Technical and Further Education (TAFE) Handbook 2003

A database containing all course information in this Handbook is on the University's website at: www.vu.edu.au.

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Caution This *Handbook* provides a guide to Technical and Further Education courses available within the Division of TAFE at the University in 2003. The Handbook cannot hope to cover all of the various options adequately, although it attempts to be as accurate as possible. Students should always check with the relevant school officers when planning their courses. The Handbook also includes descriptions of courses that may be altered later or that may not in fact be offered due to insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in the Handbook can in no way be taken as creating an obligation on the part of the University, faculty or school to teach it in any given year, or to teach it in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

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How to use this book

Welcome to the *Victoria University TAFE Handbook 2003*. The *Handbook* is designed to provide students with detailed information on course structure, module/unit content, on-campus facilities and University regulations and procedures required for the successful completion of study.

The introduction to this handbook lists all courses offered by the TAFE Division of Victoria University.

The General Course Information section outlines useful information specific to the TAFE Division regarding application procedures, fees and charges, the Australian Qualifications Framework, articulation, recognition of qualifications and other services available to students.

The sections on the various Schools within the TAFE Division outline the requirements and structure of all courses offered by individual Departments within each School. The course outlines are followed by the Module/Unit Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in alphanumeric order according to their module/unit code.

The back sections of the *Handbook* include useful information about articulation and credit transfer, recognition of prior learning, admission and enrolment procedures and services available to students. There is also a list of all courses offered by Victoria University in 2003, including higher education courses.

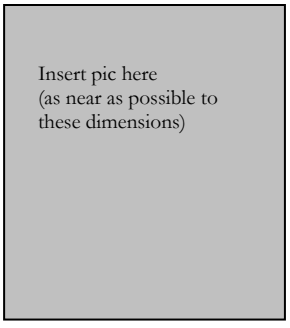
Handbook on the web

A database containing all course information in this handbook is on the University's website at: www.vu.edu.au. Course details and information are regularly updated on the website.

Please Note

The attention of all students and prospective students is drawn to the possibility that due to circumstances that presently cannot be foreseen, the details of the programs, courses and modules/units set out in the Handbook may change after the date of publication. Accordingly, before final decisions are made or enrolment occurs based on information contained in the Handbook, each student or prospective student should contact the Centre for Commencing Students on (03) 9688 4110 to ensure that the pertinent information is still accurate.

Victoria University – TAFE Division



Mr Richard Carter,
Deputy Vice-Chancellor and
Director of TAFE

The TAFE Division of Victoria University provides award-winning vocational education and training for a wide range of skilled occupations. We aim to provide you with the right combination of up-to-date and industry relevant academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects.

In 2002, more than twenty-seven thousand students chose to enrol in TAFE courses at Victoria University, making it the biggest provider of vocational education and training in Victoria.

The TAFE Division is organised into six Schools. Courses are conducted by departments and units located within the Schools:

School of Building, Electrical and Information Technology
- Department of Building and Construction
- Department of Building Services and Special Trades
- Department of Electrotechnology
- Department of Information Technology

School of Business
- Department of Administrative and Legal Studies
- Department of Financial Services
- Department of Management and Marketing
- Western Business Enterprise Centre

School of Engineering, Science and Industrial Skills
- Department of Automotive and Fabrication
- Department of Engineering Technology
- Department of Science and Food Technology
- Industrial Skills Training Centre

School of Further Education and Employment Services
- Department of Adult Literacy and Work Education
- Department of Arts and Preparatory Programs
- Music Programs
- Department of Language Studies
- Department of Employment and Training Services

School of Human Services, Art and Multimedia
- Department of Art, Design and Multimedia
- Department of Child Studies
- Health Services Unit
- Library Studies Unit
- Department of Social and Community Studies
- Department of Sport, Fitness and Recreation

School of Hospitality and Personal Services
- Department of Hospitality and Tourism
- Department of Personal Services
- Wholesale/Retail Unit
- Short Courses Centre

The TAFE Division also includes:
- Centre for Curriculum Innovation and Development
- Workplace Learning Melbourne West
- English Language Institute
- TAFE International.

The TAFE Division conducts courses at 10 of the 13 Victoria University campuses – City King and City Flinders in the Melbourne CBD, South Melbourne, Footscray Nicholson, Melton, Newport, St Albans, Sunbury, Sunshine and Werribee – as well as in many businesses and enterprises locally, interstate and internationally. The campuses offer a personalised learning environment, excellent facilities and equipment and a broad range of student support services.

The TAFE Division delivers customised training services directly to industry, in the workplace or in other locations specified by the client. Training methods include internet-based and other flexible and innovative forms of delivery. The Division has developed considerable expertise and an outstanding reputation for its flexible delivery methods and workplace-based training. The internationally recognised Australian Quality Training Framework (AQTF) provides a guarantee of quality delivery and the industry relevance of the training delivered.

TAFE programs at Victoria University include Accounting, Adult Education, Advertising, Aged Care, Animal Studies, Art, Automotive, Banking and Finance, Beauty, Building and Construction, Building Design, Business, Cabinet Making, Call Centres, Carpentry, Child Studies, Community Studies, Computing, Drafting and Surveying, Electrical and Electronic Technology, Engineering, Environmental Studies, Fitness Instruction, Food Technology, Graphic Art, Hairdressing, Health Services, Hospitality, Human Services, Information Technology, International Trade, Language Studies, Legal Studies, Liberal Arts, Library Studies, Management, Marketing, Multimedia, Music, Nursing, Occupational Health & Safety, Office Administration, Painting and Decorating, Performing Arts, Plumbing, Public Relations, Retail, Security, Sign Writing, Small Business, Social Sciences, Sports Administration, Tourism, Transport and Youth Work.

The TAFE Division has developed innovative programs for diverse industries and interests such as athlete career education, mechatronics, adventure based and eco-tourism and event management in partnership with key industry bodies. In addition, the TAFE Division offers more than 150 short courses that include recreational and personal development courses, as well as courses in essential business and employment skills.

Most TAFE courses sit within pathways which allow students to progress to higher levels of study and to receive recognition for studies completed successfully. This linking of programs at different levels, known as articulation, provides people with study choices at various stages of their professional development. The TAFE Division is committed to life-long learning and articulation. We encourage people to continue their education by providing easily understood pathways, and by giving them credit for existing skills or previous education and training.

I welcome all prospective and continuing students, industry and commercial clients and groups from the community to the Victoria University TAFE Division.

Richard Carter
Deputy Vice-Chancellor and Director of TAFE

TAFE Courses at Victoria University in 2003

Strategic Development

Centre for Curriculum, Innovation and Development
Certificate IV in Assessment and Workplace Training(BSZ40198)
Diploma in Training and Assessment Systems(BSZ50198)
Certificate IV in Vocational Education and Training(15559VIC)
Diploma of Vocational Education and Training(15560VIC)
Graduate Certificate in Vocational Education and Training (21205VIC)
Graduate Certificate in VET in Schools Implementation(21102VIC)

School of Building, Electrical and Information Technology

Building and Construction Department
Certificate I in Boatbuilding(15562VIC)[Pre-Apprenticeship]
Certificate II in Boatbuilding(15563VIC)[Traineeship]
Certificate III in Boatbuilding(15564VIC)[Apprenticeship]
Certificate I in Construction (Off-site)(BCF10100)
Certificate II in Off-Site Construction(BCF20100)
Certificate III in Off-Site Construction (Joinery Timber/Aluminium/Glass)(BCF30200)
Certificate I in Construction(BCG10198)
Certificate II in General Construction(BCG20198-B)[Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698)[Apprenticeship]
Certificate II in Building and Construction(BCG20198)[Carpentry – Pre-Apprenticeship]
Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing)(BCG30798)[Apprenticeship]
Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship)(12905VIC)[Cabinet Making]
Certificate III in Furnishing (Cabinet Making)(2302ABC)[Apprenticeship]
Course in Building and Engineering Trades Orientation(3113TNWB)
Diploma of Building Design & Drafting(SA3474)
Diploma of Building(SA3475)
Certificate IV in Building(SA3477)
Certificate IV in Building Drafting(SA3476)
Diploma of the Built Environment(SA3472)
Diploma of Building Surveying(SA3473)

Building Services and Special Trades Department
Certificate II in General Construction(BCG20198-P) [Painting & Decorating Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating)(BCG30498)
Certificate I in Building & Construction (Plumbing)(2102ABC)
Certificate III in Plumbing and Gasfitting(20085VIC)
Certificate IV in Plumbing (Services Design) (2402ADC)
Certificate II in Sign Industry(20087VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
Certificate IV in Sign Technology(21000VIC)
Course in Building and Engineering Trades Orientation(3113TNWB)
Certificate III in Building and Construction (Protective Coating for Corrosion Control)(2302AFC)

Electrotechnology Department
Certificate III in Electrotechnology Communications(UTE30499)
Certificate III in Electrotechnology Computer Systems(UTE30599)
Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
Certificate III in Electrotechnology Systems Electrician(UTE31199)
Advanced Diploma in Computer Systems Engineering(UTE60199)
Advanced Diploma in Electronic Engineering(UTE60399)
Certificate I in Electrical (Pre Apprenticeship)(14935VIC)
Certificate IV in Electrical (2406ANC) [Motor Control]

Information Technology Department
Certificate I in Information Technology(ICA10101)[ICDL – International Computer Drivers License]
Certificate III in Information Technology (Software Applications)(ICA30199)[Web Pages]
Certificate III in Information Technology (General)(ICA30299)
Certificate III in Information Technology (Network Administration)(ICA30399)
Certificate IV in Information Technology(21103VIC)
Certificate IV in Information Technology (Network Management)(ICA40399)
Certificate IV in Information Technology (Client Support)(ICA40199)
Certificate IV in Information Technology (Programming)(ICA40699)
Certificate IV in Information Technology (Technical Support)(ICA40599)
Certificate IV in Multimedia(14933VIC)
Diploma of Information Technology (Software Development)(ICA50299)
Diploma of Multimedia(14934VIC)
Diploma of Information Technology(21104VIC) [Specialising in Network & Internet Technology]

