



# Covenant College

## Trades Skills Centre



2019

# Student Handbook and Course Guide

*AHC20116-Certificate II in Agriculture  
AHC20416-Certificate II in Horticulture &  
ACM20117-Certificate II in Animal Studies*



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# Student Handbook

## Welcome to the Covenant College Trades Skills Centre

Covenant College Trades Skills Centre (TSC) provides practical programs, in a supportive Christian environment taught through a Christian worldview. Students studying at Covenant College's Trades Skills Centre learn through targeted excursions to dynamic businesses and workplaces throughout the greater region. Students will be exposed to a diverse range of employers within the Agriculture, Horticulture and Animal Care industries. We hope to equip students with the skills and knowledge to help them progress into meaningful employment and education pathways post-school.

Units have been carefully selected to meet industry requirements, provide both practical hands-on experiences and necessary relevant theoretical components, whilst engaging students. We are also able to offer students some flexibility in their learning, as they are able to complete some of their training outside of school hours. Our trainers are widely experienced and committed to achieving best practice in their field. Our aim is to provide a stimulating and positive learning experience for students.

We ask that you take the time to read this handbook and related course.

Your orientation and induction will be held in your first VET classes of the year.

We look forward to working alongside you!



Kelly McKenzie  
Trades Skills Centre Coordinator



# About Us

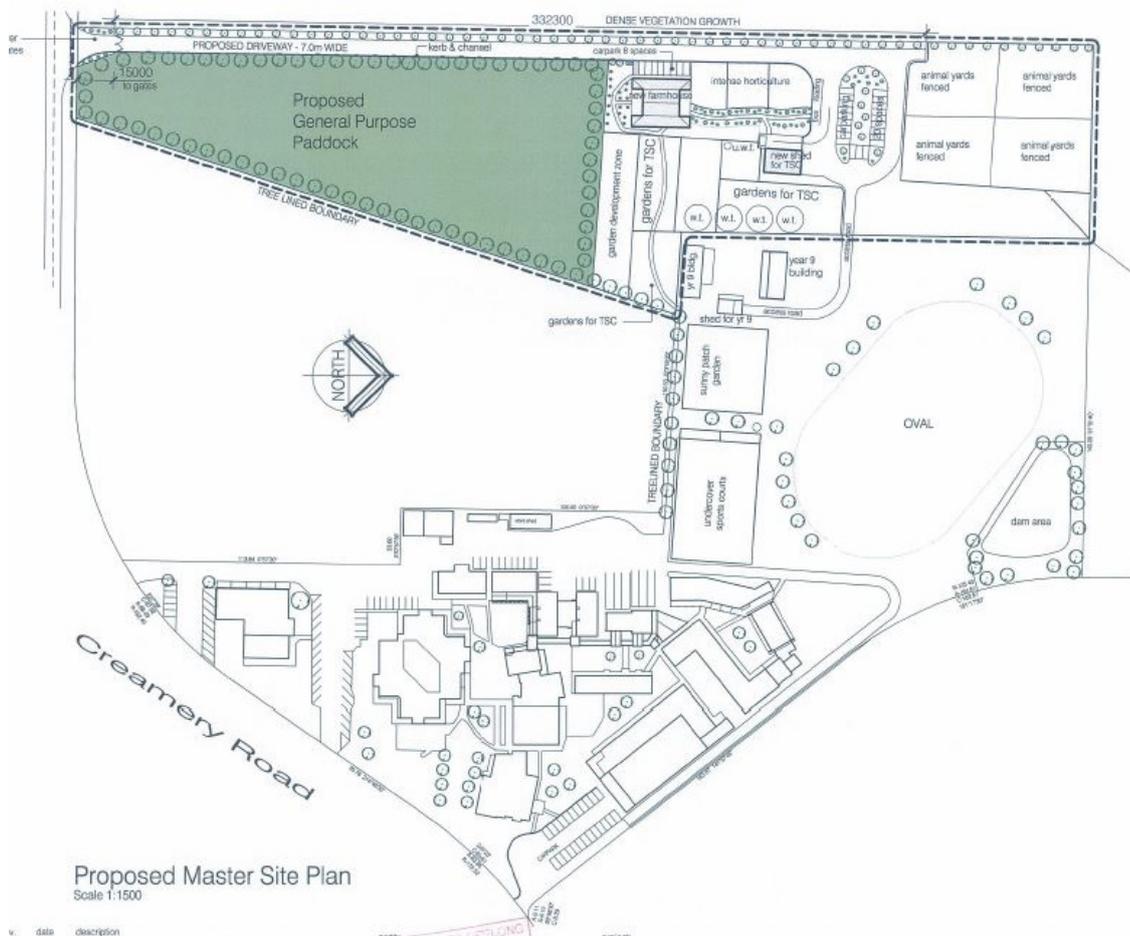
Covenant Trades Skills Centre is a campus of Covenant College and as such, it is governed by the College Board. The Covenant College Board has delegated the day to day operations of the Trades Skills Centre to the Covenant College Trades Skills Centre Advisory Committee which is made up of Trades Skills Centre Manager, Industry Partners, Education and Training Representatives, Parents and Members of the College Leadership Team.

