



MELVILLE  
SENIOR HIGH SCHOOL

A young man with short brown hair and safety glasses is smiling at the camera. He is wearing a black hoodie with 'MELVILLE' printed on it, a bright yellow safety vest, and grey sweatpants. He is crouching on a construction site, holding a trowel and working on a concrete surface. A yellow string line is stretched across the ground in front of him. The background shows a construction site with yellow safety railings and a building under construction.

VOCATIONAL PATHWAYS  
PROGRAM (VPP)  
2023

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# INTRODUCTION

The Vocational Pathway Program (VPP) at Melville SHS supports students who wish to undertake a Vocational Pathway and gives them access to Certificate courses at TAFE and Workplace Learning, whilst working towards achieving their West Australian Certificate of Education. The VPP Program is designed for students who are considering making the transition into the workplace and/ or TAFE when they leave school. It can also provide a pathway for students seeking to enter university via alternative access programs or competitive apprenticeships and traineeships in their chosen field.

The VPP program allows students to study in a flexible learning program which involves attending three days of school (Monday to Wednesday) and two days studying at a TAFE campus and/or Work Placement in their chosen field or course. Students can apply to TAFE based upon their vocational interest and the program caters for each student's individual needs to provide a broad and engaging base for further studies/employment.

## WACE Achievement

Achievement of WACE acknowledges that at the end of compulsory schooling students have achieved or exceeded the required minimum standards in an educational program that has suitable breadth and depth.

To achieve a WACE from 2022, a student must satisfy the following:

Demonstrate a minimum standard of literacy (reading and writing) and a minimum of numeracy (OLNA)

Complete a minimum of 20 units, or equivalents

- A minimum of ten Year 12 units or equivalents
- Two completed Year 11 units from an English course and one pair of completed Year 12 units from an English course
- One pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects

Complete:

- At least four Year 12 ATAR courses OR
- At least five Year 12 General courses and/or ATAR courses or equivalent OR
- A Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.

Must achieve 14 C grades or higher (or equivalents) in Year 11 and Year 12 units, including at least six C grades (or equivalents) in Year 12.

## VPP Program Subject Selections

Due to timetable constraints involved with running a 3 day school week, as well as giving students the opportunity to achieve their WACE at the completion of Year 12, all VPP Program students are required to complete the set list of subjects below.

COURSE	YEAR 11 (2023)	YEAR 12 (2024)	2023 CHARGE
English General	GEENG (Unit 1 & 2)	GTENG (Unit 3 & 4)	\$70
Mathematics Essentials General	GEMAE (Unit 1 & 2)	GTMAE (Unit 3 & 4)	\$90
Career & Enterprise General	GECAE (Unit 1 & 2)	GTCAE (Unit 3 & 4)	\$60
Physical Education Studies General	GEPES (Unit 1 & 2)	GTPES (Unit 3 & 4)	\$170
Workplace Learning Endorsed Program	ADWPL	ADWPL	\$100
Certificate II Skills for Work & Vocational Pathways*	FSK20119		\$90

\*IVET Institute Pty Ltd (as Trustee for IVET Institute Unit Trust) RTO Code 40558

Add First Aid \$100

## Vocational Qualifications

The VPP Program offered at Melville SHS includes Nationally Accredited qualifications, where students successfully complete requirements and develop relevant industry skills with pathways to employment and/or further education and training, including traineeships and apprenticeships.

All students in the VPP Program are enrolled in a vocational qualification. Unless enrolled in a two day TAFE program, all students are required to complete at least 2 units of Workplace Learning with a host employer.

All our qualifications are quality assured by a Registered Training Organisation (RTO) with the majority of courses being delivered at either South Metropolitan or North Metropolitan TAFE, however, specific qualifications can be accessed through additional Private Training Provider's.

