

# SHORT COURSES AUSTRALIA



## VET DSS COURSE GUIDE 2023

Vocational Education & Training Delivered to Secondary Students



Short Courses Australia (RTO 41261)  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)

# ABOUT SHORT COURSES AUSTRALIA

Short Courses Australia is a registered training organisation (RTO 41261) providing skill sets and compliance certificates across a range of industries, necessary for entry level employment.

Since 2019 we have partnered with over 250 Victorian Secondary Schools to support the delivery of VET short course programs that are contextualised and meaningful for students, offering support to teachers, customising assessment materials and student resources.

Short Courses Australia integrates its popular non-accredited JOB CAMP module into the delivery of each VET DSS program that focusses upon job search, interview skills and industry placement support.

In 2023 we look forward to continuing to support metropolitan and regional Victorian secondary schools with our flexible delivery models either at host secondary school locations or at our Melbourne campus locations where we offer a variety of Block Credit VCE VET Electives.

For more information visit:

**Melbourne Campus**

350 Collins Street  
Melbourne VIC 3000

**Port Melbourne Campus**

8 Anderson Street  
Port Melbourne VIC 3207

**T:** 1300 747 430

**E:** [vetdss@shortcoursesau.edu.au](mailto:vetdss@shortcoursesau.edu.au)

**W:** [www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



# TABLE OF CONTENTS

## Contents

ABOUT US .....	2
TABLE OF CONTENTS .....	3
VET DSS ELECTIVE .....	4
Block Credit for Hospitality .....	4
Block Credit for Cookery.....	5
Block Credit for Small Business .....	6
Block Credit for Road Infrastructure .....	7
VCE VET Units 1 – 4 .....	8
Certificate II in Hospitality .....	8
JOB CAMP .....	9
Hospitality Lite .....	9
Construction .....	10
VET DSS TARIFF.....	11
Fees & Charges .....	11
Contact Us.....	12

# HOSPITALITY ELECTIVE

Block Credit For VCE Elective, Vocational Major (VM)  
and Victorian Pathways Certificate (VPC) 2023

## HOSPITALITY INDUSTRY TASTER

Short Courses Australia **Hospitality Industry Taster Elective** introduces students to the hospitality industry that provides a set of skills and compliance certificates necessary for entry level employment within a Restaurant, Café, or Bar.

Students earn their RSA, Food Safety and First Aid certificates whilst developing **espresso coffee** and **non-alcoholic beverage** skills whilst participating in the service cycle of a **simulated café environment** to achieve a practical hospitality skill set in customer service.

The Hospitality Industry Taster Elective duration is 1 semester or 2 selected terms.

## VCE Hospitality Elective Program

Units of competence selected from the qualification <b>SIT20322 Certificate II in Hospitality</b>	Nominal Hours
SITXWHS005 Participate in safe work practices	12
SITXCOM006 Source and present information	10
SITXFSA005 Use hygienic practices for food safety (FSH)	15
SITHFAB021 Provide Responsible Service of alcohol (RSA)	10
SITXCCS014 Provide service to customers (Café Service Cycle)	25
HLTAID011 Provide first aid	18
JOB CAMP Module Job Search, SWL & VET Pathways	0
Graduation Ceremony	0
<b>Total Nominal Hours</b>	<b>90</b>

# JOB CAMP

CALL US ON 1300 747 430

## Short Courses AUSTRALIA



## HOST

**SCHEDULE A HOSPITALITY  
TASTER ELECTIVE AT  
YOUR SCHOOL**

Flexible Schedules Available  
For Melbourne Metro and  
Regional Victorian Schools

## BLOCK CREDIT

### 90 NOMINAL HOURS

The Hospitality Elective equals one Block Credit of 90 Nominal Hours.

### VCE VET ELECTIVE

- For VCE Students it provides a Credit at Unit 1 & 2.

### VOCATIONAL MAJOR (VM)

- For VCE VM students it provides 90 of 180 nominal hours required of VET at Certificate II level.

### VICTORIAN PATHWAYS CERTIFICATE (VPC)

- For VPC Students it meets the VET requirement of the new certificate.

## CAMPUS

### ENROL ONLINE

The Hospitality Industry Taster Elective is offered daily at Short Courses Australia Melbourne CBD Campus.

To view **Timetable** and **Enrol** visit:  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



RTO - 41261



## JOB CAMP

### STRUCTURED WORKPLACE LEARNING (SWL)

Short Courses Australia JOB CAMP module supports SWL, considered a valuable component of the Hospitality Elective.

