



HAMILTON
SECONDARY COLLEGE

2023 VET Programs



VET – Vocational Education and Training



Government
of South Australia
Department for Education
T/A South Australian
Government Schools

Respect. Excellence. Integrity.

815 Marion Road, Mitchell Park SA 5043 Phone: (08) 8275 8300 Fax: (08) 8277 9380

dl.0823.info@schools.sa.edu.au hamcoll.sa.edu.au RTO Code 0561



VET Certificates

These VET (Vocational Education and Training) courses are designed for students who have identified a specific career focus and wish to follow an educational pathway towards that goal.

Stackable VET Courses

These courses are suitable for students who would like to gain some experience in VET training without the commitment of completing a full qualification. It provides selected units of competency relevant to the industry sector a pathway to further studies and some practical experience in an area of interest.

Some of these competencies may lead to employment in industries that do not require a full qualification.

These competencies can be used towards completion of a full qualification through credit transfer arrangements.

SACE Credits

Completion of certificate competencies contributes to achievement of the SACE. A nominal 70 hours of VET equals 10 credits. Certificates at level II can contribute to SACE Stage 1 and Certificates at level III can contribute at Stage 2.

The SACE Board provides a Recognition Register that details the certificates that qualify in the SACE and the number of credits that each contributes.

Students who use a certificate to work towards their SACE will need to include further study at Stage 1 or 2 to achieve the 200 credits required. This will include study of a Research Project of a semester's duration.

The information in this booklet is correct at the time of printing and subject to change based on student interest and availability of resources.

Table of Contents

SIT20416	Certificate II in Kitchen Operations	3
CUA31020	Certificate III in Screen and Media (Film).....	4
	Introduction to Filmmaking	5
	Introduction to Business	6
	Advanced Business (Documents)	8
	Introduction to Tourism	9
	Introduction to Hospitality (Cookery)	10
	Barista	11
	Induction Community Services Sector	11

SIT20416 Certificate II in Kitchen Operations

RTO: Hamilton Secondary College | **RTO Code:** 0561

Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park

Mode of Delivery: Face-to-face

SACE Credits: 50



HAMILTON
SECONDARY COLLEGE

Course Description

This qualification will provide you with cookery skills to work in Kitchens, to prepare a range of food and menu items.

Pathways include working in kitchen operations in organisation such as restaurants, hotels, catering, clubs, pubs, cafés and coffee shops; and institutions such as aged care facilities, hospitals, and schools.

You will gain practical skills in:

- Knife handling
- Mise en place
- Classifying equipment
- Steaming
- Boiling
- Braising
- Roasting
- Basic preparation
- Precision Cuts
- Poaching
- Stewing
- Deep frying
- Shallow frying
- Grilling

There will be a focus on menu planning, portion control and the principles of catering for small and large functions.

Course Structure

Two semesters

1 day/week over 35 weeks

Commencing Week 2 of Term 1

Day to be advised

9am to 3.15pm (out of school hours may be required).

Fee: \$300.



Requirements

Evidence of a genuine interest in working in the hospitality industry and cooking. Students will be issued with a Chef's uniform they are expected to wear.

As a part of the application, students will need to attend an interview and an information session. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

An SRNI (Snapshot Reading and Numeracy Indicator) and/or LaNCA (Literacy and Numeracy Comprehensive Assessment) test will be administered to confirm suitability.

Pathways

Further Education Pathways: Certificate III in Hospitality, Certificate III in Commercial Cookery.

Career Pathways: Kitchen hand, short order cook, apprentice chef.

Core Units

BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC011	Use cookery skills effectively
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices

Elective Units

SITHCCC003	Prepare and present sandwiches
SITHCCC004	Package prepared foodstuffs
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au or visit www.hamcoll.sa.edu.au.

This course is delivered through the VET for School Students (VFSS) funding scheme. Participant Eligibility Criteria apply. An additional fee will apply to this course as listed. Accessing this course may have future impacts on government funding. Supported by Government of South Australia.

CUA31020 Certificate III in Screen and Media (Film)

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face | **SACE Credits:** 65



Course Description

The course is designed for emerging or aspirational film makers. Students will learn pre and post production processes including concept development, storyboarding, shooting video and recording sound, video manipulation and editing.

This qualification provides students interested in studying a higher qualification in Screen and Media such as a Certificate IV in Screen and Media or a Diploma of Screen and Media. It provides an opportunity for students who have a passion for film-making to gain a VET qualification and SACE credits.