## Our Rationale

Covenant Trades Skill Centre will use the applied learning model in a vocational education setting, to honour and serve Christ in recognising and valuing God's creation, and our work and responsibility as global citizens, in conformity with Covenant College's Biblical Basis Statement.

*Office Location – Covenant Trades Skills Centre, Creamery Road Bell Post Hill*

## Trades Skills Centre Site Map



# Trades Skills Centre Team

## Trades Skills Centre Coordinator

*Mrs Kelly McKenzie*

B Ed, Cert III Education (Language and Literacy), Cert III Animal Studies & Cert IV TAE

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## Trainers

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## Emergencies

The Covenant College Trades Skills Centre emergency evacuation plan will operate alongside the Covenant College's emergency evacuation plan. This information is displayed in all TSC classrooms. Covenant College Trades Skills Centre staff will explain the procedure to all students during induction at the beginning of each year.



# Student Guidelines

## Behaviour

When students (along with parents/guardians) sign the student enrolment form, they enter into an agreement with Covenant College in which you agree to follow regulations included in the relevant policies, which can be found in the ***Covenant College Trades Skills Centre section of the Covenant College website.***

## Yellow Card

*A Yellow Card is issued for minor breaches of the student behavior policy (for full policy document see the Trades Skills Centre section of the Covenant College website).*

*For example:*

- Failing to hand in an assessment by the due date
- Use mobile phone/similar devices during class (except in the case that permission is given by the trainer/teacher and the phone is used for educational purposes)
- Installing software onto Covenant College computers
- Leaving the campus during class hours
- Minor breaches to Occupational Health and Safety practices
- Plagiarism, collude or cheat in any assessment activity or event
- Unexplained late arrival
- Inappropriate classroom behavior including inappropriate language (swearing)
- Repeated failure to wear appropriate clothing (Including Personal Protective Equipment) to class.
- Inappropriate physical contact with other students

If a Yellow Card is issued to students - parents/guardian and VET Coordinators will be notified in writing via email. Students are given a hardcopy of the yellow card notice; VET Coordinators are sent a copy and one is kept in the student's file at the Trades Skills Centre. In some cases on receiving a Yellow Card a student may be excluded from certain tasks during that class or sent back to their school or home. In the case of repeated/sustained major breaches, the student will be issued with a Red Card.

# Student Guidelines

## Red Card

*A Red Card is issued for major breaches of the Code of Conduct.*

*For example:*

- Being under the influence of alcohol or illegal drugs or being in possession of any illegal drugs while on Trades Skills Centre property or any other workplace used in conjunction with the Trades Skills Centre
- Serious and deliberate damage to property (Students/families will also be billed for damage)
- Serious breaches to Occupational Health and Safety practices
- The abuse or intimidation of Staff/Students or any person related to the activities of the Covenant College TSC.
- Smoking on Covenant College TSC property (including inside and outside all buildings, car parks, etc). Smoking is also prohibited in a ten meter proximity beyond the school boundary.
- Repeated unexplained and/or unacceptable reason for Absence and/or Late Arrival
- Use of mobile phone following Yellow Card warning

If a Red Card is issued to students it may result in the Trades Skills Centre Manager making immediate contact with the student's VET Coordinator parents/guardian to discuss the breach. Students, parents/guardian and VET Coordinators will also be notified in writing via email. Students are given a hardcopy of the red card notice; VET Coordinators are sent a copy and one is kept in the student's file at the Trades Skills Centre. The consequences of a Red Card will range from a formal warning and suspension to a complete termination of enrolment. Parents and VET Coordinators are required to check emails regularly to keep up to date with student discipline issues.

# Student Guidelines

## **Occupational Health And Safety**

It is important that all students be aware that it is their personal responsibility to understand the hazards involved in the activities of the Covenant College Trades Skills Centre in order to minimize risk to themselves and others. Your responsibilities as a student are set out in the O.H. & S. Act 2004.

## **Student Support / Career Guidance**

The Covenant College Trades Skills Centre aims to assist students in their planning with regard to further training and employment beyond the Trades Skills Centre. As part of all Trades Skills Centre programs students will have access to Career Information sessions and Workshops conducted during class time.

# Student Guidelines

## Attendance

Covenant College has legal responsibility for students from the start of VET Classes until students leave the Trades Skills Centre (TSC) property after classes finish. Punctuality and regular attendance are also important attributes in the workplace. Therefore, it is important that the location of students is known during the day and that any absences are accounted for (in advance). Attendance rolls are marked at the start of each class.