# COOKERY ELECTIVE

Block Credit For VCE Elective, Vocational Major (VM)  
and Victorian Pathways Certificate (VPC) 2023

## COOKERY INDUSTRY TASTER

Short Courses Australia's **Cookery Industry Taster Elective** introduces students to food service within the hospitality industry that provides a set of skills and compliance certificates necessary for entry level employment as a food service assistant within a Restaurant, Café, or Sandwich eatery.

Students earn their food safety certificates and develop food preparation skills and serve a variety of popular dishes within a simulated kitchen environment.

The Cookery Industry Taster Elective duration is 1 semester or 2 selected terms.

### VCE Cookery Elective Program

Units of competence selected from the qualification <b>SIT20421 Certificate II in Cookery</b>	Nominal Hours
SITXFSA005 Use hygienic practices for food safety (FSH)	15
SITXWHS005 Participate in safe work practices	12
BSBTWK201 Work Effectively with others	15
SITHKOP009 Clean kitchen premises and equipment	13
SITHCCC023 Use food preparation equipment	25
SITHCCC025 Prepare and present sandwiches	10
JOB CAMP Module Job Search, SWL & VET Pathways	0
Graduation Ceremony	0
<b>Total Nominal Hours</b>	<b>90</b>

# JOB CAMP

CALL US ON 1300 747 430



## HOST

**SCHEDULE A COOKERY  
TASTER ELECTIVE AT  
YOUR SCHOOL**

Flexible Schedules Available  
For Melbourne Metro and  
Regional Victorian Schools

## BLOCK CREDIT

### 90 NOMINAL HOURS

The Cookery Elective equals one Block Credit of 90 Nominal Hours.

### VCE VET ELECTIVE

- For VCE Students it provides a Credit at Unit 1 & 2.

### VOCATIONAL MAJOR (VM)

- For VCE VM students it provides 90 of 180 nominal hours required of VET at Certificate II level.

### VICTORIAN PATHWAYS CERTIFICATE (VPC)

- For VPC Students it meets the VET requirement of the new certificate.

## CAMPUS

### ENROL ONLINE

The Cookery Industry Taster Elective is offered daily at Short Courses Australia Melbourne CBD Campus.

To view **Timetable** and **Enrol** visit:  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



RTO - 41261



## JOB CAMP

### STRUCTURED WORKPLACE LEARNING (SWL)

Short Courses Australia JOB CAMP module supports SWL, considered a valuable component of the Cookery Elective.



# SMALL BUSINESS ELECTIVE

## Block Credit For VCE Elective, Vocational Major (VM) and Victorian Pathways Certificate (VPC) 2023

### SMALL BUSINESS INDUSTRY TASTER

Short Courses Australia's **Small Business Industry Taster Elective** requires students to market research a business product or service and then plan for a social media-based marketing plan, designed to develop the web presence of the selected business product or service.

Students select a variety of social media platforms to apply to a business to enhance its online web-based presence.

Students will develop a set of skills necessary for entry level employment or self-employment conducting **social media optimisation (SMO)** for business.

The Small Business Taster Elective duration is 1 semester or 2 selected terms.



CALL US ON 1300 747 430

Short Courses  
AUSTRALIA



## HOST

### SCHEDULE A SMALL BUSINESS ELECTIVE AT YOUR SCHOOL

Flexible Schedules Available  
For Melbourne Metro and  
Regional Victorian Schools

### VCE Small Business Elective Program

Units of Competence selected from the qualification <b>22480VIC Certificate II in Small Business</b>	Nominal Hours
VU22523 Undertake basic market research and promotion for a small business product or service	60
ICTWEB306 Develop web presence using social media	30
JOB CAMP Module Job Search, SWL & VET Pathways	0
Graduation Ceremony	0
<b>Total Nominal Hours</b>	<b>90</b>

## BLOCK CREDIT

### 90 NOMINAL HOURS

The Small Business Elective equals one Block Credit of 90 Nominal Hours.

### VCE VET ELECTIVE

- For VCE Students it provides a Credit at Unit 1 & 2.

### VOCATIONAL MAJOR (VM)

- For VCE VM students it provides 90 of 180 nominal hours required of VET at Certificate II level.

### VICTORIAN PATHWAYS CERTIFICATE (VPC)

- For VPC Students it meets the VET requirement of the new certificate.

## CAMPUS

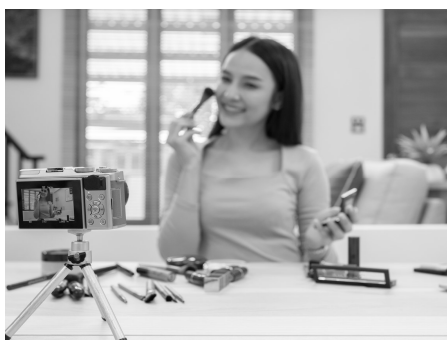
### ENROL ONLINE

Students attend the Small Business Elective at Short Courses Australia Melbourne CBD Campus or via Real Time Connected Delivery (online).