Course Structure

Two semesters

1 day/week over 35 weeks (Pre-reading of course content is compulsory)

OR

2 days/week over 35 weeks

Commencing Week 2 of Term 1.

Day/s to be advised.

9am to 3.15pm

Fee: \$500.

Requirements

Students should have a genuine interest in developing skills and knowledge related to working in the digital media industry.

As a part of the application students will need to attend an interview and an information session. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course. They will be encouraged to produce a portfolio of evidence in the media industry.

An SRNI (Snapshot Reading and Numeracy Indicator) and/or LaNCA (Literacy and Numeracy Comprehensive Assessment) test will be administered to confirm suitability.

Pathways

Further Education Pathways: Certificate IV in Screen and Media or a Diploma of Screen and Media Bachelor of Creative Arts, Bachelor of Media.

Career Pathways: Media, screen and creative industries, film and TV production related careers.

Core Units

BSBCRT311	Apply critical thinking skills in a team environment
CUAIND311	Work effectively in the creative arts industry
CUAWHS312	Apply work health and safety practices

Elective Units

CUACAM311	Shoot material for screen productions
CUADIG311	Prepare video assets
CUAPOS211	Perform basic vision and sound editing
CUAWRT302	Write simple stories
CUACAM211	Assist with basic camera shoots
CUASOU213	Assist with sound recordings
CUAPPM417	Create storyboards
CUADES201	Follow a design process

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au or visit www.hamcoll.sa.edu.au.

This course is delivered through the VET for School Students (VFSS) funding scheme. Participant Eligibility Criteria apply. An additional fee will apply to this course as listed. Accessing this course may have future impacts on government funding. Supported by Government of South Australia.



Introduction to Filmmaking

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face **SACE Credits:** 10



Course Description

This course explores the roles of filmmaking, how they work together and what they contribute to the finished product. You will see how the various elements of production come together to produce a film.

This course allows direct credit transfer to students who wish to undertake Certificate III in Screen and Media (Film).

Course Structure

1 Semester
1 day/week over 18 weeks
Fee: \$600.

Requirements

Students should have a genuine interest in developing skills and knowledge related to working in the digital media industry.

As a part of the application, students will need to attend an interview. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathways: Certificate III in Screen and Media (Film).

Career Pathways: Media, screen and creative industries, film and TV production related careers.

Units of Competency

CUACAM211	Assist with basic camera shoots
CUAPOS211	Perform basic vision and sound editing

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator
phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au
or visit www.hamcoll.sa.edu.au.



Introduction to Business

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face or Virtual | **SACE Credits:** 20



Description

This course reflects the role of individuals in a variety of entry-level Business Services job roles.

This course is also useful for individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

This course allows direct transfer to students who wish to undertake a Certificate III in Business.

Course Structure

Face to Face

1 Semester

1 day/week over 18 weeks

Fee: \$600

Or

Virtual

1 Semester

1/2 day/week over 18 weeks

Fee: \$600

Requirements

Students should have basic computing and word processing skills.

As a part of the application, students will need to attend an interview. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathways: Certificate III in Business, Certificate IV in Business, Diploma of Business.

Career Pathways: Traineeships, office manager, personal assistant, administration officer and receptionist.

Units of Competency

BSBCRT201	Develop and apply thinking and problem-solving skills
BSBOPS201	Work effectively in business environments
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au or visit www.hamcoll.sa.edu.au.



Advanced Business (Documents)

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face or Virtual | **SACE Credits:** 20



Description

This focuses on a variety of Business Services job roles.

Students will learn a range of clerical and administrative tasks that require technology and business skills.

This course allows direct transfer to students who wish to undertake a Certificate III in Business.

Course Structure

Face to Face

1 Semester

1 day/week over 18 weeks

Fee: \$600

Or

Virtual

1 Semester

1/2 day/week over 18 weeks

Fee: \$600

Requirements

Students should have basic computing and word processing skills.

As a part of the application, students will need to attend an interview. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathways: Certificate III in Business, Certificate IV in Business, Diploma of Business.

Career Pathways: Traineeships, office manager, personal assistant, administration officer and receptionist.

Units of Competency

BSBINS302	Organise workplace information
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator
phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au
or visit www.hamcoll.sa.edu.au.



Introduction to Tourism

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face | **SACE Credits:** 10



Course Description

Learn industry skills and explore a career in travel and tourism. Students will study with an industry experienced teacher using online or onsite modes. Learn about Australian Indigenous cultures and how to present tour commentaries and activities.