*With regard to attendance:*

- Students will not be permitted to leave early unless prior parental permission is received in writing and approved by their course teacher (this can be done via email)
- In the event that a student has received permission to arrive/leave class, they are required to sign in and out on the written log (Near the Trades Skills Centre Office).
- Students must inform Covenant College if they are running late or not attending. If students are to be absent due to illness, please contact Covenant College prior to the commencement of the scheduled class. Please provide a medical certificate for absences (if possible give at least one week notice prior to a known absence and collect work you will miss from your trainer)
- Students are expected to arrive punctually, and remain for the duration of the class. Being late for class or leaving early may result in a student being marked absent.
- If students arrive late on excursion days and miss transportation to the excursion site, they should proceed to the Covenant College main office building, before being picked up by their school's VET Coordinator or parent.
- Each Covenant TSC course has an 85% minimum attendance requirement that must be followed in order for a student to achieve the qualification studied (all absences must be explained in writing).
- If a student requires special consideration with regard to absences (e.g. health or special family circumstances) please contact the Trades Skills Centre Coordinator and Home School VET Coordinator. Students will not be permitted to travel home unaccompanied by a parent or guardian after scheduled classes without prior written permission from their parent/guardian and consent from the Covenant TSC Coordinator.
- A student cannot be driven home by another student without prior written permission from their parent/guardian and consent from the Trades Skills Coordinator. In these cases each host school should be notified.
- Unexplained repeated absence will result in a student being issued with a card (See code of conduct Policy).

Students are expected to advise teachers of any impending absence prior to class; assessable work may be missed if teachers are not notified. If you are absent from a particular class, the onus is on the student to collect the relevant work and catch up in their own time. Students may ask a fellow classmate to collect work and take notes for them. If students need assistance from the teacher, they must call or email to discuss the work you missed. It is extremely important that student catch up on work prior to the next class so that they have time to prepare for subsequent work.

# Student Guidelines

## **Excursions and Structured Workplace Learning (SWL)**

There are various excursions that students are expected to attend throughout the school year. Students have paid a yearly excursion fee which covers all excursions throughout the year. Through excursions, students are taken to industry workplaces, these are important in enhancing the students understanding of the types of work places they are training for.

Students will receive an Excursion Consent form prior to each excursion, which will include times, dates, locations and possible risks involved.

These forms need to be read and signed by a parent a week prior to each excursion.

Please inform the TSC Manager when medical/personal information may require updating.

Students are expected to dress appropriately when visiting any Industry workplaces and behave in a professional and polite manner at all times when representing Covenant TSC. Students who are unable to behave in an appropriate manner will be asked to leave the excursion, in this case their VET Coordinator will be requested to pick up the student from the venue. If outside of school hours a taxi may be called to take the student home, in this case the parent will be billed any associated costs. Students may also receive a red card and in such a case their continuation within the course may also be reviewed.

Generally excursions are held at regular class times but some may be held at other times to suit the particular place being visited (Including during school holidays). You will be informed well in advance if this is the case. Sometimes this time will be in lieu of normal class time for that week. A risk analysis will be completed for each excursion; parents are able to request risk assessment documentation by emailing the TSC Coordinator.

Students will also have an opportunity to participate in Structural Workplace Learning as part of their study. Students need to liaise with their home school VET Coordinator who will organise suitable work placements and to support their students through these placements. A SWL placement logbook will be provided.

## **Completion Of Qualification**

To complete a qualification, students must satisfactorily complete all core units and the prescribed minimum number of elective units, in accordance with the training package qualification/course packaging guidelines. Recognition of Current Competency (RCC) can be granted on a unit by unit basis, it may also be possible to receive Recognition of Prior Learning (RPL) for some units of the qualification.

Please read the ***RPL/RCC Policy on the Trades Skills Centre on the College website.***

It is the responsibility of a Registered Training Organisation (RTO) to issue qualifications and Statements of Attainment. Covenant College TSC will assist in getting these documents to the relevant schools as required.

# Student Guidelines

## Visitors

If a parent/guardian or VET Coordinator seeks to visit students or staff members during class time they must obtain permission from the Trades Skills Centre Manager prior to the visit. Visitors are also required to sign in at the Covenant College reception and collect a visitors pass (access via gate 1) prior to entering the Trades Skills Centre facility (access via gate 4). Students are not permitted to invite friends onto Covenant Trades Skills Centre property during class.

Students whose primary enrolment is at a school other than Covenant College are not permitted to enter Covenant College's main campus. Breaching these rules may result in a yellow card.