To view **Timetable** and **Enrol** visit:  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



RTO - 41261



## JOB CAMP

### STRUCTURED WORKPLACE LEARNING (SWL)

Short Courses Australia JOB CAMP module supports SWL, considered a valuable component of the Small Business Elective.

# ROAD INFRASTRUCTURE ELECTIVE

Block Credit For Vocational Major (VM) and  
Victorian Pathways Certificate (VPC) 2023

## ROAD INFRASTRUCTURE TASTER

Short Courses Australia's **Road Infrastructure Industry Taster Elective** provides students' skill sets and compliance certificates they need for entry level employment within a **civil construction** business.

Students receive a **WorkSafe White Card**, **First aid**, **Traffic Controller** skill set and receive training and certification in Rail Safety Awareness (**SARC**).

The Road Infrastructure Taster Elective duration is 1 semester or 2 selected terms.

# JOB CAMP

CALL US ON 1300 747 430



## HOST

**SCHEDULE AN ELECTIVE  
AT YOUR SCHOOL**

Flexible Schedules Available  
For Melbourne Metro and  
Regional Victorian Schools

## VCE Road Infrastructure Elective Program

Unit of Competence selected from the qualification <b>RII2070 Certificate II in Civil Construction</b>	Nominal Hours
CPCWHS1001 Prepare to Work Safely in the Construction Industry	6
RIICOM201E Communicate in the workplace	20
RIIWHS205E Control traffic with stop-slow bat	20
RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs	20
TLIF0020 Safely access the rail corridor	10
HLTAID011 Provide first aid	18
JOB CAMP Module Job Search, SWL & VET Pathways	0
Graduation Ceremony	0
<b>Total Nominal Hours</b>	<b>94</b>

## BLOCK CREDIT

### 90 NOMINAL HOURS

The Road Infrastructure Industry Taster Elective equals one Block Credit of 90 Nominal Hours and is suitable for:

### VOCATIONAL MAJOR (VM)

- For VCE VM students it provides 90 of 180 nominal hours required of VET at Certificate II level, in their final year of schooling.

### VICTORIAN PATHWAYS CERTIFICATE (VPC)

- For VPC Students it meets the VET requirement of the new certificate, in their final year of schooling.

## CAMPUS

### ENROL ONLINE

The Road Infrastructure Elective is offered daily at Short Courses Australia Port Melbourne Campus

To view **Timetable** and **Enrol** visit:  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



## JOB CAMP

### STRUCTURED WORKPLACE LEARNING (SWL)

Short Courses Australia JOB CAMP module supports SWL, considered a valuable component of the Road Infrastructure Elective.

# VCE VET PROGRAM

VCAA approved program with qualifications packaged into the VCE Units 1 – 4 Structure with Scored Assessment

## SIT20322 CERTIFICATE II IN HOSPITALITY

Getting a start in the hospitality industry is made more accessible by completing this introductory hospitality qualification. Students receive training in a range of hospitality operational skills including basic food and beverage service.

Students learn from one of Melbourne's best hospitality trainers and will learn what it takes to work in hospitality businesses from restaurants to hotels, motels, catering operations and cafes.

Our logistics team bring all equipment, resources, and ingredients to your classrooms, so students can develop core skills including espresso coffee, bar skills and food and beverage service.

The Certificate II in Hospitality course duration is 1 year.

### VCE VET Hospitality Program Outline

Unit of Competence*	Nominal Hours
BSBTWK201 Work Effectively with others	15
SITHIND006 Source and use information on the hospitality industry	25
SITHIND007 Use hospitality skills effectively	0
SITXCCS011 Interact with customers	20
SITXCOM007 Show social and cultural sensitivity	20
SITXWHS005 Participate in safe work practices	12
SITXFSA005 Use hygienic practices for food safety	15
SITHCCC025 Prepare and present sandwiches	10
SITHFAB021 Provide responsible service of alcohol	10
SITHFAB022 Clean and tidy bar areas	15
SITHFAB024 Prepare and serve non-alcoholic beverages	20
HLTAID011 Provide first aid	18
JOB CAMP Module Job Search, SWL & VET Pathways	0
<b>Total Nominal Hours</b>	<b>180</b>