School of Business

Administrative and Legal Studies Department

Certificate IV in Electronic Publishing(21233VIC)
Certificate II in Desktop Publishing(21232VIC)
Certificate III in Business (Legal Administration)(BSA30200)
Certificate IV in Business (Legal Services)(BSA40200)
Diploma of Business Administration(BSB50201)
Certificate IV in Business Administration(BSB40201)
Certificate III in Business Administration(BSB30201)
Certificate II in Business(BSB20101)
Certificate III in Business(BSB30101)
Certificate IV in Business(BSB40101)
Diploma of Business(BSB50101)
Advanced Diploma of Business (Legal Practice)(20055VIC)
Certificate III in Government(PSP30199)

Financial Services Department

Certificate III in Financial Services(FNB30199)
Certificate IV in Financial Services(FNB40199)
Advanced Diploma of Accounting(FNB60299)
Diploma of Accounting(FNB50299)
Diploma of Business (Banking and Finance (90025NSW)
Course in Real Estate for Agents' Representatives(2004AAA)
The Certificate IV in Business (Estate Agency Practice)(2404ADA)
Certificate IV in Property Services (Real Estate Operations)(2404AOB)
Course in Introduction to Call Centre Operations(3113BBI07)
Certificate II in Telecommunications (Call Centres)(ICT20499)
Certificate III in Telecommunications (Call Centres)(ICT30599)
Certificate IV in Telecommunications (Call Centres)(ICT40599)
Diploma of Commerce(3113BDC100)
Diploma in Customer Contact Management(3113BBCCM01)

Management and Marketing Department

Certificate III in Business (Frontline Management)(BSB30501)
Certificate IV in Business (Frontline Management)(BSB41001)
Diploma of Business (Frontline Management)(BSB51001)
Certificate IV in Business (Human Resources)(BSB40801)
Diploma of Business (Human Resources)(BSB50801)
Advanced Diploma of Business (Human Resources)(BSB60301)
Certificate IV in Business Management(BSB41101)
Diploma of Business Management(BSB50401)
Advanced Diploma of Business Management(BSB60201)
Advanced Diploma of Business(Operations Management)(20055VIC)
Diploma of Business (Operations Management)(20053VIC)
Certificate IV in Business (Operations Management)(20051VIC)
Certificate IV in Business (Advertising)(BSB40601)
Diploma of Business (Advertising)(BSB50601)
Advanced Diploma of Business (Advertising)(BSB60501)
Certificate IV in Business (Marketing)(BSB40701)
Diploma of Business (Marketing)(BSB50701)
Advanced Diploma of Business (Marketing)(BSB60601)
Advanced Diploma of Business (International Business)(20055VIC)
Diploma of Business (International Trade)(20053VIC)
Certificate IV in Business (International Trade)(20051VIC)
Advanced Diploma of Business (Public Relations)(20055VIC)
Certificate IV in Business(BSB40101)
Diploma of Business(BSB50101)
Certificate IV in Business Development(BSB40501)
Diploma of Business Development(BSB50501)
Advanced Diploma of Business Development(BSB60401)
Certificate III in Business (Sales)(BSB30301)
Graduate Certificate in Management Development (Education and Training)(2804ABB)
Certificate IV in Assessment and Workplace Training(BSZ40198)

Western Business Enterprise Centre

Certificate II in Security (Guarding)(PRS20198)
Certificate III in Security (Guarding)(PRS30198)
Certificate IV in Business (Small Business Management)(BSB40401)
Certificate IV Business Facilitation(WSB57)

School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate II in Automotive Technology(21110VIC)
Certificate I in Automotive(AUR10199)
Certificate II in Automotive (Administration – Clerical)(AUR20199)
Certificate II in Automotive (Mechanical)(AUR20799 – AUR21899)
Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999)
Certificate II in Automotive (Sales)(AUR21999 – AUR22399)
Certificate II in Marine (AUR23199 – AUR23299)
Certificate II in Bicycles (Services)(AUR23099)
Certificate II in Outdoor Power Equipment (Services)(AUR23399)
Certificate III in Automotive (Sales)(AUR31399 – AUR31499)
Certificate III in Automotive Vehicle Body(AUR31699-AUR31899)
Certificate III in Automotive (Mechanical)(AUR30299 – AUR31299)
Certificate III in Outdoor Power Equipment(AUR32499 – AUR32599)
Certificate IV in Automotive(AUR40199)
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)
Certificate I in Engineering(MEM10198F)
Certificate II in Engineering–Production(MEM20198F)
Certificate II in Engineering– Production Technology(MEM20298F)
Certificate III in Engineering – Production Systems(MEM30198F)
Certificate III in Engineering– Fabrication Trade(MEM30398) [Light & Heavy]
Certificate IV in Engineering Technology(20018VICF)
Advanced Diploma of Engineering Technology(20020VICF)[Fabrication/Welding Supervision, Inspection]
Diploma of Engineering Technology(20019VICF) [Fabrication/Welding]

Industrial Skills Training Centre
Course in Cranes *[contact Department for details]*
Course in Rigging – Basic *[contact Department for details]*
Course in Rigging – Intermediate *[contact Department for details]*
Course in Rigging – Advanced *[contact Department for details]*
Course in Safe Lifting (Load Slinging) *[contact Department for details]*
Course in Scaffolding – Basic *[contact Department for details]*
Course in Scaffolding – Limited Height *[contact Department for details]*
Course in Scaffolding – Intermediate *[contact Department for details]*
Course in Scaffolding – Advanced *[contact Department for details]*
Course in Dogging *[contact Department for details]*
Course in Earthmoving *[contact Department for details]*
Course in Trench Shoring and Safety *[contact Department for details]*
Course in Forklift Operating *[contact Department for details]*
Course in Elevating Platform Vehicle Operators *[contact Department for details]*
Driver Training *[contact Department for details]*
Driver Education *[contact Department for details]*
Certificate IV in Assessment and Workplace Training(BSZ40198)
Certificate III in Civil Construction (Plant)(BCC30198)
Certificate III in General Construction(BCG31398)
Certificate I in Transport and Distribution (Warehousing)(TDT10197)
Certificate II in Transport and Distribution (Warehousing)(TDT20197)
Certificate III in Transport and Distribution (Warehousing)(TDT30197)
Certificate IV in Transport and Distribution (Warehousing)(TDT40197)
Certificate I in Transport and Distribution (Road Transport)(TDT10297)
Certificate II in Transport and Distribution (Road Transport)(TDT20297)
Certificate III in Transport and Distribution (Road Transport)(TDT30297)
Certificate IV in Transport and Distribution (Road Transport)(TDT40297)
Diploma of Transport and Distribution (Logistics)(TDT51098)
Advanced Diploma of Transport and Distribution (Logistics)(TDT61098)
Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)
Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)
Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)
Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)
Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)
Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)
Certificate I in Transport and Distribution (Rail Operations)(TDT10498)
Certificate II in Transport and Distribution (Rail Operations)(TDT20498)
Certificate III in Transport and Distribution (Rail Operations)(TDT30498)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Engineering Technology Department
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) [Civil]
Advanced Diploma of Engineering Technology(20020VIC) [Civil]
Diploma of Engineering Technology (20019VIC) [Civil]
Certificate I in Engineering Technology(11409VIC)

Certificate I in Engineering(MEM10198)
Certificate II in Engineering (Production)(MEM20198)
Certificate II in Engineering (Production Technology)(MEM20298)
Certificate III in Engineering (Production Systems)(MEM30198)
Certificate III in Engineering (Mechanical Trade)(MEM30298)
Certificate III in Engineering (Technician)(MEM30598)
Certificate IV in Engineering Technology(20018VIC)
Advanced Diploma of Engineering Technology(20020VIC)
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Certificate II in Automotive Manufacturing(AUM20100)
Certificate III in Automotive Manufacturing – Frontline Management(AUM30100)
Certificate IV in Automotive Manufacturing – Frontline Management(AUM40100)
Certificate IV in Automotive Manufacturing – Manufacturing Maintenance(AUM40200)