Students in the VPP Program have the opportunity to access qualifications in the following industry areas:

Animal Studies	Hairdressing
Automotive – Electrical, Heavy Vehicle and Light Vehicle	Hospitality
Aviation	Information, Digital Media & Technology
Business	Music
Childcare	Plumbing
Community Services	Retail, Make-up and Skin Care
Construction – Bricklaying; Carpentry and Joinery	Sampling and Measurement
Education Support	Surveying
Engineering	Sport and Fitness
Electrotechnology	Tourism and Events
Health and Nursing	

See the *Qualifications Offerings* on page 13 for a full list of qualifications that students opting for the VPP Program in 2022 are eligible to select from.

VPP Program pathways provide students with the opportunity to continue their education and training post- school and can lead to the achievement of higher level qualifications such as Certificate III and IV or eventual university entry.

## Unique Student Identifier (USI)

Applying for a USI is compulsory for all students enrolled in qualifications, being delivered at Melville Senior High School or an external RTO. Only applications with a USI will be accepted for the Vocational Pathways Program. Please see the USI Application Information sheet on page 12 for more information on how to create a USI.

## Workplace Learning

Workplace Learning forms a key part of the VPP Program, providing students requirements opportunities to develop a realistic understanding of the working world, including learning about employer expectations, developing employability skills, exploring career options and taking part in activities to increase self-understanding, maturity, independence and confidence.

As Workplace Learning is an Endorsed Program, VPP students can use it to contribute towards meeting their WACE requirements. Every 55 hours of workplace learning students complete, equates to 1 WACE point. Completing 220 hours of workplace learning allows a student to achieve a maximum of 4 WACE units. Students are expected to be committed to attending work placement each week and completion of the Workplace Learning Log Book and Skills Journal is an important requirement of the WPL program.

Students that are not on a SBT or required to complete mandatory hours in the PAiS pathway, will be required to complete unpaid work experience with a host employer in their chosen industry. Students will liaise with Ms Louise Browne to find a work placement that explores potential career opportunities post school or compliments their chosen TAFE qualification.



Depending on their qualification students in the VPP Program will complete their workplace learning through one of the following pathways:

### **Pre-Apprenticeship in Schools (PAIS) Mandatory Placement**

Pre-apprenticeships in schools are Certificate II programs that have been nominated by Western Australian industry training councils as valid pathways from school to a traditional trade apprenticeship.

Students in Years 11 and 12 attend school, attend at a registered training organisation and are linked to an employer for work placement. Students must complete mandatory hours of on the job work placement with an employer in their relevant industry area.

### **School Based Traineeships (SBT) & Aboriginal School Based Training (ASBT)**

School-based traineeships (SBTs) provide an opportunity for students to work with an employer and train in a qualification while they are still at school. SBT qualifications are mostly at certificate II and III level, with students completing some of their training at a registered training organisation (RTO) such as a TAFE or private training provider and some at work. The benefits of a SBT is that students are paid for the time they spend working and can gain additional credits towards their WACE upon completion, while opening pathways to future study or jobs. The VPP Program currently has 9 ASBTS and SBT's with South Metropolitan Youth Link (SMYL) in a variety of qualifications. ASBT's/SBT's offer great flexibility to students and can be built around industry areas such as engineering, childcare, business, horticulture, community services, hairdressing and building and construction.

SBT's for VPP program students are organised by the schools Workplace Learning Coordinator, Ms Louise Browne, who will work with students to identify traineeships that are relevant to their chosen industry or target student interests for future career pathways post schooling.

A list of SBT's and the associated workplaces that former students have completed SBT's at are listed below.

<b>Qualification</b>	<b>Business/Employer</b>
Certificate II in Engineering Fabrication	Allspec Engineering
Certificate II in Building and Construction	Bartlett construction in Willagee
Certificate II in Hospitality	Clancy's Fish Pub
Certificate II in Retail	I Love Crepes and More in Myaree
Certificate II in Warehousing	Lightning Man in O'Connor
Certificate II in Community Services	City of Melville and Willagee Library
Certificate II in Horticulture	Fremantle Golf Course
Certificate II in Allied Health	Royal Perth Hospital
Certificate III Child Care	Tall Trees in Manning
Certificate II and Certificate III in Business	Success Chiropractic
Certificate II in Business	Rottnest Island

Business owners in the community that are interested in taking on students for SBT's are encouraged to contact Louise Brown ([louise.browne-cooper@education.wa.edu.au](mailto:louise.browne-cooper@education.wa.edu.au)) for further information.