## Transportation and Student Drivers from Covenant College Trades Skills Centre

All students are to enter/exit the Trades Skills Centre facility using the main student entrance only (Covenant Trades Skills Centre Main Gate 4 on Creamery Road). Students are not permitted to enter/exit the College through any other gate. Students who drive a car to and from Covenant College Trades Skills Centre must advise the Trades Skills Centre Manager of their vehicles' registration number and copy of their Driver's Licence. Vehicles must not be used at any time during class.

Students may only travel as passengers in another student's vehicle provided they have written permission from a parent or guardian, VET Coordinator and the Trades Skills Centre Manager. All students must arrive at Covenant College TSC for a 1:30pm start.

Students need to be aware that they are responsible for themselves when driving or travelling to and from the Covenant College Trades Skills Centre. This means that the TAC covers their insurance, not the College's public liability.

*Students are only covered by The College's insurance when:*

- Travelling in Covenant College vehicles
- Travelling vehicles rented by Covenant College
- Following staff instruction
- Wearing seatbelts



# Student Guidelines

## **Clothing and Personal Protective Equipment (PPE)**

To assist students to prepare for work and for Occupational Health and Safety reasons students are required to ensure their clothing conforms with the following requirements.

- Steel cap, slip-resistant leather boots
- Long navy work pants
- Winter Coat/Waterproof with collar and sleeves (long)
- Hair should not cover eyes and hair that is longer than shoulder length should be tied back for safety reasons.
- Jewellery and Piercings Stud earrings/piercings only permitted. For OH&S reasons, no other jewellery (including sleepers) is to be worn at Covenant TSC.
- Tops should not have any hanging cords when that could get caught in machinery or fences etc.

*All students are also required to provide their own:*

- UV safety glasses for outside use (optional).
- Sunscreen (for outside work in Terms 1 & 4).

*Other PPE items will be provided as required and must be worn as directed, without exception.*

## **Uniform**

Students will be required to wear the Covenant College Trades Skills Centre Uniform, the details of which will be communicated to all enrolled students prior to commencing their studies.

## **Use of Lockers**

Students will be issued with a locker at the start of the school year. They will need to provide their own lock. Any valuable items and personal belongings are brought at their own risk and must be placed in their locker at the start of each class. Covenant College reserves the right to access the locker if it deemed necessary to do so.

## **Use of Property**

Students are expected to use Covenant College property as directed and in a responsible and careful manner. If a student is found to be responsible for the serious and deliberate damage to Covenant College property (or that of a contractor related to the TSC) they will be issued with a red card and will also be billed for any damage caused.

# Student Guidelines

## Food and Drink

Consumption of food and drink in classrooms is not permitted unless permission is granted by a Teacher/Trainer. However, water is permitted. Covenant TSC will provide a light afternoon tea to be consumed during break times and in the tea room only.

## Use of Mobile Phones

Mobile phones must be switched off during all classes. The use of mobile phones in class time is disruptive to staff and fellow students. Mobile phones may not be used during class time (1:30 - 5:30pm) when on Covenant Trades Skills Centre property or on an excursion. Students who fail to

comply with these conditions will have their phone confiscated until the end of class.

If for some urgent reason students need to make a phone call (to inform parents of a change in pick up details after class) students are required to seek permission from their teacher before making the call (the call should be kept brief). Students will not receive automatic permission to make a call and need to provide the teacher with good reason to do so. Failure to comply with the conditions of mobile phone use will result in a yellow card.

## Use of Computers

When students have access to College computers, they must use these for educational purposes. Any other use is prohibited and will result in a yellow card. Students should store work related to their studies on their own USB storage device and **not** save work to the hard drive of the College system. Students have been given some allowance for consumables in their fees. This should cover the costs for paper and ink throughout the school year.

The appropriate use of computers within the ***Covenant Trades Skills Centre is outlined in the computer and internet policy document in the Trades Skills Section of the Covenant College website.*** Students should not use computers (including school computers or any other

personal electronic device) for the following ;

- Sending, receiving or viewing obscene, offensive or defamatory material
- Using the Internet or email for private use, gambling, illegal activities or wasting time on non- educational pursuits.

If a student fails to comply with the Computer and Internet policy they will receive a yellow card and in serious cases a breach may result in the student being issued with a red card and their enrolment terminated. In extreme cases of breach, police will be notified.

# Student Guidelines

## Complaints Procedure

Students, parents and VET Coordinators are entitled to submit a complaint when they are concerned about a particular issue relating to the Trades Skills Centre.