\*The selected units of competence may be subject to change

# JOB CAMP

CALL US ON 1300 747 430



## HOST

**SCHEDULE A VCE VET PROGRAM AT YOUR SCHOOL**

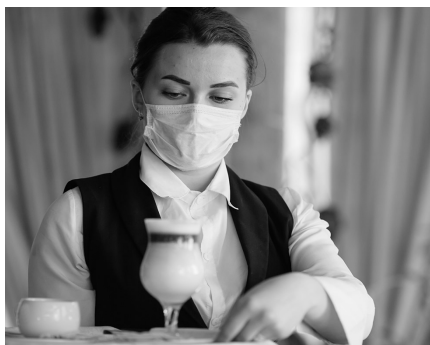
Flexible Schedules Available For Melbourne Metro and Regional Victorian Schools

## CAMPUS

**ENROL ONLINE**

The Cookery Industry Taster Elective is offered daily at the 350 Collins Street, Melbourne Campus.

To view **Timetable** and **Enrol** visit: [www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



## JOB CAMP

**STRUCTURED WORKPLACE LEARNING (SWL)**

Short Courses Australia JOB CAMP module supports SWL, considered a valuable component of the VCE VET Hospitality, as prescribed by the VCAA



# JOB CAMP

## SHORT COURSES AUSTRALIA

### JOB CAMP LITE HOSPITALITY

**JOB CAMP** assists Secondary School Students Transition into Paid Employment.

Students achieve essential Foundation Skills & Compliance Certificates necessary to remove Barriers to gain Employment.

**JOB CAMP** can be delivered as an incursion at your School, during timetabled class time or outside of timetabled school hours.



#### BUILD A PROGRAM

	JOB CAMP (1 DAY)	JOB CAMP (2 DAY)	JOB CAMP (3 DAY)
Responsible Service of Alcohol (RSA)	SELECT 1	SELECT 2	SELECT 3
Food Safety Handler (FSH)	SELECT 1	SELECT 2	SELECT 3
Espresso Coffee Training	X	SELECT 2	SELECT 3
Cafe Training (Service Cycle)	X	SELECT 2	SELECT 3
Provide First Aid	X	SELECT 2	SELECT 3
Job Search & Vocational Pathways	YES	YES	YES
Graduation Ceremony	YES	YES	YES
Duration (Hours)	1 Day (7)	2 Days (14)	3 Days (21)
Maximum Students	25	25	25
	<b>\$1,100.00</b>	<b>\$1,950.00</b>	<b>\$2,850.00</b>

**Short Courses Australia** is a registered training organisation accredited with the Australian Skills Qualification Authority (ASQA). A loading fee of 10% applies to regional locations. Participants who demonstrate competency receive certificates in Food Safety Handler - SITHFSA001 Use hygienic practices for food safety and First Aid - HLTAID003 Provide first aid.

A certificate of participation is issued for Espresso Coffee Training - SITHFAB005 Prepare and serve espresso coffee, Café Training (Service Cycle) - SITHFAB007 Serve food and beverage, Juices, Smoothies & Teas - SITHFAB004 Prepare and serve non-alcoholic beverages.

Participants of the Responsible Service of Alcohol (RSA) will receive the certificate in SITHFAB002 Provide Responsible Service of Alcohol and the Victorian Gambling & Casino Control Commission (VGCCC) RSA Certificate.

## Contact Us



1300 747 430



info@shortcoursesau.edu.au



www.shortcoursesau.edu.au



**SHORT  
COURSES  
AUSTRALIA**

**SHORT COURSES AUSTRALIA**  
RTO identifier: 41261  
ABN: 65 605 690 971

**Melbourne Centre**  
350 Collins Street,  
Melbourne VIC 3000

**Port Melbourne Centre**  
8 Anderson Street  
Port Melbourne 3207

# JOB CAMP

## SHORT COURSES AUSTRALIA JOB CAMP Construction

**JOB CAMP Construction** assists Secondary School Students Transition into Paid Employment.

Students achieve essential Foundation Skills & Compliance Certificates necessary to remove Barriers to gain Employment.

**JOB CAMP Construction** can be delivered during timetabled classes or outside of school hours.



### BUILD A PROGRAM ►

	JOB CAMP (1 DAY)	JOB CAMP (2 DAY)	JOB CAMP (3 DAY)
CPCCWHS1001 Prepare to work safely in the construction industry (White Card)	SELECT 1*	SELECT 2*	SELECT 3*
RIIWH5205E Control traffic with stop-slow bat	X	SELECT 2	SELECT 3
RIIHAN301E Operate Elevating Work Platform	SELECT 1	SELECT 2	SELECT 3
HLTAID011 Provide First Aid	X	SELECT 2	SELECT 3
Job Search & Vocational Pathways	YES	YES	YES
Duration (Hours)	1 Days (7)	2 Days (14)	3 Days (21)
Maximum Students	25	Variable**	Variable**
	\$1,100.00	\$1,950.00	\$2,850.00

**Short Courses Australia (SCA)** – RTO 41261 is accredited with the Australian Skills Qualification Authority (ASQA) to deliver CPCCWHS1001 Prepare to work safely in the construction industry (White Card), RIIWH5205E Control traffic with stop-slow bat, TLIF0020 Safely Access the Rail Corridor (SARC) and HLTAID011 Provide First Aid.