# APPLYING FOR THE VOCATIONAL PATHWAY'S PROGRAM

## Prerequisites for Entry into the VPP Program

There are limited places within the VPP Program and entrance is subject to students meeting the minimum entrance requirements outlined below and attending an interview with VPP staff.

The minimum entry requirements are outlined below:

- Attendance greater than 90% in Semester 1 of Year 10
- Minimum of a C grade in English and Mathematics
- Must attend a selection interview with VPP staff to ascertain their “work readiness” and suitability to elected TAFE qualifications
- Students applying for the VPP Program must also select a General Studies Pathway as a backup in case their VPP Application is unsuccessful
- Must be successful in gaining a TAFE placement or School Based Traineeship\*

*\*NOTE: Students who are offered TAFE placements do not automatically qualify for places in the program and entrance will be subject to numbers in the program and eligibility criteria.*

## VPP Program Conditions

Students position within the VPP program is conditional to the following:

- Students must maintain attendance to school at 90% or above
- Students must maintain 90% attendance to TAFE course, school based traineeships and work placements
- Students are required to complete a Workplace Learning Log Book and Skills Journal for work placements
- Year 11 students opting to complete 1 year qualifications, that choose not to select a fee for service qualification for Year 12, may be transitioned to a mainstream General pathway in Year 12

## VPP Application Process Timeline

The application process for the Vocational Pathway Program is broken down into two stages:

STAGE 1 Expression of Interest	Tuesday 19th July – Friday 29th July	Year 10 & 11 students to complete and return Expression of Interest Form to VET & Transition Manager
		Students to select VPP and General Studies Pathway via Subject Selection Online (SSO) (Year 10 students only)
	Monday 1st August – Friday 5th August	Applicants will attend a selection interview with VPP staff to ascertain suitability to program and TAFE qualifications
STAGE 2 TAFE Applications	Monday 8th August – Wednesday 31st August	Successful applicants will be notified in writing by the school and will then be provided with detailed information on how to complete their online TAFE application.
	Wednesday 31st August 2023	TAFE Profile course Application close
	October/November	Students notified directly by the school if their application is successful and VPP enrolment confirmed.

**For further information and to collect an expression of interest form, please see a staff member in the VET and Transition Office.**

## Applying for Vocational Education & Training in Schools (VETiS) Qualifications

Please note that a place in the VPP Program is dependent on an offer being made by TAFE to students who submitted an Expression of Interest in Stage 1.

VETiS (Vocational Education & Training in Schools) program places are extremely competitive, therefore it is recommended that students provide as much evidence as possible to support their application. Qualifications within this program are government funded and students do not pay course fees, however, students are required to pay fees for resources specific to their qualification such as uniform, books, safety equipment etc.

Summarised below is the key information that students must have ready when submitting an application to TAFE:

- Western Australian School Number (WASN)
- A Unique Student Identifier (USI)
- Year 9 & 10 School Reports
- Resume, references and certificates
- A student statement outlining why they should be selected to participate in the course. (Limited to 500 words).

Students who are successful in reaching this stage are encouraged to access the support from the VET staff in writing their applications and goal statements.

Melville SHS students have the opportunity to attend TAFE courses at:



**North Metropolitan TAFE RTO code 52786**



**South Metropolitan TAFE RTO code 52787**



**The Electrical and Communications Association of Western Australia Inc RTO Code 2394**



**Industry Training and Workplace Services Pty Ltd RTO Code 51655**

## Fee For Service Qualifications

As a means of providing a greater range of options, VPP students can access a range of Fee for Service qualifications. These qualifications are delivered by external Registered Training Organisations (RTO's), who require the full amount of the qualification to be paid prior to a student commencing. Qualifications are progressive, with students traditionally completing a Certificate III in Year 11 followed by a Certificate IV in Year 12. By completing a Certificate IV, students can pursue opportunities to access alternative pathways to university or enter into paid work upon completion.