*The process for doing so is outlined in the following steps:*

1. Attempt to resolve the matter informally with the course teacher
2. If this matter is not resolved, make an appointment to speak with the Covenant College TSC Manager, at this point you may need to communicate your concerns to your school's VET Coordinator.
3. If you feel that the matter is still not resolved you should complete the Complaints Form (found on the Trades Skills Centre Covenant College website).
4. If the matter relates specifically to coursework/assessments or the issuing of the qualification, contact Diversitat at [compliance@diversitat.org.au](mailto:compliance@diversitat.org.au)
5. If you still have no satisfactory resolution you may take a copy of the completed form for your records and hand in the original Complaints form to the Covenant College Principal no later than one month after the original discussion took place. A written response will be provided within a two week period of the submission of the Complaints Form.
6. If the above process is exhausted and you remain unsatisfied, you may lodge a formal complaint with the RTO. Relevant forms can be accessed from the RTO website.

## Refunding of Fees

Students who withdraw from a Covenant College Trades Skills Centre course within the first three weeks of the year will receive a full refund of the fees that they have paid. After three weeks from the start of the first class they will forfeit any fees that they have paid. Covenant College also reserves the right to refund students at its own discretion.

## First Aid

All staff at Covenant College Trades Skills Centre have first aid training and there are a number of stocked First Aid Kits at the TSC. If you need first aid, advise a member of staff or go to the Trades Skills Centre office for assistance. In the event of a serious accident involving a student either on the Trades Skills Centre site or otherwise; Covenant College staff may decide to call an ambulance. Parents will incur any cost associated with this. Students who suffer from allergies and or asthma are expected to bring their Epi-pens and Asthma pumps with them to class and to excursions. Any known medical conditions must be fully disclosed on the student enrolment form at the time of enrolment.



# Course Guide

## Communication

The Covenant College Trades Skills Centre will communicate a range of information to students throughout the course of the year. This relates to assessments, activities, excursions and other information. Students may receive this information through email, text message, verbal notification, and written forms. Changes to class times and excursion details will be sent through to students by email or text message. It is important that student make a note of any announcements or instructions given during class that relate to such events. It is also important that students regularly check their emails, text messages and speak to their teacher to ensure they are up-to-date with current information and plans.

Although we try to keep to scheduled plans there are always unforeseen circumstances that arise which are beyond our control, such as teacher absences due to illness or excursion changes due to weather (e.g. fire danger period). It is therefore important that you provide a current contact number (preferably a mobile), and email address at enrolment. If this number changes you must inform the Trades Skills Centre Manager as soon as possible.

As a number of Covenant College Trades Skills Centre staff have responsibilities in other areas of the College, you may not necessarily be able to speak to someone in person when you need them. Try to arrange appointments in advance if you need to speak to a teacher outside of class time or email your request directly to the teacher. Teachers' contact details are in the front of this handbook.

## Trades Skills Centre Communications Protocol

*Information will be communicated in the following way:*

Type of Information?	How will this be communicated?	When will this be communicated?	To whom will this be communicated?
Student Progress	Email	As required	Respective VET Coordinators
	Student Report	As Required	Parent/Student through respective VET Coordinators
Student Behavioural Report	Email	As required	Respective VET Co-ordinators
	Phone call and in writing	In the event of a serious issue	Parent of Student
Student Medical Issues & Injuries	Email	As required	Respective VET Co-ordinators
	Phone Call	In the event of a serious issue	Parent of Student
Outcome of Complaint	Email	As required	Respective VET Co-ordinators
	Phone call	In the event of a serious issue	Parent of Student

# Course Guide

## Study

Workloads vary for differing units. In some cases all work is completed within class time, other units incur a heavier homework load. At the commencement of each unit your teacher will outline this. The amount of time a student can expect to spend on homework varies, according to their punctuality to class, efficient use of class time, organization and work ethic.

At certain times of the year when larger projects are due students may spend more time on homework.

Students are expected to be self-motivated and use their class time efficiently.

A self-disciplined attitude to learning is encouraged.

If you are having trouble, seek advice and support from your teachers as soon as possible. Please discuss any issues with your Teacher/Trainer or Trades Skills Coordinators.

All units in TSC courses are prepared and delivered in a manner that best simulates industry work conditions. Employers expect their employees to be able to adapt to changes in their duties, to keep up with their workload and work very efficiently. The class training, activities and assignments have all been designed to help prepare you for this.

*Every effort is made to ensure that details in this handbook are correct; however this information may be subject to change during the course of the year. Covenant College takes no responsibility or liability for any consequences arising from omissions or inaccuracies.*

# Courses

Courses are mapped to meet training package rules; you should track the units you undertake to ensure they meet packing rules on an individual basis. This is particularly important in the event that you are not deemed competent in a particular unit or if you have or intend to apply for Recognition of Prior Learning for part of your course units.