Students will explore pathways to work in many tourism sectors.

COVID restrictions permitting, the course may include a field trip.

This course allows direct credit transfer to students who wish to undertake Certificate II in Tourism or Certificate III in Travel.

Course Structure

Face to Face

1 term

1 day/week over 10 weeks

Fee: \$300

Or

Virtual

1 term

½ day/week over 10 weeks

Fee: \$300

Requirements

Students should have a genuine interest in developing skills and knowledge related to working in the tourism industry.

As a part of the application students will need to attend an interview. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathway: Certificate II in Tourism, Certificate III in Travel.

Career Pathways: Travel agent, tourism operator, tourism retail sales agent.

Units of Competency

SITTGDE007	Research and share general information on Australian Indigenous cultures
SITTGDE005	Prepare and present tour commentaries or activities

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator
phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au
or visit www.hamcoll.sa.edu.au.



Introduction to Hospitality (Cookery)

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face **SACE Credits:** 10



Course Description

Thinking of a career in the hospitality industry? This course has been designed to give you a taste of this fast-paced work environment and help you find out if a career as a chef is for you.

You will learn the basics of food safety and work on a range of recipes.

This course allows direct credit transfer to students who wish to undertake Certificate II in Kitchen Operations

Course Structure

One term

1 day/week over 10 weeks

Fee: \$450

Requirements

Students should have a genuine interest in working in the hospitality industry and cooking.

As a part of the application, students will need to attend an interview. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathways: Certificate II in Kitchen Operations, Certificate III in Hospitality, Certificate III in Commercial Cookery.

Career Pathways: Kitchen hand, short order cook, apprentice chef.

Units of Competency

SITHCCC002	Prepare and present simple dishes
SITHCCC005	Prepare dishes using basic cookery
SITXFSA001	Use hygienic practices for food safety

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator
phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au
or visit www.hamcoll.sa.edu.au.



Barista

RTO: Hamilton Secondary College | **RTO Code:** 0561

Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park

Mode of Delivery: Face-to-face

SACE Credits: 5



HAMILTON
SECONDARY COLLEGE

Course Description

Master the skills to prepare barista coffee in a café setting and the requirements for food safety.

Apply for a part time job in a café while studying.

* International students are eligible*

Course Structure

One term

1 day/week over 10 weeks

Fee: \$200

Requirements

As a part of the application, students will need to attend an interview and an information session. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Further Education Pathways: Certificate II in Kitchen Operations, Certificate III in Hospitality, Certificate III in Commercial Cookery.

Career Pathways: Barista, Front of House

Units of Competency

SITHFAB005 Prepare and serve espresso coffee

SITXFSA001 Use hygienic practices for food safety

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator
phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au
or visit www.hamcoll.sa.edu.au.



Induction Community Services Sector

RTO: Hamilton Secondary College | **RTO Code:** 0561
Delivery Site: Hamilton Secondary College
815 Marion Road, Mitchell Park
Mode of Delivery: Face-to-face/Virtual **SACE Credits:** 15



HAMILTON
SECONDARY COLLEGE

Course Description

The highest demand for employment over the next five years is likely to be in the Community Services Sector as it is an area of continued growth and job opportunities.

This rewarding pathway offers security and long-term employment prospects for those who have a genuine compassion to work with others. Provides a set of skills to support the induction of new workers into a variety of roles in the community services sector.

This course allows direct credit transfer to students who wish to undertake Certificate II or III in Community Services, Certificate III in Individual Support, Certificate III in Early Childhood Education and Care and Certificate III in School Based Education Support.

Course Structure

Face to Face

1 Semester

1 day/week over 18 weeks

Fee: \$600

Or

Virtual

1 Semester

½ day/week over 18 weeks

Fee: \$600

Requirements

As a part of the application, students will need to attend an interview and an information session. This is their chance to ask questions and demonstrate their interest, enthusiasm and potential to successfully complete the course.

Students will also be required to attend a Language, Literacy and Numeracy (LLN) test.

Pathways

Certificate II in Community Services, Certificate III in Community Services, Certificate III in Individual Support, Certificate III in Early Childhood Education and Care and Certificate III in School Based Education Support.

Units of competency

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS002	Follow safe work practices for direct client care
HLTWHS006	Manage personal stressors in the work environment

For detailed information on eligibility criteria and current delivery arrangements please contact the VET Coordinator phone: (08) 8275 8300 | email: dl.0823.vet@schools.sa.edu.au or visit www.hamcoll.sa.edu.au.