Fee for Service qualifications can be completed by students in the Vocational Pathways Program (VPP), as well as students on a mainstream timetable. Due to the significant workload and degree of difficulty, access to Fee for Service qualifications are conditional to a student meeting both school and RTO prerequisites and require school approval before enrolment can commence.

When combined with an ATAR English course, completion of the Certificate III qualification (in Year 11) and Certificate IV qualification (in Year 12) allows students to explore alternative entry into a range of undergraduate university courses with acknowledgement of a notional ATAR rank of 70.

NOTE: As entrance requirements differ between universities and vary from year to year. Students interested in this pathway will need to contact the relevant universities, Futures Team, to discuss pathways available specific to their situation.

Students in the past have utilised Fee for Service opportunities to complete the qualifications:

HLT33115 Certificate III in Health Assistance & 52831WA Certificate IV in Preparation for Nursing  
CHC3013 Certificate III in Education Support & CHC40213 Certificate IV in Education Support  
BSB30120 Certificate III in Business & BSB40120 Certificate IV in Business  
CHC32015 – Certificate III in Community Services & CHC42015 Certificate IV in Community Services

Melville SHS students have historically had the opportunity to complete these Fee for Services qualifications at:



**Fremantle Education Centre Inc**

**RTO Code 50354**



**Jegorow Holdings Pty Ltd as Trustee for Jegorow Family Trust**

**RTO Code 52806**





## TAFE LOCATIONS

When selecting qualification, it is important that students and parents/guardian are aware of what TAFE campus courses are delivered at and how this will impact on their ability to arrive on time and regularly attend.

See the Qualifications Offerings on page 13 for a full list of qualifications and the campus location they are delivered

## VET TEAM



George Tills  
VET & Transition Manager  
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### Vocational Pathways Teaching Staff



Ms Gill Kenny  
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Mr Damian Fawkes  
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# VET IN SCHOOLS – 2022 TAFE QUALIFICATION OFFERINGS

All students in the Vocational Pathways Program (VPP) are enrolled in a qualification. In addition they are required to meet the requirements for at least 2 units of Workplace Learning with a host employer.

Only students selecting the VPP Program option are eligible to select from the following list of qualifications.

