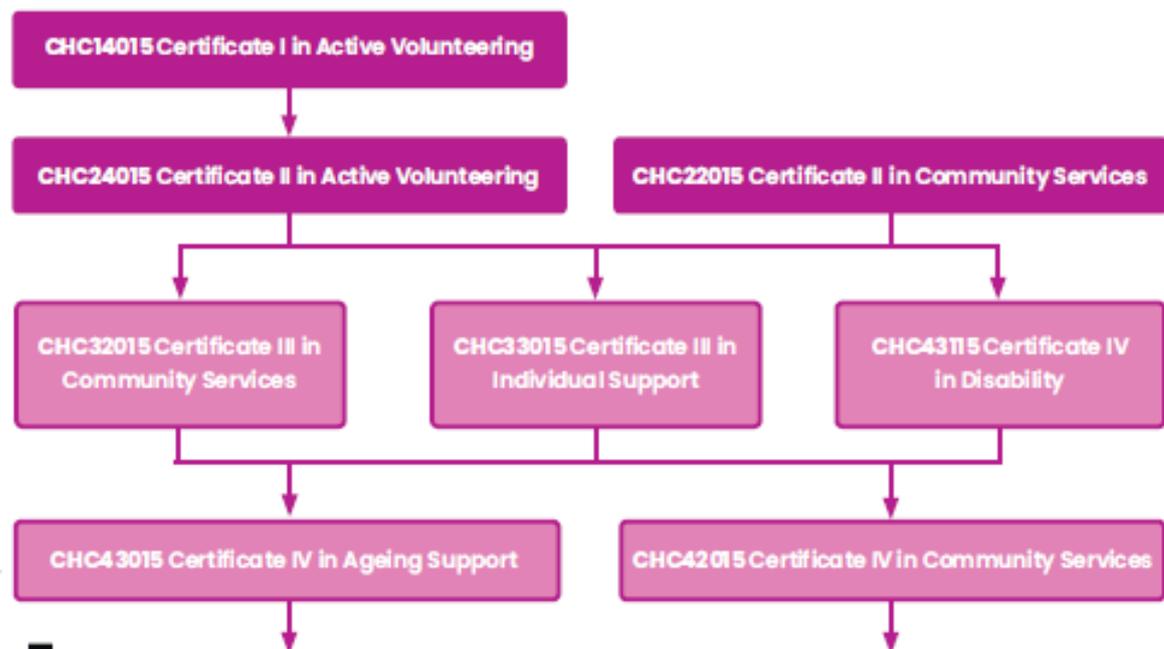


Job Opportunities

- Assistant community services worker
- Assistant childcare worker
- Assistant disability worker
- Elderly assistant
- Care service employee
- Customer service staff
- Social work roles
- Youth services roles



Pathways



Diploma of Community Services, Diploma of Nursing and Higher Education

CUA20620

Certificate II in Music

The Certificate II in Music prepare students to perform a range of tasks in the music industry, using practical elements and fundamental operational knowledge in environments that require foundational skills in music performance, music making or composition, sound production or music business.

The program is suited to students with an interest in music who are keen to develop their skills as a musician or producer with the aim to perform, use music technology and be involved with live music events.

Learning Areas

Through a mixture of theory and practical course work

- Develop your skills with voice or an instrument
- Perform for an audience, depending on your interests
- Set up equipment on stage for a performance
- Gain understanding in use of music technology

Pathways

Certificate III in Music

Certificate IV in Music

Career Opportunities

This may lead to roles such as:

- Studio Assistant
- Performer
- Session musician
- Entry-level producer
- Stagehand
- Songwriter
- Road Crew Member





Certificate II in Active Volunteering (CHC24015)

VCAA Program 1

This certificate provides students and schools with the ability to engage with their local school and wider community. The program enables learning to be provided in an environment which reflects the working circumstances of volunteers in our community under direct supervision.



This program is perfect for students and schools that are looking to incorporate their existing community partnerships and further strengthen student links to the community. Students will explore the varied dimensions of volunteering, basic emergency life support-skills, communication and organisational skills to effectively equip themselves moving into the workforce post-secondary schooling.



Learning Areas

- Working with others
- Communication in the workplace
- Volunteering
- Work health and safety
- Workplace information
- Diversity in the workplace