\* CPCCWHS1001 Prepare to work safely in the construction industry is a pre-requisite for RIIWH5205E and TLIF0020.

SCA is accredited with WorkSafe Victoria to deliver Construction Induction Training (White Card).

\*\*A maximum class size of 25 students applies for White Card. A maximum of 12 students per group for RIIWH5205E Control traffic with stop-slow bat. Students must be aged 17 years or over to participate and provide Government approved photographic ID on the day of the course (Driver's License, Learner's Permit, Proof of Age or Passport).

A loading fee of 10% applies to course delivery at regional locations.

## Contact Us



1300 747 430



info@shortcoursesau.edu.au



www.shortcoursesau.edu.au



**SHORT  
COURSES  
AUSTRALIA**

**SHORT COURSES AUSTRALIA**  
RTO identifier: 41261  
ABN: 65 605 690 971

**Melbourne Centre**  
350 Collins Street,  
Melbourne 3000

**Port Melbourne**  
8 Anderson Street  
Port Melbourne 3207

# VET DSS TARIFF

## Delivery Fees & Charges Per Student

### Host a VET DSS Program

Program Name	VET Materials Funding	Course Fees	Regional Loading
Block Credit for Hospitality	\$125.00	\$310.21	\$31.02
Block Credit for Cookery	\$225.00	\$310.21	\$31.02
Block Credit for Small Business	\$125.00	\$310.21	\$31.02
Block Credit for Road Infrastructure	\$225.00	\$310.21	\$31.02
VCE VET (Unit 1 – 4) Certificate II in Hospitality	\$250.00	\$620.42	\$62.04

Short Courses Australia invoice the host secondary post enrolment and commencement for VET materials, course fees and if applicable regional loadings. A minimum 15 students are required at each host location.

Course fees, material fees and regional loadings are calculated in consideration of VCAA prescribed Core Student Resource Package (SRP) 2023, applying pro rata calculation against actual delivery hours.

Fees and charges are subject to change, pending future funding announcements by the Department of Education and Training for VET DSS.

### Campus VET DSS Program

Program Name	VET Materials Funding	Course Fees	Regional Loading
Block Credit for Hospitality	\$125.00	\$620.42	N/A
Block Credit for Cookery	\$225.00	\$620.42	N/A
Block Credit for Small Business	\$125.00	\$620.42	N/A
Block Credit for Road Infrastructure	\$225.00	\$620.42	N/A
VCE VET (Unit 1 – 4) Certificate II in Hospitality	\$250.00	\$1,240.84	N/A

Short Courses Australia invoice the student's secondary school, post enrolment and commencement, for VET Materials and Courses Fees as per the prescribed VETDSS Tariff.

Course fees, material fees and regional loadings are calculated in consideration of VCAA prescribed Core Student Resource Package (SRP) 2023.

Fees and charges are subject to change, pending future funding announcements by the Department of Education and Training for VET DSS.

### JOB CAMP

Program Name	1 Day	2 Day	3 Day	4 Day	5 Day
Hospitality	\$1,100.00	\$1,950.00	\$2,850.00	\$3,750.00	\$4,650.00
Construction	\$1,100.00	\$1,950.00	\$2,850.00	\$3,750.00	\$4,650.00
First Aid	\$1,100.00	N/A	N/A	N/A	N/A
Small Business	\$1,100.00	\$1,950.00	\$2,850.00	\$3,750.00	\$4,650.00

The maximum number of students per group is 25. Price does not include WorkSafe Victoria certificate for White Card which incurs an additional charge of \$27.50 per student. A loading fee of 10% applies to delivery at regional schools.

## FOR MORE INFORMATION CONTACT 1300 747 430

# CONTACT



For booking and enquiries please contact our VET DSS Team

T: 1300 747 430

E: [vetdss@shortcoursesau.edu.au](mailto:vetdss@shortcoursesau.edu.au)

W: [www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)



Short Courses Australia (RTO 41261)  
[www.shortcoursesau.edu.au](http://www.shortcoursesau.edu.au)