QUALIFICATION		QUAL CODE	TAFE	LOCATION
Certificate III Accounts Administration	1 Year	FNS30317	North Metropolitan TAFE	Perth
Certificate II Aeroskills (Mechanical Pre-Apprenticeship)	1 Year	MEA20418	South Metropolitan TAFE	Jandakot
Certificate II Animal Care	1 Year	ACM20121	South Metropolitan TAFE	Mandurah
Certificate II Applied Fashion Design and Technology	2 Years 1 Year	MST20616	North Metropolitan TAFE South Metropolitan TAFE	Perth Bentley
Certificate II Aquaculture	1 Year	SFI20119	South Metropolitan TAFE	Fremantle
Certificate III in Arts and Cultural Administration	2 Years	CUA30620	North Metropolitan TAFE	Perth
Certificate II Automotive Servicing Technology (Pre-Apprenticeship)	1 Year	AUR20516	Industry Training & Workplace Services (ITWS)	Belmont
Certificate II Automotive Vocational Preparation Auto Body Repair - Panel Beating or Body Painter Focus Heavy Automotive Focus Light/Heavy/Auto Electrical Rotation	1 Year	AUR20720	South Metropolitan TAFE	Locations: Carlisle Thornlie Kwinana
Certificate II Autonomous Workplace Operations	1 Year	52845WA	North Metropolitan TAFE South Metropolitan TAFE	East Perth Munster
Certificate III Aviation (Cabin Crew)	1 Year	AVI30219	South Metropolitan TAFE	Jandakot
Certificate III Aviation (Remote Pilot – Visual Line of Sight)	1 Year	AVI30419	South Metropolitan TAFE	Fremantle
Certificate II Baking (Pre-Apprenticeship)	1 Year	FBP20221	South Metropolitan TAFE	Bentley
Certificate II Building & Construction (Pathways – Para Professional)	2 Years	52825WA	North Metropolitan TAFE	Perth
Certificate II Building & Construction (Pathways – Trades)	2 Years	52824WA	South Metropolitan TAFE	Mandurah Rockingham Thornlie
Certificate II Building & Construction (Pathways – Trades) Painting & Decorating Pre-Apprenticeship <b>Students must complete a minimum of 125hrs of work placement</b>	1 Year	52824WA	South Metropolitan TAFE	Mandurah RSC Thornlie
Certificate III Business	1 Year	BSB30120	North Metropolitan TAFE	Perth
Certificate III Business (Medical Administration)	1 Year	BSB30120	North Metropolitan TAFE	Perth
Certificate II Civil Construction	1 Year	RII20720	South Metropolitan TAFE	Thornlie
Certificate II Community Services	1 Year	CHC22015	North Metropolitan TAFE	Leederville
Certificate II Community Services	1 Year	CHC22015	South Metropolitan TAFE	Mandurah
Certificate II Community Services – Early Childhood Sector	1 Year	CHC22015	South Metropolitan TAFE	Mandurah Rockingham
Certificate III Early Childhood Education and Care	2 Years	CHC30113	North Metropolitan TAFE	Leederville
Certificate III Education Support	2 Years	CHC30213	North Metropolitan TAFE	Leederville
Certificate II Electronics	1 Year	UEE21920	South Metropolitan TAFE	Rockingham Thornlie
NECA Certificate II Electrotechnology (Career Start) Electrotechnology Pre-Apprenticeship Entrance requirements and Aptitude testing apply	2 Year	UEE22020	College of Electrical Training	Jandakot
Certificate II Electrotechnology	2 Years	UEE22020	South Metropolitan TAFE	Mandurah Rockingham Thornlie
Certificate II Engineering Pathways (Machinery and Fabrication Focus)	1 Year	MEM20413	South Metropolitan TAFE	John Tonkin College
Certificate II Engineering Heavy Fabrication Pre-Apprenticeship Mechanical Fitter and Machinist Pre-Apprenticeship	1 Year	MEM20105	South Metropolitan TAFE	Rockingham Thornlie