Job Opportunities

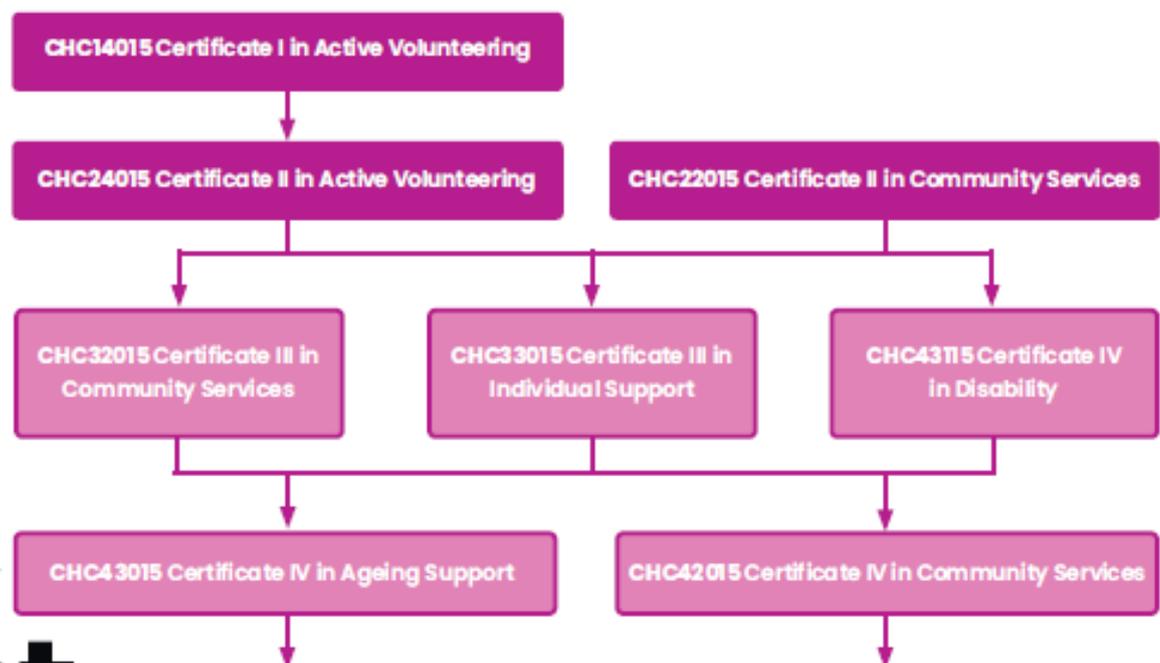
- Community and Personal Service worker
- Community volunteer

Can progress to a career as an:

- Outreach Worker
- Community Corrections Officer
- Community Development Worker



Pathways



Diploma of Community Services, Diploma of Nursing and Higher Education

CHC24015 Certificate II in Active Volunteering



BARISTA COURSE



SITXFSA005 Use hygienic practices for food safety

SITHFAB025 Prepare and serve espresso coffee

This course is essential for anyone who wishes to make a start in the espresso coffee industry.

Barista training teaches students practical coffee making skills, how to prepare and recognise quality espresso extraction and texture milk consistently, and how to safely operate, clean, and maintain an espresso machine and grinder.

Food safety training teaches students the safest way to handle, prepare and serve food, enabling them to comply with the relevant food safety laws and regulations.

RECOMMENDED FOR:

- Students seeking basic skills to enter part-time employment
- Students preparing for a gap year
- Students of a discipline other than Hospitality

Students learn how to make a range of espresso menu items, about correct food handling techniques, food storage temperatures, personal hygiene, and correct cleaning of food preparation areas.

Students gain the skills and knowledge that will help ensure they serve food and beverages that are free of hazards and safe for customers to consume.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students who successfully complete all set assessment tasks will gain a Nationally Recognised Statement of Attainment for these units of competency:
 - SITXFSA005 Use hygienic practices for food safety (prerequisite)
 - SITHFAB025 Prepare and serve espresso coffee
- Certificates can be downloaded from the portal.



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver the unit SITXFSA005 with IVET.

It is a requirement of the unit SITHFAB025 that assessors have 3 years industry experience and that facilities contain the required equipment.



FOR FURTHER INFORMATION:

Call today on **1300 004 838**



READY FOR WORK COURSE



SITXFSA005 Use hygienic practices for food safety SITXWHS005 Participate in safe work practices

This program responds to the demand from employers in the service industry for skill sets that prepare young adults for work.

SITXWHS005 incorporates the requirement for all employees under state and territory WHS legislation to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. All personnel at all levels use these skills in the workplace during the course of their daily activities.

SITXFSA005 meets the Australia-wide recommendation, that all food handlers are trained in food safety. A Food Handler is anyone who handles food, including: fast food cooks, food and beverage attendants, baristas, supermarket workers, kitchen hands, delivery drivers, chefs, bar attendants and carers.

Food safety training teaches students; the safest way to handle, prepare and serve food, enabling them to comply with the relevant food safety laws and regulations and serve food that is free of hazards and is safe for customers to consume.

RECOMMENDED FOR:

- Students in Year 9 or 10, prior to commencing work placement
- Students seeking basic skills to enter part time employment
- Students preparing for a gap year

Students learn about correct food handling techniques, food storage temperatures, personal hygiene, safe work practices, potential hazards, and emergency situations. Students gain the skills and knowledge that will help ensure they have an understanding of health, safety, and security procedures to allow them to work safely and to gain the confidence to call out unsafe work practices.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students who successfully complete all set assessment tasks will gain a Nationally Recognised Statement of Attainment for the following units of competency:
 - SITXFSA005 Use hygienic practices for food safety
 - SITXWHS005 Participate in safe work practices
- Certificates can be downloaded from the portal.



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver these units with IVET.



FOR FURTHER INFORMATION:

Call today on 1300 004 838