Science and Food Technology Department
Certificate II in Science Bridging(12883VIC)
Certificate III in Science Bridging(12884VIC)
Certificate III in Animal Technology(QLD3757)
Certificate IV in Animal Technology(2411ARC)
Diploma of Applied Science (Animal Technology)(QLD3522)
Certificate II in Animal Studies(RUV20198)
Certificate III in Animal Studies(RUV30198)
Certificate IV in Veterinary Nursing(RUV40198)
Certificate III in Laboratory Skills(PML30199)
Certificate IV in Laboratory Techniques(PML40199)
Diploma of Laboratory Technology(PML50199)
Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199)
Diploma of Laboratory Technology (Pathology Testing) (PML50199)
Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing)(PML50199)
Advanced Diploma of Laboratory Operations(PML60199)
Certificate I in Horticulture(RUH10198)
Certificate II in Horticulture (Arboriculture)(RUH20298)
Certificate II in Horticulture (Floriculture)(RUH20398)
Certificate II in Horticulture (Landscape)(RUH20498)
Certificate II in Horticulture (Nursery)(RUH20598)
Certificate II in Horticulture (Parks & Gardens)(RUH20698)
Certificate II in Horticulture (Production)(RUH20898)
Certificate II in Horticulture (Turf Management)(RUH20798)
Certificate III in Horticulture(RUH30198)
Certificate III in Occupational Health & Safety(QLD1893)
Certificate IV in Occupational Health & Safety(QLD1892)
Diploma of Occupational Health & Safety(QLD1891)
Certificate IV in Meat Processing (Leadership)(MTM40100)
Certificate IV in Meat Processing (Quality Assurance)(MTM40300)
Diploma of Meat Processing(MTM50100)
Advanced Diploma of Meat Processing(MTM60100)
Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)
Certificate III in Local Government (Environmental Health and Regulation)(LGA30200)
Diploma of Local Government (Environmental Health and Regulation)(LGA50300)
Advanced Diploma of Local Government (Environmental Health and Regulation)(LGA60300)
Certificate I in Food Processing (Plant Baking)(FDF10398)
Certificate II in Food Processing (Plant Baking)(FDF20398)
Certificate III in Food Processing (Plant Baking)(FDF30398)
Certificate I in Process Plant Skills(PMA10198)
Certificate I in Food Processing(FDF10198)
Certificate I in Pharmaceutical Manufacturing(FDF10298)
Certificate II in Pharmaceutical Manufacturing(FDF20298)
Certificate II in Process Plant Operations(PMA20198)
Certificate III in Food Processing(FDF30198)
Certificate III in Pharmaceutical Manufacturing(FDF30298)
Certificate III in Process Plant Operations(PMA30198)
Diploma of Food Technology(2506AKC)
Certificate IV in Food Technology(11893VIC)
Diploma of Natural Resource Management(2212AMC)
Certificate III in Health (Hospital Pharmacy Technician)(2307AEC)
Certificate IV in Mortuary Science (Embalming)(2411AGB)
Courses in Lubrication(21010VIC)
Certificate IV in Assessment and Workplace Training(BSZ40198)

School of Further Education and Employment Services

Adult Literacy and Work Education Department
Certificate I in General Education for Adults (Introductory)(21249VIC)
Certificate I in General Education for Adults(21250VIC)
Certificate II in General Education for Adults(21251VIC)
Certificate III in General Education for Adults(21252VIC)
Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)
Diploma of Further Education(21015VIC)
Certificate IV in Further Education(21014VIC)
Certificate I in Work Education(21108VIC)
Certificate I in Transition Education(15494VIC)
Course in Concurrent Study(21204VIC)
Certificate I in Laundry Operations(LMT10800)
Certificate II in Laundry Operations(LMT21400)
Certificate III in Laundry Operations(LMT31100)
Certificate I in Dry Cleaning Operations(LMT11000)
Certificate II in Dry Cleaning Operations(LMT21500)
Certificate III in Dry Cleaning Operations(LMT31200)

Arts and Preparatory Programs Department
Diploma of Arts (Small Companies and Community Theatre)(21052VIC)
Certificate IV in Professional Writing and Editing(21123VIC)
Diploma of Arts (Professional Writing and Editing)(21124VIC)
Certificate I in English Language Literacies(21047VIC)
Certificate II in English Language Literacies(21048VIC)
Access Course for Women(31132100KFM)
Gateway to Nursing and the Health Sciences(31132290HZB)
Preparation for Tertiary Studies (Arts)(31132200LZO)
Certificate I in ESL Access(14378VIC)
Certificate II in ESL Access(14379VIC)
Certificate I in General Education for Adults (Introductory)(21249VIC)
Certificate I in General Education for Adults (21250VIC)
Certificate II in General Education for Adults (21251VIC)
Diploma of Liberal Arts (21220VIC)
Certificate IV in Liberal Arts (21219VIC)
Victorian Certificate of Education (2200LZV)

Music Programs
Certificate IV in Music(CUS40101)
Certificate IV in Music(Technical Production)(CUS40201)
Diploma of Music Industry (Technical Production) (CUS50201)
Diploma of Music (CUS50101)
Certificate IV in Music Industry (Business)(CUS40301)
Diploma of Music Industry (Business)(CUS50301)

Language Studies Department
Certificate II in ESL (Academic Purposes)(14372VIC)
Certificate III in ESL (Academic Purposes)(14373VIC)
Certificate III in ESL (Academic Purposes)(14373VIC) [English for Health Professionals]
Certificate IV in ESL (Academic Purposes)(14374VIC)
Certificate II in ESL (Vocational Purposes)(14375VIC)
Certificate III in ESL (Vocational Purposes)(14376VIC)
Certificate III in ESL (Vocational Purposes)(14376VIC) [Aged Care Work]
Certificate IV in ESL (Vocational Purposes)(14377VIC)
Certificate I in ESL Access(14378VIC)
Certificate II in ESL Access(14379VIC)
Certificate III in ESL Access(14380VIC)
Certificate IV in ESL Access(14381VIC)
Course in Concurrent Study(21204VIC)

Department of Employment & Training Services
Certificate I in Horticulture(RUH10198)
Certificate II in Horticulture(RUH20298–RUH20798)
Course in Planning for Employment and Training(21109VIC)

School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design)(12862VIC)
Diploma of Arts (Graphic Arts)(12861VIC)
Certificate IV in Arts (Applied Design)(15727VIC)
Advanced Diploma of Multimedia(CUF60501)
Diploma of Multimedia(CUF50701)
Diploma of Arts (Visual Art)(12857VIC)

Child Studies Department
Advanced Diploma of Community Services (Children's Services)(CHC60399)
Diploma of Community Services (Children's Services)(CHC50399)
Certificate IV in Community Services (Children's Services)(CHC30399)
Certificate III in Community Services (Children's Services)(CHC30399)
Certificate II in Community Services (Children's Services)(CHC20399)

Health Services Unit
Certificate IV in Health (Nursing)(2407ADC)
Certificate III in Pathology Specimen Collection(HLT30101)

Library Studies Unit
Diploma of Library and Information Services(CUL50199)
Certificate III in Library and Information Services(CUL30199)

Social and Community Studies Department
Certificate III in Community Services (Disability Work)(CHC30799)
Certificate IV in Community Services (Disability Work)(CHC40799)
Diploma of Community Services (Disability Work)(CHC50799)
Certificate II in Community Services (Community Work)(CHC20499)
Certificate III in Community Services (Community Work)(CHC30699)
Diploma of Community Services (Community Work)(CHC50699)
Certificate III in Community Services (Aged Care Work)(CHC30199)
Certificate IV in Community Services (Aged Care Work)(CHC40199)
Diploma of Community Services (Welfare Studies)(2507ABC)
Diploma in Counselling (3113GWD40)
Advanced Diploma of Justice (21214VIC)
Diploma of Justice (21213VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work)(CHC50999)
Diploma of Business (Community Services and Health Management)(2504AIC)
Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)
Certificate II in Home Support Cleaning(21186VIC)
Course in Palliative Care Awareness(3113GWD50)
Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

Sport and Recreation Department
Certificate II in Fitness(SRF20201)
Certificate III in Fitness(SRF30201)
Certificate IV in Fitness(SRF40201)
Certificate II in Outdoor Recreation(SRO20299)
Certificate II in Sport (Career Oriented Participation)(SRS20299)
Certificate II in Sport and Recreation(SRO20199)
Certificate III in Sport and Recreation(SRO30199)
Certificate II in Community Recreation(SRC20201)
Certificate III in Community Recreation(SRC30201)
Certificate IV in Community Recreation(SRC40201)
Diploma of Community Recreation(SRC50201)
Certificate IV in Sport and Recreation(SRO40199)
Diploma of Sport and Recreation(SRO50199)
Certificate IV in Sports (Development)(SRS40399)
Diploma of Sport (Development)(SRS50399)
Diploma of Sport (Coaching)(SRS50299)
Certificate IV in Sports Science (Golf)(3113SRG35)
Diploma of Sports Science (Golf)(3113SRG36)
Certificate II in Racing (Greyhound) – Kennelhand Level 1(RGR20398)
Certificate III in Racing (Greyhound) – Kennelhand Level 2(RGR30598)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling(2211ARC)
Certificate II in Nail Technology(WRB20199)
Certificate III in Beauty(WRB30199)
Certificate IV in Beauty Therapy(WRB40199)
Diploma of Beauty Therapy(WRB50199)
Course in Basic Make-Up(3113CBLCAF)
Diploma of Entertainment (Make-Up)(CUE50798)
Certificate IV in Entertainment Make-Up(CUE40898)
Diploma of Health Science (Massage)(WAO350)
Certificate IV in Health Science (Remedial Massage)(3113BT002)
Certificate III in Health Science (Therapeutic Massage)(3113BT001)
Certificate II in Hairdressing(WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing(WRH30100)
Certificate III in Hairdressing(20031VIC)
Certificate IV in Hairdressing(WRH40100)
Diploma of Hairdressing Salon Management(WRH50100)

Wholesale / Retail Unit
Certificate II in Wholesale Operations(WRW20101)
Certificate III in Wholesale Operations(WRW30101)
Certificate IV in Wholesale Management(WRW40101)
Diploma of Wholesale Management(WRW50101)
Diploma of Retail Management(WRR50197)
Certificate IV in Retail Management(WRR40197)
Certificate III in Retail Operations(WRR30197)
Certificate II in Retail Operations(WRR20197)
Certificate I in Retail Operations(WRR10197)
Certificate II in Retail Cosmetic Assistant(WRB20399)

Hospitality and Tourism Department
Certificate I in Hospitality (Operations)(THH11002)
Certificate I in Hospitality (Kitchen Operations)(THH11102)
Certificate II in Hospitality (Operations)(THH21802)
Certificate II in Hospitality (Kitchen Operations)(THH22002)
Certificate III in Hospitality (Commercial Cookery)(THH31502)
Certificate III in Hospitality (Catering Operations)(THH32902)
Certificate III in Hospitality (Operations)(THH33002)
Certificate III in Hospitality (Food and Beverage)(THH32797)
Certificate IV in Hospitality (Supervision)(THH42602)
Diploma of Hospitality Management(THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Tourism (Retail Travel Sales)(THT30202)
Certificate III in Tourism (Tour Wholesaling)(THT30502)
Certificate III in Tourism (Visitor Information Services)(THT30602)
Certificate III in Tourism (Guiding)(THT30902)
Certificate III in Tourism (Operations)(THT31002)
Certificate IV in Tourism (Sales and Marketing)(THT40102)
Certificate IV in Tourism (Operations)(THT40202)
Certificate IV in Tourism (Guiding)(THT40302)
Certificate IV in Tourism (Natural and Cultural Heritage)(THT40402)
Diploma of Tourism (Marketing and Product Development)(THT50102)
Diploma of Tourism (Operations Management)(THT50302)
Advanced Diploma of Tourism Management(THT60102)

General Course Information

Access and Equity

The University believes that all students and staff have the right to study and work in a positive environment which values diversity and protects all members of the community from any form of discrimination or harassment. The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students. The Disability Liaison Unit is available to assist students with special needs. For further details visit Victoria University's web site: www.vu.edu.au/equity or contact the Equity and Social Justice Branch on (03) 9365 2193.