Certificate II Engineering Pre-Apprenticeship	1 Year	MEM20105	Industry Training & Workplace Services (ITWS)	Belmont
Certificate III Engineering Technical	2 Years 1 Year	MEM30505	North Metropolitan TAFE South Metropolitan TAFE	East Perth Munster
Certificate III Events	2 Years 1 Year	SIT30516	North Metropolitan TAFE South Metropolitan TAFE	Perth Bentley Fremantle
Certificate III Fitness	2 Years	SIS30321	North Metropolitan TAFE	Perth
Certificate II Furniture Making (Cabinet Making/Furniture Making) Pre-Apprenticeship	2 Years	MSF20313	South Metropolitan TAFE	Thornlie
Certificate II Hospitality	1 Year	SIT20316	South Metropolitan TAFE	Perth Bentley Mandurah
Certificate III Information, Digital Media & Technology Year 11 Students ONLY	1 Year	ICT30120	South Metropolitan TAFE	Thornlie
Certificate III Information, Digital Media & Technology (Cyber Security Focus) Year 11 Students ONLY	1 Year	ICT30120	South Metropolitan TAFE	Rockingham Thornlie
Certificate II Integrated Technologies (Robotics Control Systems)	1 Year	22586VIC	South Metropolitan TAFE	Munster Rockingham
Certificate II Kitchen Operations Commercial Cookery/Patisserie Pre-Apprenticeship	1 Year	SIT20416	South Metropolitan TAFE	Bentley Mandurah
Certificate III Legal Services	1 Year	BSB30320	North Metropolitan TAFE	Perth
Certificate III Library and Information Services	2 Years	BSB30420	North Metropolitan TAFE	Perth
Certificate III Make-Up Students are expected to provide models to demonstrate practical skills	2 Years	SHB30215	North Metropolitan TAFE	Perth
Certificate III Music	2 Years	CUA30920	North Metropolitan TAFE	Leederville
Certificate II Plumbing Plumbing Pre-Apprenticeship	2 Years	52887WA	South Metropolitan TAFE	Rockingham
Certificate III Population Health	2 Years	HLT36015	North Metropolitan TAFE	Mount Lawley
Certificate IV Preparation for Health and Nursing Studies Interview and LLN Test Required	2 Years	52831WA	South Metropolitan TAFE	Bentley Rockingham
Certificate II Printing and Graphic Arts	2 Years	ICP20120	North Metropolitan TAFE	Perth
Certificate II Retail Cosmetics	1 Year	SHB20121	South Metropolitan TAFE	Mandurah Murdoch
Certificate II Salon Assistant	1 Year	SHB20216	South Metropolitan TAFE	Mandurah Murdoch
Certificate II Sampling and Measurement	1 Year	MSL20118	North Metropolitan TAFE	East Perth
Certificate III School Based Education Support	1 Year	CHC30221	South Metropolitan TAFE	Mandurah Rockingham
Certificate III Screen and Media (Film & Television)	1 Year	CUA31020	North Metropolitan TAFE	Perth
Certificate III Screen and Media Year 11 Students ONLY	1 Year	CUA31020	South Metropolitan TAFE	Rockingham Thornlie
Certificate II Surveying & Spatial Information Services	1 Year	CPP20121	North Metropolitan TAFE	East Perth
Certificate III Tourism	2 Years	SIT30116	North Metropolitan TAFE South Metropolitan TAFE	Perth Fremantle Mandurah

NOTE: For further information about the qualifications on offer, please visit the following websites and download the VET in Schools – 2022 Pathways Options;

[North Metropolitan TAFE : http://www.northmetrotafe.wa.edu.au](http://www.northmetrotafe.wa.edu.au)

[South Metropolitan TAFE : http://www.southmetrotafe.wa.edu.au](http://www.southmetrotafe.wa.edu.au)

While the above list provides an indication of qualifications available, they are subject to confirmation from TAFE.

To create a USI go to [www.usi.gov.au](http://www.usi.gov.au) and click on 'Create USI'.

You will need to have a form of identification, such as:

- Family Medicare card (Probably the best/easiest to use)
  - Australian Passport
  - Australian Birth Certificate
  - Citizen Certificate
  - Learners' Permit
- (or one of other forms of ID as listed on the website) to complete the USI process.
- International students can use amongst others, Passport (with Australian Visa), Medicare Card, Drivers Licence.

If you cannot bring the original form of identification to school, then please take a photo on your iPad or phone so that you are able to **clearly see** the details and the colour of your card. This information will be used to complete your USI application.

Some points to note when undertaking this process are:

- In the Personal Details section write your name as it is **shown on your ID** – usually first and surname only.
- In the Contact Details section choose the preferred contact method (email, telephone or postal address) that is likely to be used in the long term future.
- When creating your USI, you will be asked to create a password. Please make sure you will remember your password. Your email address and the password will be required to log into your USI account in the future.
- In the Identification Details section, write your name as it appears on the chosen form of identification (i.e. with initials etc).

The USI will be used by registered training organisations (RTO) to add training records and results when a unit of competency and course is completed. It facilitates the maintenance of training records and results in an online account that can be accessed by individuals to gain information useful for future employment and study requirements.

**It is important** that you make a note of your USI and record it in several different places for future access. Please note that the school is not responsible for keeping a record of an individual's USI.

Please email your USI to [andrea.kirkby@education.wa.edu.au](mailto:andrea.kirkby@education.wa.edu.au) making sure the USI has 10 letters and/or numbers.

Write your USI below and keep it on file at home for future reference. Please be careful and print very clearly, so it is clear that the letter is **Z** and **not the number 2** for example.

Print clearly your name including your surname. \_\_\_\_\_

USI: 

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