## AHC20116-CERTIFICATE II IN AGRICULTURE

For a full list of all units (core and elective), packaging rules and nominal hours for the **AHC20116 Certificate II in Agriculture** you should visit the Australian Government's training website: [www.training.gov.au](http://www.training.gov.au)

### Year of Coursework

#### Unit Title

#### Unit Code

AHCWHS201*	Participate in work health and safety processes
AHCMOM202	Operate tractors
AHCSOL202	Assist with soil growing media sampling and testing
AHCCHM201	Apply chemicals under supervision
AHCWRK204*	Work effectively in the Industry
AHCPMG201	Treat Weeds
AHCPMG202	Treat plant pests, diseases and disorders
AHCMOM203	Operate basic machinery and equipment
AHCMOM204	Undertake operate maintenance of machinery

### Year of Coursework

AHCPLY204	Collect and pack eggs for human consumption
AHCPLY205	Grade and pack eggs for human consumption
AHCBEK201	Support bee keeping work
AHCPHT201	Plant horticulture crops
AHCLSK204	Carry out regular livestock observation
AHCLSK205	Handle livestock using basic techniques
AHCLSK211	Provide feed for livestock
AHCLSK202	Care for health and welfare of livestock
AHCWRK209*	Participate in environmentally sustainable work practices

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#### \* Core Units

*Note: Covenant College Trades Skills Centre reserves the right to change the units offered in its courses. Any change will be made within the training package rules and students will be notified accordingly.*

# Courses

## AHC20416-CERTIFICATE II IN HORTICULTURE

For a full list of all units (core and elective), packaging rules and nominal hours for the **AHC20416 Certificate II in Horticulture** you should visit the Australian Government's training website: [www.training.gov.au](http://www.training.gov.au)

### Year of Coursework

#### Unit Title

#### Unit Code

AHCWHS201*	Participate in work health and safety processes
AHCMOM202	Operate tractors
AHCSOL202*	Assist with soil growing media sampling and testing
AHCPHT201	Plant horticulture crops
AHCWRK204	Work effectively in the industry
AHCPMG201*	Treat Weeds
AHCPMG202*	Treat plant pests, diseases and disorders
AHCMOM203	Operate basic machinery and equipment
AHCMOM204	Undertake operate maintenance of machinery

### Year of Coursework

AHCPCM201*	Recognise plants
AHCNSY203	Undertake propagation activities
AHCPGD201	Plant trees and shrubs
AHCNYS201	Pot Up Plants
AHCTRF204	Support turf establishment
AHCCHM201	Apply chemicals under supervision

#### \* Core Units

*Note: Covenant College Trades Skills Centre reserves the right to change the units offered in its courses. Any change will be made within the training package rules and students will be notified accordingly.*

# Courses

## ACM20117-CERTIFICATE II IN ANIMAL STUDIES

For a full list of all units (core and elective), packaging rules and nominal hours for the **ACM 20117 Certificate II in Animal Studies** you should visit the Australian Government's training website: [www.training.gov.au](http://www.training.gov.au)

### Year of Coursework

Unit Title	Unit Code
ACMGAS201*	Work in the animal care industry
ACMGAS202*	Participate in workplace communications
ACMGAS203*	Complete animal care hygiene routines
ACMGAS205*	Assist in health care of animals
AHCWHS201*	Participate in Work Health and Safety processes
ACMGAS208	Source information for animal care needs