Application Procedures

Applicants for full-time entry into courses which have a minimum entry requirement of satisfactory completion of Year 12 (VCE or equivalent) would generally apply through the Victorian Tertiary Admission Centre (VTAC) system. Check the most recent VTAC Guide for details.

All other applicants must apply directly to Victoria University. Submission dates for applications for entry to TAFE courses vary. Application forms and details of dates for individual courses are available from the Admissions Office (03) 9365 2286 or the campus closest to your home or work. For further details visit the Victoria University's web site: www.vu.edu.au.

Applicants without the specified educational prerequisites may be eligible to enter courses if they have relevant work experience and/or can demonstrate their potential to successfully complete their chosen course.

New Apprenticeships and Traineeships

Information regarding Apprenticeships and Traineeships is available from the New Apprenticeship Centre, Footscray Nicholson Campus, Telephone: (03) 9284 8533.

Personalised access and study

Under personalised access and study the University will work with the prospective student to determine the sector (TAFE or Higher Education), the course and the campus that is most suitable for the applicant, taking into account a number of factors.

For more information about study pathways and alternative entry programs offered by the University contact the Centre for Commencing Students on (03) 9688 4110.

Victorian Government TAFE Fees and Charges

Fees will be implemented in line with the Ministerial Direction for 2003. Students will be charged a tuition fee of $1.00 per enrolled subject hour to a maximum of $500. The maximum tuition fee for a new apprentice is $290 and the maximum tuition fee for an adult VCE student is $420. In addition to the tuition fee a University General Service Fee and Building Levy also applies. Fee exemptions and Concessions may be available depending on eligibility. For additional information refer to the TAFE Fees and Charges brochure available from the Admissions Office (03)9365 2286 or the campus closest to your home or work.

Refunds

TAFE fees will be fully refunded to students who withdraw from the course within four weeks of course commencement in order to take up a place at another tertiary institution. Students who withdraw from a course within four weeks of course commencement for other reasons will be entitled to a refund minus the minimum tuition fee and minimum GSF charge. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid fees will remain outstanding and be carried over to future enrolments.

Australian Qualifications Framework

The Australian Qualifications Framework (AQF) provides a comprehensive nationally consistent framework for all qualifications in post-compulsory education and training.

Victoria University offers a wide variety of courses at a range of entry levels. The descriptions below are included to give prospective students an understanding of these levels and to assist them to identify the course which best meets their needs.

Certificates I–IV

Certificates I–IV prepare people for both employment and further education and training. These certificates recognise skills and knowledge that meet nationally endorsed industry/enterprise competency standards as agreed for these levels by the relevant industry enterprise, community or professional group.

Certificate I–IV courses include: preparatory access and participation skills and knowledge such as a language and culture, generic workplace competencies such as communication, working in teams and workplace technology, the full range of identified industry-specific competencies of increasing complexity and personal accountability at each level of the Certificate qualification. Certificates involve up to one year full-time study or part-time equivalent.

Diplomas and Advanced Diplomas

Diplomas and Advanced Diplomas prepare people for self-directed application of skills and knowledge based on fundamental principles and/or complex techniques. These qualifications recognise capacity for initiative and judgement across a broad range of technical and/or management functions.

Advanced Diplomas signify skills and knowledge of greater complexity and a higher level of personal accountability than is required at Diploma level.

Typically, a Diploma involves the equivalent of two years full-time study following the completion of Year 12, with three years full-time study post Year 12 or equivalent being required for an Advanced Diploma.

Students continuing on to Degree programs at University may be eligible to obtain exemptions or credit transfers on the basis of Diploma/Advanced Diploma units successfully completed.

Preparatory and Bridging Courses

Victoria University offers a range of access and bridging programs which provide alternative entry opportunities into TAFE and higher education award courses for persons who would not normally be eligible for entry because of their previous educational qualifications, age, or other disadvantage.

Articulation Pathways

Articulation is the creation of links or study pathways to enable students to move easily between courses as their needs change.

Articulation gives students the opportunity to progress to the next level of study and to receive maximum credit transfer for study already undertaken, thus reducing the time taken to complete subsequent courses. Duplication of effort is reduced and students are encouraged to continue their education at higher levels.

From VCE to TAFE

Credit transfer arrangements are now in place for students who have completed VCE subjects which include specified vocational skills to obtain credit in TAFE courses at Certificate level at Victoria University.

TAFE to Higher Education

Many students on completion, or even before completion, of a TAFE course wish to continue their tertiary education at Degree level. It is now possible in many areas of study to qualify for entry and to obtain substantial credit transfer into a degree course on the basis of studies undertaken at TAFE level.

It should be noted that satisfactory completion of a TAFE course does not guarantee entry into a degree course.

Articulation also enables students to change courses more easily without penalty. Students may move from a Degree course into a TAFE Certificate or Diploma course as their study requirements change.

Specific arrangements are covered in the Articulation section of this Handbook.

Credit Transfer and Mutual Recognition

Credit transfer may be available for study previously completed. Students who have already successfully completed any of the modules/units in the course in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Further information about credit transfer and application forms can be obtained from the Department.

Recognition of Prior Learning/Recognition of Current Competency

The University is committed to recognizing the skills and knowledge of students. Recognition of Prior Learning/Recognition of Current Competency (RPL/RCC) is an assessment process that matches the skills and knowledge students have achieved, through study and life/work experience what would be covered in specific modules/units within a course. Where the student successfully completes the RPL/RCC assessment they will receive an ungraded pass for those modules/units.

Further information about RPL/RCC and application forms can be obtained from the Department.

Induction/Orientation Procedures

Induction/orientation for students will include information about: assessment processes, timetable, curriculum content, attendance requirements, books and materials required, relevant Victoria University policies and procedures, and services provided by Victoria University.

Delivery Mode

The TAFE Division of Victoria University offers students a range of study options including: full-time and part-time; on campus or off campus; workshops; workplace delivery; traineeships; apprenticeships; distance education; flexible education.

Assessment

Assessment is competency based. Reassessment is available on appeal. Full assessment details are available from the Department.

Flexible Learning and Assessment Services

Departments may be able to offer flexible learning and assessment services that take account of the wide range of educational backgrounds and experience of students. Full details are available from the Department.

Language, Literacy and Numeracy Support

Staff are available to help students of the TAFE Division who wish to improve their skills in spelling, essay writing, report writing, numeracy and English language. Contact the Department Office on (03) 9284 8856.

Discipline

The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct

The University operates within the provision of a Regulation dealing with discipline (Regulation 2.7 Discipline) Students should note that the Student Union can be contacted on (03) 9688 4360 to assist in discipline related matters.

Grievance Procedures

Appeals, complaints and grievance procedures are based on principles of natural justice and should progress with confidentiality and discretion.

In the first instance inform the relevant program manager/course co-ordinator, Head of Department or their supervisor about the situation. It is their responsibility to notify you about your rights and to take action on these matters. Students can also contact the Student Union on (03) 9688 4360 to assist in these matters.

Other University Services

Victoria University offers a variety of services to the University and wider communities. Some services, such as those offered by Student Services, are only available to current students, while other services are available to the public. Student Services provides support to students in a variety of ways and can be contacted on (03) 9688 4188. Staff provide academic support, personal and vocational counselling, help with finance, housing and health services. For further details regarding Student Services and other University services visit our web site: www.vu.edu.au.

