

VDSS

VOCATIONAL EDUCATION &
TRAINING (VET) DELIVERED
TO SECONDARY STUDENTS



COURSE GUIDE 2027

itfe.edu.au

RTO# 6372
MK028

Training that
leads to jobs!





iTFE encourages First Nation People and those with a disability to apply.

Training that leads to jobs!

EMPOWERING STUDENTS WITH INDUSTRY-RELEVANT SKILLS

At iTFE, we are dedicated to preparing students for success in their chosen career paths. Through our practical courses and hands-on learning approach, we equip students with the skills, knowledge, and experience necessary to excel in their fields.

If you want to know more about VET Delivered to School Students, contact our VDSS Coordinator or visit our website at itfe.edu.au/vdss

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Guide to VET Delivered to School Students

HOW DOES IT WORK?

The Vocational Education & Training (VET) Delivered to School Students (VDSS) program gives secondary school students the chance to explore their interests and gain credits for their Victorian Certificate of Education (VCE) or VCE Vocational Major (VCE VM). A VDSS program may be completed over one or two years.

The programs run from February to November, and some courses may require students to attend structured workplace learning (SWL) sessions during school holiday periods.

Students in year 10 will also have an opportunity to join our Taster program that will assist them with making a decision on the VDSS course they would like to partake in Year 11 and 12.

WHAT ARE THE BENEFITS?

Contribution to Academic Goals:

VET programs directly contribute to VCE, VCE VM, and VPC and can also enhance your ATAR score.

Job-Ready Skills:

Students acquire practical skills that can lead to traineeships, apprenticeships, employment, or further studies with an RTO, TAFE or university.

Nationally Recognised Qualifications:

Opportunity to earn a nationally recognised qualification or credits towards one.

Skill Development:

Enhances teamwork and leadership skills.





How To Be Successful In Your VDSS Program

To excel in your VDSS program, staying motivated and managing your time effectively are crucial. Be prepared to dive into new, hands-on learning and assessment methods that differ from traditional approaches, enhancing your immediate job skills. Strong communication skills are also essential for better learning and teamwork.

Most importantly, maintain a good balance between your studies, VDSS activities, work placements, part-time jobs, sports, and social life. Although it's challenging, achieving this balance is key to your success and well-being, helping you maximise your program benefits and prepare for future opportunities.

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COMMUNITY SERVICES

CHC32015 Certificate III in Community Services (Partial completion)

WHAT DOES THIS COURSE INVOLVE?

This Community Services program aims to provide you with the knowledge and skills to achieve competencies that will enhance your employment prospects within a broad range of Community Services related industries.

ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Applicants must be attending Years 10, 11 or 12 in Secondary School

Prior to enrolment, students will be required to complete a Language, literacy, numeracy and digital skills assessment.

STUDY PATHWAYS

- CHC32015 Certificate III in Community Services
- CHC42015 Certificate IV in Community Services
- CHC30121 Certificate III in Early Childhood Education and Care
- CHC33021 Certificate III in Individual Support (Ageing and Disability)
- HLT33021 Certificate III in Allied Health Assistance

CAREER OUTCOMES

After successful completion of this course, you can apply for positions such as Community Health Worker, Personal Care Assistant, Support Worker, Residential Support Worker, or Youth Worker. These roles involve being the first point of contact and helping individuals meet their immediate needs. At this level, you will work under direct and regular supervision, following clearly defined guidelines.

ASSESSMENT METHODS

Written questions, case studies, log book, role play & scenario and observations.

COURSE OUTCOMES

Upon successful completion of this program, you will receive:

- Recognition of up to two VCE VET units at Units 1 and 2 level, and two VCE VET Unit 3–4 sequences
- On successful completion of all course requirements, including assessment and attendance, students will be issued with a statement of attainment by iTFE.

COURSE LENGTH

2 years, 4 hours a week

SCORED / NON-SCORED

Non-Scored

EQUIPMENT

- Access to computer/laptop and internet (students to supply)
- Access to learning materials on LMS (students to supply)

DELIVERY MODE

Face to face

This course requires students to complete 20 hours of volunteering.

iTFE must approve the organisation. Volunteering requires a clear National Police Check, if the volunteering involves child under the age 17 years student will require a Working With Child Check (Volunteer status) and some facilities may require particular vaccinations.

YEAR ONE - 185 HOURS

Units	
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
CHCCOM001	Provide first point of contact
BSBWOR301	Organise personal work priorities and development

YEAR TWO - 195 HOURS

Units	
BSBINM301	Organise workplace information
BSBPEF202	Plan and apply time management
HLTINF006#	Apply basic principles and practices of infection prevention and control
CHCCOM002	Use communication to build relationships
CHCVOL001*	Be an effective volunteer
CHCGRP001	Support group activities

Units subject to change.

Assessment must be completed in an approved workplace.

* Requires 20 hours of volunteering at an approved organisation.

Course Fees: iTFE does not charge any fees to students directly to undertake VDSS with us. These fees are in line with the Department of Education fee bands and are charged to the secondary school.



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WAREHOUSING & LOGISTICS

TLI30325 Certificate III in Supply Chain Operations

WHAT DOES THIS COURSE INVOLVE?