### Year of Coursework

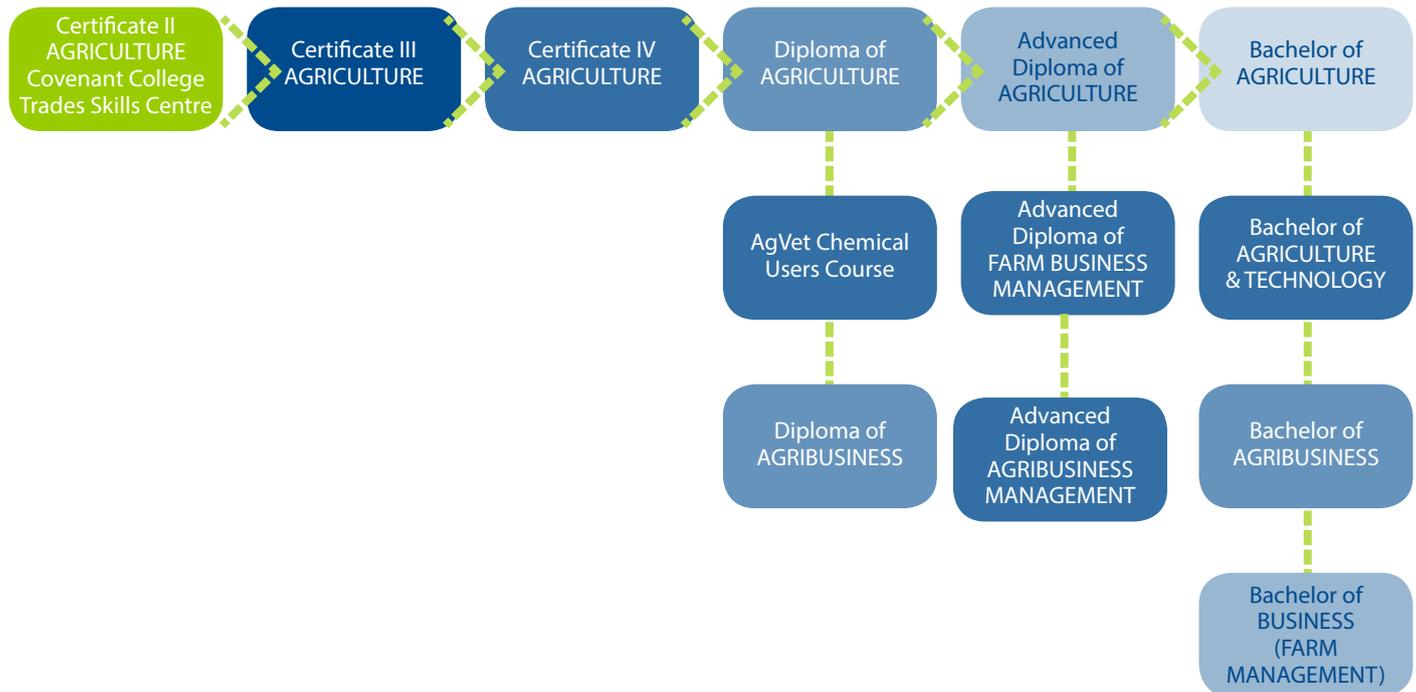
ACMSUS201*	Participate in environmentally sustainable work practices
ACMGAS204*	Feed and water animals
ACMSPE302	Provide basic care of birds
ACMSPE304	Provide basic care of dogs
ACMGAS206*	Provide basic first aid for animals
ACMGAS210	Prepare for and conduct a tour or presentation

#### \* Core Units

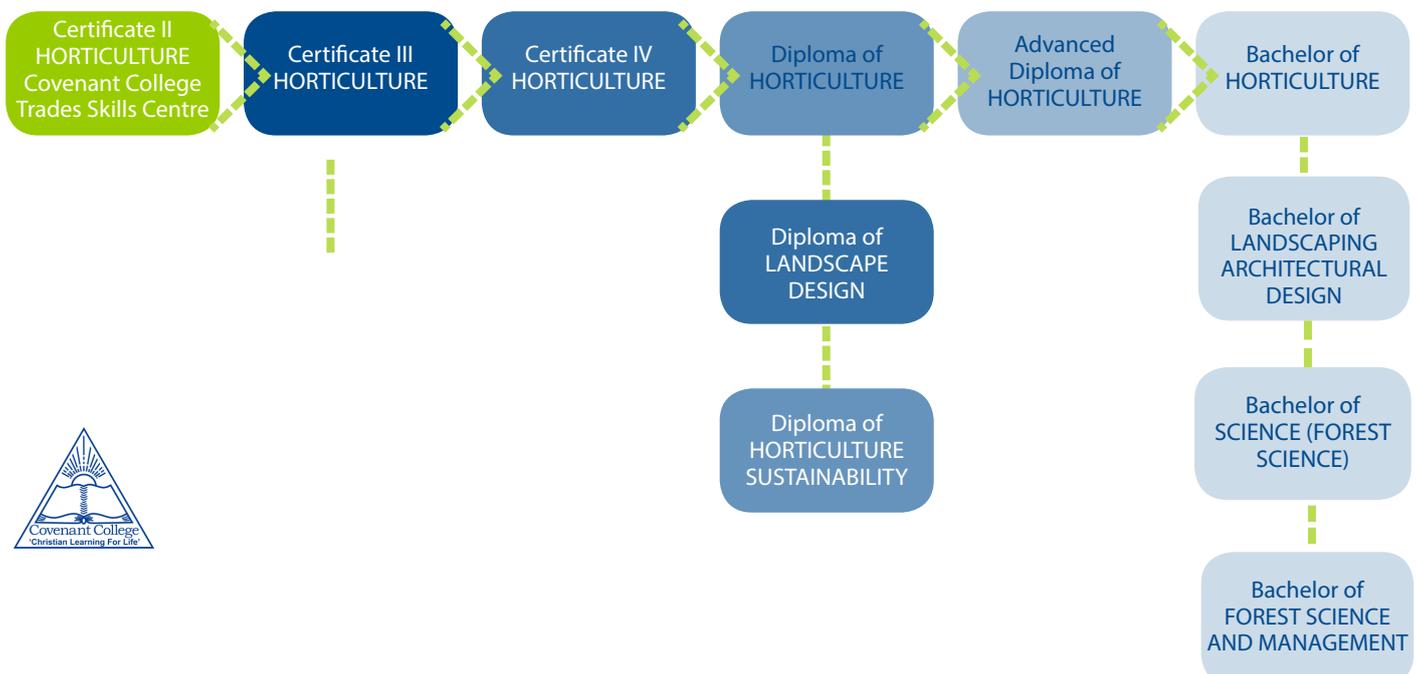
*Note: Covenant College Trades Skills Centre reserves the right to change the units offered in its courses. Any change will be made within the training package rules and students will be notified accordingly.*