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University Officers

Visitor
Mr John Landy MBE
Governor of Victoria

Chancellor
The Hon Justice Frank Vincent QC

Deputy Chancellor
Ms Barbara Champion TTTC*Monash*, GDIESE*Melb*

Distinguished Visiting Professor and Chair of the University Foundation
The Rt Hon Sir Zelman Cowen AK, GCMG, GCVO, DCL*Oxf*, QC

Principal Officers of the University

Vice-Chancellor and President
Professor Jarlath Ronayne AM
MA*Dub*, PhD*Camb*, HonFTCD, FRSC, FAIM, FTSE

Deputy Vice-Chancellor
Professor Jim Falk BSc(Hons), PhD*Monash*

Deputy Vice-Chancellor
Professor Michael Hamerston BA, MEd*Melb*, MA*Lond*

Deputy Vice-Chancellor and Director of TAFE
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Pro-Vice-Chancellor (Research and Development)
Professor Vaughan Beck DipMechEngFTC, BEng*Melb*, MEngSc*Melb*, PhD*UNSW*, CPEng, FIEAust, FAIB

Pro-Vice-Chancellor (International)
Professor David Lawson DipPhysEd*Syd*, TPTC*Balmain*, Msc*NorthDakota*, PhD*Kent*

Pro-Vice-Chancellor (Staffing and Students)
Vacant

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TAFE Strategic Development

TAFE International

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Open Learning

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Peter Thomas TradeCert, DipBuild
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Mark Webber TradeCert, CertIVWrkplcTrain
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Department of Building Services & Special Trades

Head of Department
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Christine Beros BEd*Latrobe*, RPLAssr, WrkplcAssr2, AdvCertHrdressg, VET Assr
Helga Biezen BEd, AdvCertHrdressg, WrkplcAssr1&2
Anna Boca BA*Latrobe*, CertIIIHrdressg
Pam Boyle DipTech, GradDipStudtWfare, AdvCertHrdressg
Patricia Bradley BASocSc, DipEd. BEd, GradCertEdStuds(TESOL), PgradCertArtsComs, PGradESL, CertIVWrkplcTrng
Helen Bretherton BEdHIEA, TTIC, GradDipEdTech, WrkplcAssr1&2
Pat Ciancio DipTechTeachHIEA, AdvCertHrdressg, CertIIIHrdressg, WrkplcAssr1&2
Donald Connop BEd*Latrobe*, AdvCertHrdressg, GradCertLdrshpEd&TrainMgrs, WrkplcAssr1&2
Wendy Fitzpatrick DipTechTeach, CertIIIHrdressg
Les Gannon DipTechTeach, AdvCertHrdressg
John Govan DipTechTeach, AdvCertHrdressg
Judith Guantai DipTechTeach, AdvCertHrdressg
Sally Harrop BEd
Siobhan Hudson AssDipHlthSc, DipTechTeach
Rosemary John DipTechTeach, CertIIIHrdressg, WrkplcAssr2
Barbara McInnes DipTechTeach, AdvCertNailTech, CertIIIHrdressg, AdvCertHrdressg, WrkplcAss1&2
Louise Moss DipTechTeach, DipNatAesthets, AssDipHlthSc(Beauty)
Jenny Northam
Lynne Rapinett DipTAFETeach, CertIIIHrdressg, WrkplcAssr1&2
Eva Safar AssDipHlthSci, DipEd, DipClinAromthpy
Leonie Scott DipTechTeach, CertIIIHrdressg, AdvCertHrdressg, WrkplcAssr2, CertWrkplcLdrshp
Brenda Scoular DipEd, AssDipHlthSc, AdvCertEpltn, AdvCertHrdressg
Margaret Trudgen CertTechTeach, AdvCertHrdressg
Dylan Webb BSc, MSc, DipEd
Leeanne White WrkplcAssr
Garry Wright DipTechTeach, AdvCertHrdressg
Sandy Wyer DipEd, DipBeautyThpy, TradeCertHrdressg
Lorraine Yarnton DipTechTeach, CertIIIHrdressg, AdvCertHrdressg, VETAssr, WrkplcAssr1&2

Wholesale/Retail Unit

Head of Unit/Program Manager
Maree Polglaise BEd(Primary), DipTeach(Primary), CertIVWrkplcTrain, CertIVRetailMngmt

Teachers
Judi McGrath DipTechTeach, CertIVWrkplcAssr
John Natoli DipEd&Train, CertIVWrkplcAssmt&Train
Virginia Wiggins DipVocEd&Train
Oscar Yildiz DipEd, BA, CertIVWrkplcAssr

Short Course Centre

Manager
Eda Mrsnik

Co-ordinator
Sophie Moustakas

Administrative Officer
Tina Atallah

Department of Hospitality & Tourism

Head of Department
Mike Hester Dip Catering Ealing, DipEd&Train*Melb*, GradCertLdrshpEd&TrainMgrs, WrkplcAssr*Chisholm*

Program Managers
Teresa Signorello BSS*BendigoInst*, DipEdSecMercy, CertIV WrkplcTrain&Assr*VicMelb*, DipFrontlineMgt
George Vajda DipTourism*AdelTAFE*, GradCertEdTraining*VicMelb*, Cert IVVet*VicMelb*

Teachers
Abul Allahdad BScHotel&RestMgmt*Wisconsin*, CertIVWrkplcTrain&Assr*VicMelb*
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Pam Fegan DipTeachng*Melb*, TradeCertPastryCookIRC, CertIVWrkplcTrain&Assr*VicMelb*
Tony Fitzlaff AdvCertBusStudies*RMIT*, TradeCertWaiting*WMIT*, TraintheTrainer, WrkplcAssrWMIT, GradCertTerEd*VicMelb*
Robert Ford GradCertMgmtDevWMIT, DipTeaching*Melb*, DipProfCookeryWestminster, TraintheTrainer*Hawthorn*, CertCatering*WAngliss*, WrkplaceAssr*WMIT*, DipVET*VicMelb*, SmallBusMgmt*BendigoTAFE*
Neil Kendrick BA(Hons),GradDipTour, GradDipAFET
Phillip Meyer BAMon, BEdMon, DipEdMon
Gary Patterson CertIVWrkplcTrain&Assr*VicMelb*
Sandy Pell Cert IV Wrkplc Trg&Assr Box Hill
Caroline Protopopoff, DipEd*Melb*, TradeCertWaitingSTB
David Rasmussen CookingTradeCertWAngliss, GradCertTertEd *VicMelb*, Cert IV Wrkplc Train&Assr*VicMelb*
Rachael Trainor BA Ed, DipTeach
Ross Venturo TradeCertCookery*FIT*, CertCatering*WAngliss*, CertIVWrkplc Train&Assr*VicMelb*, TrainTheTrainer2*WAngliss*, GradCertTert Ed*VicMelb*
Leigh Weeks BTeachGriffith, CertIIHotel&CateringQld, CertIVWrkplcTrain&Assr*VicMelb*

TAFE Strategic Development

TAFE International

TAFE International is responsible for negotiating and managing the delivery of the University's International TAFE and English language programs.

The activities undertaken by TAFE International includes:

- Developing overseas partnerships for the delivery of TAFE programs
- Developing partnerships to support the development of vocational education and training systems for foreign governments
- Provision of intensive English language training for foreign students both locally and overseas.
- Administration and support services to TAFE International students onshore.

The TAFE International Office is primarily located at the City King Campus with ELICOS/ELI located at the City Flinders Campus.

David Fletcher
Manager, TAFE International

English Language Institute (ELI)

Through the English Language Institute, the University offers a wide range of intensive English language programs for international students. The Institute has highly qualified teaching staff, modern facilities and is located in Melbourne's central business district. Staff utilise the latest techniques and approaches to teaching English.

ELI has NEAS accreditation (National ELT Accreditation Scheme) and is an English Australia (EA) College. English language programs are offered at all levels from beginner to advanced and comprise two streams, general and academic, the latter preparing students for further studies.

The general English language stream is suitable for students from beginner to advanced levels and is available full-time for students on student visas, and full-time or part-time to students on visitors' visas.

The English Language Institute specialises in English for Academic Purposes (EAP) courses, which focus on preparing students for 3 levels of study:

- TAFE;
- Undergraduate;
- Postgraduate.

The EAP courses include Computer Assisted Language Learning (CALL) and IELTS preparation as required.

An orientation program is incorporated into all English Language programs.

ELI is located on Level 5, 301 Flinders Lane, Melbourne. Telephone (03) 9248 1175, Fax (03) 9248 1298, E-mail ELI@vu.edu.au.

Harvey Broadstock
Head of Department, ELI

Workplace Learning Melbourne West

Workplace Learning Melbourne West (WLMW) is committed to developing sustainable partnerships between industry, training providers and school communities in order to establish workplace learning as an integral element of secondary college curriculum. Operating from the Newport Campus, WLMW facilitates on-the-job training and effective school/training/industry links in the Western Metropolitan Region of Melbourne.

WLMW finds work placements/experience in industry as part of secondary school students VET in VCE and VCAL studies, ensuring students connect with future employers and training opportunities. Call Colleen Bergin 9284 8470, fax (03) 9284 8465 or email colleen.bergin@vu.edu.au

Colleen Bergin
Program Manager, WLMW

Centre for Curriculum Innovation and Development

The Centre for Curriculum Innovation and Development provides a comprehensive range of curriculum development and related professional development services for internal and external clients including:

- the development and accreditation of nationally recognised training programs for industry and the community;
- the development of flexible learning and delivery resources and systems;
- the development of national training packages for industry;
- the provision of professional development initiatives
- the implementation of accredited workplace training through industry/University partnerships;
- the provision of consultancy services to assist organisations to develop and conduct their own training;
- the provision of development programs in computer managed learning;
- the provision of instructional design and resource development services;
- the provision of workplace trainer and assessor training to industry and community clients;
- the provision of professional development in teaching and training related matters;
- research in teaching and training methodology, vocational education and training policy and processes, and other curriculum related areas;
- provision of project management services for local, national and international projects;
- statewide maintenance of curriculum for the Services Industries which include hospitality, tourism, transport, warehousing, wholesale, retail and personal services, and general studies.

Primarily located at the Newport Campus of the University, the Centre is comprised of four units: the Training & Professional Development Unit, the Open Learning Unit, the VET Research & Resources Unit and the Course Maintenance & Accreditation Unit.

Tess Demediuk
Head, Centre for Curriculum Innovation and Development

Course Maintenance & Accreditation

Course Maintenance and Accreditation provides curriculum maintenance for the Service Industries on behalf of the State Training System, curriculum development for clients and advice to internal and external clients on curriculum processess and accreditation procedures. As the Service Industries Curriculum Maintenance Manager (CMM) the unit provides advice and facilitates product development and networking across the industry sectors.

Barbara Dalloway
Head of Unit, Course Maintenance & Accreditation

Open Learning Unit

Open Learning provides services related to the design, development and preparation of flexible delivery and flexible learning resources for use in educational, community and industry environments. The Unit promotes and supports the use and implementation of alternative teaching/training programs; designs, develops and implements computer managed learning (CML) training programs and systems; provides support for the use of modern communication technologies in the delivery and assessment of vocational education and training.