Set yourself on the path to a career in logistics with this entry-level course. Gain the basic knowledge and skills required to seek employment as a logistics clerk. The logistics and warehousing industries are essential to Australia's supply chain. The introduction of new automation and tracking technologies are driving demand in the sector with an expected growth over the next five years. This course covers a range of warehousing duties including safety, order picking, and receiving and dispatching of goods. You will also gain customer service skills within the logistics environment.

Completing this course provides you with hands-on experience and a nationally recognised qualification, preparing you for roles such as logistics clerk or administrative worker in the integrated logistics field.

ENTRY REQUIREMENTS

- Applicants must be 15 years or over
- Applicants must be attending Years 10, 11 or 12 in Secondary School

Prior to enrolment, students will be required to complete a Language, literacy, numeracy and digital skills assessment.

STUDY PATHWAYS

- TLI31222 Certificate III in Driving Operations

CAREER OUTCOMES

- Depot yard person
- Dispatch clerk
- Inventory clerk
- Loader
- Pick packer
- Receiving clerk
- Store person
- Transport clerk
- Warehouse operator
- Yard person

ASSESSMENT METHODS

Written questions, case studies, role plays & scenarios and observations.

COURSE OUTCOMES

Upon successful completion of this program, you will receive:

- Recognition of up to two VCE VET units at Units 1 and 2 level and two VCE VET Unit 3–4 sequences.

On successful completion of all course requirements, including assessment and attendance, students will be issued with:

- TLI30321 Certificate III in Supply Chain Operations by iTFE.

COURSE LENGTH

2 years, 4 hours a week

SCORED / NON-SCORED

Non-Scored

Assessment must be completed in an approved workplace.

DELIVERY MODE

Face to face 4 hours a week

EQUIPMENT

- Steel cap boots and safety gloves (students to supply)
- Access to computer/laptop and internet (students to supply)
- Access to learning materials on LMS (iTFE to supply)
- High VIS vests & safety glasses (iTFE to supply)

YEAR ONE - 190 HOURS

Units	
TLIL0007	Complete workplace induction procedures
TLIF0025	Follow work health and safety procedures
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)
TLIX0023	Identify the roles and functions of the supply chain industry
TLIK2010	Use info technology devices in the workplace
TLID0020	Shift materials safely using manual handling methods
TLIA0022	Pick and process orders
TLIU2012	Participate in environmentally sustainable work practices

YEAR TWO - 180 HOURS

Units	
TLIE0009	Carry out basic workplace calculations
TLIA0004	Complete receivable and dispatch documentation
TLIA0010	Identify goods and store to specifications
BSBPEF301	Organise personal work priorities
BSBINS302	Organise Workplace information
TLIO0001	Undertake emergency response action to a security threat

Units subject to change.

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ENTREPRENEURSHIP & NEW BUSINESS

BSB30220 Certificate III in Entrepreneurship and New Business

WHAT DOES THIS COURSE INVOLVE?

Starting up and running your own small business can be a daunting prospect. However, with the right support, training and guidance it can be one of the most rewarding and self-satisfying of life's achievements.

Designed to equip budding and existing entrepreneurs, with small business fundamentals such as researching your market, developing a business plan, personal and team development, marketing, keeping track of your finances, networking and business development.

ENTRY REQUIREMENTS

Applicants must be 15 years or over

- Applicants must be attending Years 10, 11 or 12 in Secondary School
- Prior to enrolment, students will be required to complete a language, literacy, numeracy and digital skills assessment.

STUDY PATHWAYS

After completing the BSB30220 Certificate III in Entrepreneurship and New Business, you will have the opportunity to continue into a BSB40320 Certificate IV in Entrepreneurship and New Business.

CAREER OUTCOMES

- Small business owner
- Small business contractor

ASSESSMENT METHODS

Written questions, case studies, role play and scenario and observations.

COURSE OUTCOMES

Upon successful completion of this program, you will receive:

- Recognition of up to two VCE VET units at Units 1 and 2 level and two VCE VET Unit 3–4 sequences.

On successful completion of all course requirements, including assessment and attendance, students will be issued with:

- BSB30220 Certificate III in Entrepreneurship and New Business by iTFE.

SCORED / NON-SCORED

Non-Scored

DELIVERY MODE

Face to face

Assessment must be completed in an approved workplace.

COURSE LENGTH

2 years, 4 hours a week

EQUIPMENT

- Access to computer/laptop and internet (students to supply)
- Access to learning materials on LMS (iTFE to supply)

YEAR ONE - 205 HOURS

Units	
BSBESB301	Investigate business opportunities
BSBESB302	Develop and present business proposals
BSBWHS311	Assist with maintaining workplace safety
BSBINS309	Maintain business records
BSBESB304	Determine resource requirements for new business ventures
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

YEAR TWO - 180 HOURS

Units	
SIRXMKT002	Use social media to engage customers
FNSFLT201	Develop and use a personal budget
BSBESB303	Organise finances for new business ventures
BSBPEF301	Organise personal work priorities
BSBESB305	Address compliance requirements for new business ventures

Units subject to change.

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