## AHC20116 Certificate II in Agriculture - *Educational Pathway*

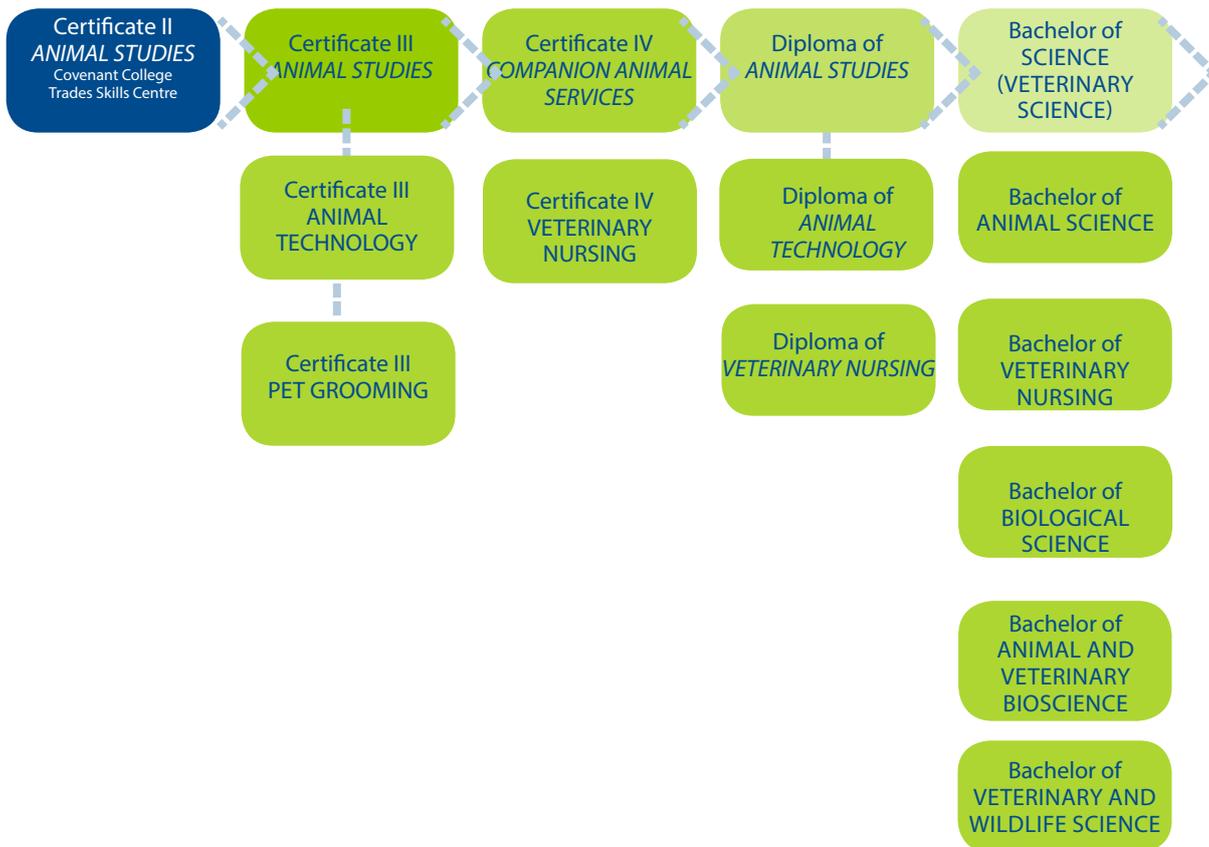


## AHC20416 Certificate II Horticulture - *Educational Pathway*





### ACM20117 Certificate II in Animal Studies- *Educational Pathway*



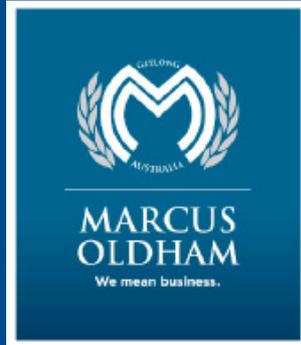




# Covenant College

## Trades Skills Centre

# Partners



Covenant College

105 Creamery Road, Bell Post Hill Victoria 3215. (03) 5278 5122

[covenant.vic.edu.au](http://covenant.vic.edu.au)