Cindy Curran
Head of Unit, Open Learning

Training and Professional Development Unit

The Training and Professional Development Unit design and develops training and professional development programs, facilitates workplace training/assessment and other industry projects involving staff from within the Centre, the teaching departments in the University and external agents.

The Training and Professional Development Unit initiates and develops partnerships between industry and business, various training providers and funding agencies to enable the implementation of accredited training. The Unit assists companies and individuals to define their training needs, to develop training plans and to implement training in the workplace through appropriate flexible delivery systems.

The unit also coordinates, plans and monitors professional development for the TAFE Division and uses a range of strategies for determining and addressing the professional development needs of internal staff. This includes drawing on expertise from within the CCID, the TAFE Division and the broader VU community as well as external consultants.

Evelyn Ibrahim
Head of Unit, Training and Professional Development

VET Research and Resources Unit

This Unit offers a diverse range of services including research in the Vocational Education and Training sector, research and advice with regard to VET policy directions, and the design and development of resources to support training. In addition to these general activities, the VET Research and Resources has expertise in the development, implementation and review of Training Packages. The Unit evaluates the effectiveness of teaching/training programs in a quality assurance context, and has particular expertise in the implementation of Vocational Education and Training in Schools (VETiS).

Sue Holden
Head of Unit, VET Research and Resources Unit

Centre for Curriculum, Innovation and Development

The Centre for Curriculum, Innovation and Development conducts the following courses:

Course Codes	
BSZ40198	Certificate IV in Assessment and WorkplaceTraining(BSZ40198)
BSZ50198	Diploma in Training and Assessment Systems(BSZ50198)
15559VIC	Certificate IV in Vocational Education and Training(15559VIC)
15560VIC	Diploma of Vocational Education and Training(15560VIC)
21205VIC	Graduate Certificate in Vocational Education and Training (21205VIC)
21102VIC	Graduate Certificate in VET in Schools Implementation(21102VIC)

Tess Demediuk
Head of Department, CCID

Certificate IV in Assessment and Workplace Training(BSZ40198)

Delivery Mode

This course is offered as Fee for Service only.

Career Opportunities

The Certificate IV in Assessment and Workplace Training is designed for people who are currently working in or wish to work in the area of training development, delivery and assessment.

Upon completion of the 8 units of competence in the Certificate IV in Assessment and Workplace Training((BSZ40198), participants will be eligible for a nationally recognised qualification.

Course Objectives

The course aims to provide participants with skills to:

- plan and implement a training program for a target group
- deliver training sessions as part of a training program
- plan, conduct and review assessment procedures in a specific context
- record training data and review training.

Entry Requirements

There are no formal entry requirements for this course.

Course Duration

The course is delivered in 4 parts, running a total of 8 days. All parts need to be attended in sequential order but can be completed over an extended period of time.

Course Structure

Part I	BSZ404A Train Small Groups	30–40
Part II	BSZ401A Plan Assessment	15
	BSZ402A Conduct Assessment	15
	BSZ403A Review Assessment	15–50
Part III	BSZ405A Plan & Promote a Training Program	15–50
	BSZ406A Plan a Series of Training Sessions	15–30
Part IV	BSZ407A Deliver Training Sessions	15–50
	BSZ408A Review Training	15

Diploma in Training and Assessment Systems(BSZ50198)

Delivery Mode

This course is offered as Fee for Service only.

Career Opportunities

The Diploma in Training and Assessment Systems is designed for people who wish to work in the area of management and operation of a training and assessment system.

Upon completion of the Diploma in Training and Assessment Systems(BSZ50198), participants will be eligible for a nationally recognised qualification.

Course Objectives

The course aims to provide participants with skills to design, establish and manage assessment and training systems Expertise is required in analysing competency needs and evaluating all aspects of the training and/or assessment system. Participants will specialise in developing assessment tools and procedures and designing courses.

Entry Requirements

There are no formal entry requirements for this course.

Course Duration

The course is carried out on a one-to-one basis. Participants are usually required to undertake a major workplace project.

Course Structure

To qualify for the Diploma at least four (4) units must be chosen from the following group:

Unit Code		Hours
BSZ501A	Analyse Competency Requirements	50
BSZ502A	Design and Establish the Training System	40
BSZ503A	Design and Establish the Assessment System	40
BSZ504A	Manage the Training and Assessment System	40
BSZ505A	Evaluate the Training and Assessment System	45
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
BSZ508A	Design Training Courses	40

Plus an additional six (6) units from the Training Package for Assessment and Workplace Training.

PLUS an additional three (3) units from other Training Packages that are relevant to the implementation of assessment and workplace training. For example, financial management, project management or human resource management competencies appropriate to a Diploma level qualification.

Certificate IV in Vocational Education and Training(15559VIC)

Career Opportunities

The Certificate IV in Vocational Education and Training(15559VIC) is the entry point for individuals wishing to enter into the role of a teacher/trainer in the VET sector who is principally involved in working one-to-one, with small groups, and who, under general guidance organizes and carries out a range of vocational education and training functions.

Course Objectives

The course aims to provide practitioners with an accredited training program at AQF level 4 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under guidance, organises and carries out a range of functions involving learning and assessment.

Entry Requirements

To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 400–440 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
VBH777	Assess Learning Needs of Individuals & Groups	30
VBH778	Plan for Teaching & Learning	40
VBH779	Facilitate Individual & Group Learning	40
VBH780	Maintain Professional Competence	30
VBH781	Work in a Team	30
VBH782	Critically Examine Teaching & Learning Practice	40
VBH783	Develop Basic Assessment Tools	40
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ408A	Review Training;	15

Elective Units

A maximum of four units selected from the following list:

VBH784	Develop and Customise Learning Resources	25
VBH785	Assess Clients Needs for Programs and Services	25
VBH786	Manage Flexible Teaching and Learning Programs	25
VBH787	Integrate Technology in Teaching and Learning	25
VBH792	Market and Promote Programs and Services	30
VBH796	Undertake Research in Vocational Education & Training	40
VBH797	Manage Projects	30
BSZ507A	Develop Assessment Tools	25

Diploma of Vocational Education and Training(15560VIC)

Career Opportunities

The Diploma in Vocational Education and Training(15560VIC) is the Victorian TAFE Association's preferred qualification for people working in the VET sector.

Course Objectives

The course aims to provide practitioners with an accredited training program at AQF level 5 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under minimal or no guidance, organises and carries out a range of functions involving learning and assessment.

Entry Requirements

To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 540–580 nominal hours or part-time equivalent. Ten of the Diploma of VET units are also offered online in a flexible mode.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
VBH777	Assess Learning Needs of Individuals and Groups	30
VBH778	Plan for Teaching and Learning	40
VBH779	Facilitate Individual and Group Learning	40
VBH780	Maintain Professional Competence	30
VBH781	Work in a Team	30
VBH782	Critically Examine Teaching and Learning Practice	40
VBH783	Develop Basic Assessment Tools	40
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ408A	Review Training	15
VBH789	Design and Customise Learning Programs	40

Elective Units

All of the following elective units:

VBH784	Develop and Customise Learning Resources	25
VBH785	Assess Clients Needs for Programs and Services	25
VBH786	Manage Flexible Teaching and Learning Programs	25
VBH787	Integrate Technology in Teaching and Learning	25
VBH792	Market and Promote Programs and Services	30
VBH796	Undertake Research in Vocational Education and Training	40
VBH797	Manage Projects	30
BSZ507A	Develop Assessment Tools	25

Graduate Certificate in Vocational Education and Training (21205VIC)

Career Opportunities

Professional development to maximize and further develop existing skills of VET professionals.

Course Objectives

The course aims to provide participants with a broadening of knowledge and skills, in a vocational education and training context, in the areas of: learning theories and practice; integrating technologies into learning processes; course design and evaluation; policy interpretation and implementation; research; responding to change; marketing; and strategic planning.

Entry Requirements

To qualify for admission to the course, applicants must:

(a) generally be employed in a registered training organisation, or other vocational education and training organisation or agency, or be involved in practical situations that enable them to apply knowledge and skills that they demonstrate to the satisfaction of the Head of Department

(b) have successfully completed the Diploma of Vocational Education and Training(15560VIC), or equivalent.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core units (120 nominal hours)

Code		Hours
VBK810	Teaching and Learning Practices	80
VBK811	Using Technologies in VET	40

at least two units selected from the following (each of which has a value of 40 nominal hours)

VBK812	VET Policy Analysis and Implementation	40
VBK813	Research Methods	40
VBK814	Educational Planning and Design	40
VBK815	Marketing and Strategic Planning.	40

Graduate Certificate in VET in Schools Implementation(21102VIC)

Career Opportunities

As a result of completing the Graduate Certificate in VET in Schools Implementation(21102VIC) participants will receive credit into various higher education courses.

Course Objectives

The Graduate Certificate in VET in Schools Implementation(21102VIC) is a professional development course that has been designed for teachers/trainers involved in coordinating and/or implementing VET in Schools programs, ie TAFE teachers, secondary teachers and industry trainers.

The course aims to provide participants with in depth knowledge of:

- the context in which VET in Schools operate
- theory and skills for adolescent learning
- course design, assessment and evaluation skills
- strategies for VET in Schools implementation.

Entry Requirements

Candidates typically hold the equivalent of a Bachelor Degree and/or Advanced Diploma and are expected to demonstrate potential to undertake work at this level. In some circumstances, relevant prior work can be recognized, particularly where professional practice has been undertaken.

Therefore participants in the Graduate Certificate in VET in Schools Implementation(21102VIC) could be:

- TAFE teachers/trainers involved in VET in Schools programs
- Secondary school teachers involved in VET in Schools programs
- People with industry qualifications who have formed, or are forming partnerships with RTOs in delivering VET in Schools programs

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
VBJ694	VET in Schools Context	45
VBJ695	Theory and Skills for Adolescent Learning	45
VBJ696	Course Design, Assessment and Evaluation	45
VBJ697	VET in Schools Implementation	45

School of Building, Electrical & Information Technology

The courses offered by the School provide the skills and knowledge needed for employment in the building industry, sign industry, electrical trades, electronics, information technology, computer systems and networking.

Employers and students appreciate the value of Pre-apprenticeship courses, and there is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course, because of the strong links with industry that have been developed. Such courses [Certificate I or II] are offered for the following trades: Boatbuilding, Bricklaying, Carpentry & Joinery, Electrical, Painting & Decorating, Furniture Manufacturing/Cabinet Making, Plumbing & Gasfitting, and Sign Industry work). Apprenticeship courses [generally Certificate III level] in these fields and in Electronics and Information Technology are also offered, with credit given for pre-apprenticeship studies.

In many courses, students can start their training at any time during the year and work to an individual program because flexible delivery arrangements are used. In the building trade areas, "live work" is used extensively so that students learn while working on real, full-size jobs, for example the construction of transportable buildings at the Newport Campus, construction and maintenance of boats, and production of signs. Apprentices and Employers in particular should ask about arrangements for training to be done in the workplace, and the benefits of doing so.

Electronics, Computer Systems and Information Technology courses also include apprenticeships but the great majority of students undertake Certificate IV or Diploma courses. Successful students may be employed as technicians in areas such as consumer electronics, audio, communications, or computers. The Certificates and Diplomas in Information Technology provide skills for employment in areas such as web page development and multimedia, computer hardware and software sales, PC/user support, network support/administration, or computer operations/programming.

Students may achieve A+ Certification, Cisco Certified Networking Associate, Novell and some Microsoft certification in association with some of the above courses. The University is a Regional Academy within the Cisco Systems Networking Academy program.

For those aiming at employment or to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor, Certificate IV and Diploma courses are available and provide recognised qualifications. Electrical control and contracting are also provided for with a Certificate IV course.

Staff in the School have industry experience as well as qualification in their field and teaching experience.

Spiro Mallia
Associate Director
Head, School of Building, Electrical and Information Technology

Department of Building and Construction

The Department of Building and Construction–TAFE conducts a wide range of courses that provide vocational education for a variety of Building and Construction occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes	
15562VIC	Certificate I in Boatbuilding(15562VIC) [Pre-Apprenticeship]
15563VIC	Certificate II in Boatbuilding(15563VIC) [Traineeship]
15564VIC	Certificate III in Boatbuilding (15564VIC)[Apprenticeship]
BCF10100	Certificate I in Construction (Off-site)(BCF10100)
BCF20100	Certificate II in Off-Site Construction(BCF20100)
BCF30200	Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)(BCF30200)
BCG10198	Certificate I in Construction
BCG20198-B	Certificate II in General Construction (BCG20198-B)[Bricklaying – Pre-Apprenticeship]
BCG30698	Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698) [Apprenticeship]
BCG20198	Certificate II in Building and Construction (BCG20198)[Carpentry – Pre-Apprenticeship]
BCG30798	Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) (BCG30798)[Apprenticeship]
12905VIC	Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship) (12905VIC)[Cabinet Making]
2302ABC	Certificate III in Furnishing (Cabinet Making)(2302ABC)[Apprenticeship]
3113TNWB	Course in Building and Engineering Trades Orientation (3113TNWB)
SA3474	Diploma of Building Design & Drafting(SA3474)
SA3475	Diploma of Building(SA3475)
SA3477	Certificate IV in Building(SA3477)
SA3476	Certificate IV in Building Drafting(SA3476)
SA3472	Diploma of the Built Environment(SA3472)
SA3473	Diploma of Building Surveying(SA3473)

In addition to these courses, the Department of Building and Construction–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Alan Hill
Head, Department of Building and Construction–TAFE

Certificate I in Boatbuilding(15562VIC) [Pre-Apprenticeship]

Career Opportunities

Construction and repair of vessels.

Course Objective

The aim of this course is to provide boatbuilder and shipwright training in the construction and repair of all types of vessels, from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.

Entry Requirements

There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

Course Duration

The course consists of 11 core modules, 350 nominal hours of study.

Course Structure

Each module covers a particular facet of the trade and includes the relevant theory, mathematics, drawing and practical skills.

Year 1

Code		Hours
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
NCS001	Workplace Communications	40
VBG953	Boatbuilding Calculations	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG956	Craft Development	80
VBG957	Boatbuilding Materials	40
VBG958	Introduction to Static Machines	20
VBH966	Workplace Training	0

All modules are compulsory.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Boatbuilding(15563VIC)[Traineeship]

Career Opportunities

Construction and repair of vessels.

Course Objective

The aim of this course is to provide boatbuilding and shipwright training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large ships. These vessels may be constructed from wood, fibreglass, aluminium or steel. The course also allows employers to tailor a course which suits their particular enterprise.

Entry Requirements

Students must enter a training agreement and be able to demonstrate basic English language, literacy and numeracy skills.

Course Duration

The course consists of core modules totalling 230 hours and elective modules totalling 260 hours.

Course Structure

To receive the qualification Certificate II in Boatbuilding (Traineeship) the participant must enter into a training agreement and successfully complete all the core modules and 260 hours of electives.

Core Modules

Code		Hours
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
NCS001	Workplace Communication	40
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG959	Craft Construction (General)	20
VBG960	Construction Materials	20

Note: Electives will be selected by the Department in consultation with the trainee and will be dependent on suitable teaching resources.

Electives are selected from the Boatbuilding Module Bank, listed at the end of Certificate III in Boatbuilding (Apprenticeship).

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Boatbuilding (15564VIC)[Apprenticeship]

Career Opportunities

Construction and repair of vessels.

Course Objective

The aim of this course is to provide boatbuilding and shipwright training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large ships. These vessels may be constructed from wood, fibreglass, aluminium or steel. The course also allows employers to tailor a course which suits their particular enterprise.

Entry Requirements

Students must be employed as boatbuilder or shipwright apprentices.

Course Duration

960 nominal hours, 3 years part time.

Course Structure

In order to receive the qualification Certificate III in Boatbuilding the participant must enter into a training agreement and successfully complete all the core modules totalling 270 hours plus 690 nominal hours of elective modules drawn from the Certificate III in Boatbuilding Module Bank.

Core Modules

Code		Hours
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
NCS001	Workplace Communication	40
VBG953	Boatbuilding Calculations	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG959	Craft Construction (General)	20
VBG960	Construction Materials	20
VBG958	Introduction to Static Machines	20
Boatbuilding Module Bank		
VBG956	Craft Development	80
VBG981	Planking	40
VBG961	Craft Construction–Timber	60
VBG982	Introduction to Fibreglass	40
VBG966	Small Craft Construction	40
VBG980	Computers & Technology	20
VBG996	Problem Solving	20
VBG967	Decking	40
VBG984	Ribbing & Longitudinal Framing	40
VBG985	Timber Flooring & Seats	40
VBG969	Backbone Structures	40
VBG962	Craft Construction–Fibreglass	60
VBG986	Steambending & Laminating Timber	40
VBG987	Estimating & Costing	40
VBG970	Paints, Coatings, Sealants & Adhesives	40
VBG971	Composite Fibres 1	40
VBG972	Composite Fibres 2	40
NBB09	Welding & Thermal Cutting	40
VBG990	Computer Aided Drafting	40
VBG968	Boatbuilding Patterns	40
VBG975	Lofting	40
VBG973	Fitout & Finish	40
VBG963	Craft Construction–Aluminium	60

VBG977	First Aid	40
VBG974	Boatyard Operations	40
VBG997	Customer Service	20
VBG991	Centreboats, Rudders & Steering Gear	40
VBG992	Round Bilge Lofting	40
VBG998	Small Business Management	40
VBG993	Fairing Operations	40
VBG994	Breasthooks, Knees, Thwarts, Masts & Spars	40
VBG976	Maintenance & Repair Techniques	40
VBG978	Advanced Static Machines	40
VBG979	Installation of Fittings & Engines	40
VBG964	Craft Construction–Steel	60
VBH966	Workplace Training	0

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Construction (Off-Site)(BCF10100)

Career Opportunities

Joiner, Shopfitter.

Course Objective

The course aims to provide students with an introduction to, and the knowledge and skills required in the Joinery Timber/Aluminium/Glass Industry.

Entry Requirements

To qualify for admission to the course, applicants must have basic English Language, literacy and numeracy skills.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 256 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1003A	Read and interpret plans	36
BCG1004A	Carry out measurements and calculations	20
BCG1005A	Use hand and power tools	80
BCG1006A	Use small plant and equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials and safely dispose of waste	16

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Off-Site Construction(BCF20100)

Career Opportunities

Joiner, Shopfitter.

Course Objective

The aim of the course is to provide students with the knowledge and skills to commence work in the assembly, machining or materials handling industry.

Entry Requirements

To qualify for admission to the course, applicants must have basic English Language, literacy and numeracy skills.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 526 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units (362 nominal hours)

Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1003A	Read and interpret plans	36
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand and power tools	80
BCG1006A	Use small plant and equipment	16
BCG1008A	Use simple leveling devices	8
BCG1011A	Handle construction materials and safely dispose of waste	16
BCF2001A	Use static machines	32
BCF2012A	Package manufactured products for transport	10
BCF2013A	Assemble components	32
BCF2016A	Prepare for off-site manufacturing process	32

Elective Units

Four units (totalling a minimum of 164 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) (BCF30200)

Career Opportunities

Joinery.

Course Objective

The course aims to provide apprentices with work related practical skills and knowledge in the Joinery –Timber/Aluminium/Glass industry. During this course apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, and generators.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.

Course Duration

The course may be offered on a full-time basis over three years (960 nominal hours) or part-time equivalent.

Course Structure

Core Units

Code		Hours
BCF2001A	Use static machines	32
BCF2010A	Maintain inventory and control stock	8
BCF2011A	Use computers	24
BCF2012A	Package manufactured products for transport	10
BCF2013A	Assemble components	32

BCF2014A	Manually cut glass to simple shapes	4
BCF2016A	Prepare for off-site manufacturing process	32
BCF2018A	Apply and install sealant and sealant devices	16
BCF3000A	Maintain static machinery	12
BCF3001A	Set up static machinery	12
BCF3008A	Identify window and door construction	8
BCF3009A	Setting out of windows and doors	8
BCF3010A	Manufacture components for door and window frames, doors and sashes	40
BCF3011A	Assemble (door/windows)	16
BCF3024A	Install internal lining	40
BCF3036A	Shift materials manually	12
BCF3037A	Set out and level	8
BCF3038A	Apply and trim decorative finishes	40
BCF3041A	Cut and install glass	16
BCF3042A	Mark off/out	20
BCF3045A	Manufacture joinery unit components	40
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1003A	Read and interpret plans	36
BCG1004A	Carry out measurements and calculations	20
BCG1005A	Use hand and power tools	80
BCG1006A	Use small plant and equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials and safely dispose of waste	16
BCG2000A	Assemble simple partition frames	32
BCG2001A	Prepare surfaces	32
BCG2004A	Carry out levelling	16
BCG2010A	Remove/replace door and window furniture	4
BCG2012A	Make set-outs	8
MEM2.5C11A	Measure with graduated devices	20

Elective Units

Students must complete 4-8 elective units selected with the approval of the Head of Department, having regard to the units listed in the relevant Australian National Training Authority Training Package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Construction (BCG10198)

Career Opportunities

Construction worker.

Course Objective

To provide Secondary Students with basic skills and introduction to the Construction Industry.

Entry Requirements

There are no formal entry requirements but applicants must posses basic English language, literacy and numeracy skills.

Course Duration

The course consists of 256 hours of part time study within a Secondary College or within a Victoria University facility. All nine core competency standards must be achieved.

Course Structure

The structure of the courses is as follows:

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1008A	Use Simple Levelling Devices	8
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in General Construction (BCG20198-B) [Bricklaying –Pre-Apprenticeship]

Career Opportunities

Building construction worker, bricklayer.

Course Objective

To provide individuals with basic work-related practical skills and knowledge prior to commencing work on-site as a Building Construction worker/bricklayer.

Entry Requirements

There are no formal entry requirements but applicants must posses basic English language, literacy and numeracy skills.

Course Duration

The course consists of 572 hours (14.5 weeks) full-time training prior to the commencement of employment. On successful completion of this course, and employment being obtained, the participant is then required to complete the final stage of training. The final stage requires sufficient competencies to be completed to a maximum aggregate value of 388 hours.

Students who successfully complete this course and gain an Apprenticeship in Bricklaying will receive a reduction off the time to be served in the Apprenticeship course.

Course Structure

To obtain this qualification all core competencies plus a minimum of three electives must be achieved.

Core Units

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements & Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation and Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2007A	Operate Elevate Work Platforms (EWP)	20

Elective Units

BCG1012A	Prepare for Construction Process (Wall and Floor Tiling)	40
BCG1013A	Prepare for Construction Process (Solid Plastering)	40
BCG1014A	Prepare for Construction Process (Dry Wall Plastering)	40
BCG1015A	Prepare for Construction Process (Brick/Block Laying)	40
BCG1016A	Prepare for Construction Process (Carpentry)	40
BCG1017A	Prepare for Construction Process (Demolition)	40

BCG1018A	Prepare for Construction Process (Steelwork)	40
BCG1019A	Prepare for Construction Process (Painting and Decorating)	40
BCG2000A	Assemble Simple Partition Frames	32
BCG2002A	Oxy/LPG acetylene cutting	20
BCG2005A	Erect and Strip Form work for Concrete Work	24
BCG2006A	Carry out Steelfixing	40
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2009A	Carry out Concret Work	40
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG2011A	Use Static Machines	32
BCG2012A	Make Set-outs	8

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in General Construction (Bricklaying/Blocklaying) (BCG30698) [Apprenticeship]

Career Opportunities

Bricklayer.

Course Objective

This course aims to provide Apprentices with training in both the housing and industrial areas of the Bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements

To qualify for admission to this course, students must be employed as Apprentices in the Bricklaying trade.

Course Duration

This course may be offered on part time block basis of 960 hours over three years.

Course Structure

The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical work place skills with theory, calculations and drawing integrated when delivery the competencies.

To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.

Core Units

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16
BCG1015A	Prepare for Construction Process (Brick/Block Laying)	40
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG3011A	Carryout Basic Setting Out	12
BCG3021A	Install Door Frames	8
BCG3107A	Carry out Veneer Construction	60
BCG3108A	Carry out Solid Brick Construction	60
BCG3109A	Construction Masonry Steps and Stairs	36
BCG3110A	Lay Bricks and Blocks (Wall and Corner)	76
BCG3111A	Lay Multi Thickness Walls and Piers	40
BCG3112A	Construct Masonry Arch – Semi Circular and Segmental	56
BCG3113A	Construct Curved Wall	16
BCG3114A	Construct Masonry Blockwork	32

Elective Units

BCG3048A	Install Glass Blockwork	24
BCG3067A	Construct Corbels and Decorative Brickwork	40
BCG3068A	Construct Battered Masonry Surfaces	32
BCG3069A	Construct Fire Place and Chimney	48
BCG3115A	Lay Segmental/Unit Paving	24

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Building and Construction(BCG20198) [Carpentry – Pre-Apprenticeship]

Career Opportunities

Carpenter.

Course Objective

To provide individuals with basic work-related practical skills and knowledge prior to commencing work on-site as a Carpenter.

Entry Requirements

There are no formal entry requirements but applicants must posses basic English language, literacy and numeracy skills.

Course Duration

The course consists of 572 hours (14.5 weeks) full-time training prior to the commencement of employment. On successful completion of this course, and employment being obtained, the participant is then required to complete the final stage of training. The final stage requires sufficient competencies to be completed to a maximum aggregate value of 388 hours.

Students who successfully complete this course and gain an Apprenticeship in Carpentry will receive a reduction off the time to be served in the Apprenticeship course.

Course Structure

To obtain this qualification all core competencies plus a minimum of three electives must be achieved.

Core Units

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20

BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation and Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2007A	Operate Elevated Work Platforms (EWP)	20
Elective Units		
BCG1012	Prepare for Construction Process (Wall and Floor Tiling)	40
BCG1013	Prepare for Construction Process (Solid Plastering)	40
BCG1014	Prepare for Construction Process (Dry Wall Plastering)	40
BCG1015	Prepare for Construction Process (Brick/Block Laying)	40
BCG1016	Prepare for Construction Process (Carpentry)	40
BCG1017	Prepare for Construction Process (Demolition)	40
BCG1018	Prepare for Construction Process (Steelwork)	40
BCG1019	Prepare for Construction Process (Painting and Decorating)	40
BCG2000A	Assemble Simple Partition Frames	32
BCG2002A	Oxy/LPG Acetylene Cutting	20
BCG2005A	Erect and Strip Formwork for Concrete Work	24
BCG2006A	Carry out Steelfixing	40
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2009A	Carry out Concrete Work	40
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG2011A	Use Static Machines	32
BCG2012A	Make Set-outs	8

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) (BCG30798) [Apprenticeship]

Career Opportunities

Carpenters.

Course Objective

This course aims to provide Apprentices with training in both the housing and industrial areas of the Carpentry trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements

To qualify for admission to this course, student must be employed as Apprentices in the Carpentry trade.

Course Duration

This course may be offered on part time block basis of 960 hours over three years.

Course Structure

The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical work place skills with theory, calculations and drawing integrated when delivery the competencies.

To obtain this qualification all core competencies plus a minimum of two electives from the 3000 series must be achieved.

Core Units

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation and Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16
BCG1016A	Prepare for Construction Process (Carpentry)	40
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2005A	Erect and Strip Formwork for Concrete Work	24
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG3009A	Construct and Install Non-load Bearing Internal Partition Wall	16
BCG3010A	Install Windows to Wall Framing	12
BCG3011A	Carryout Basic Setting Out	12
BCG3012A	Construct and Erect Timber Wall Framing	60
BCG3014A	Erect Timber Pitched Roof Framing	24
BCG3016A	Install Sub Floor Framing	8
BCG3017A	Install Timber and Sheet Flooring	8
BCG3021A	Install Door Frames	8
BCG3022A	Finish Eaves	12
BCG3023A	Install Exterior Cladding	36
BCG3024A	Construct Timber External Stairs	36
BCG3025A	Install External or Internal Doors	40
BCG3027A	Construct Wet Area Construction/Installation	24
BCG3029A	Fix Timber Mouldings	16
BCG3031A	Erect Door Jamb/Frame (Built-in-unit)	6
BCG3120A	Fix Linings and Panelling	24
Elective Units		
BCG3015A	Erect Timber Roof Trusses	32
BCG3018A	Erect Steel Roof Trusses	24
BCG3019A	Construct and Erect Steel Wall Framing	40
BCG3020A	Construct Timber Roof Structures–Irregular Roofs	40
BCG3026A	Install Fitments	16
BCG3032A	Fix Timber Raking Moulds	20
BCG3033A	Restore/Renovate Windows and Frames	60
BCG3034A	Erect/Dismantle Formwork	50
BCG3035A	Erect Dismantle Jump Form Formwork	80
BCG3047A	Erect Ceiling Framing (Pitched Roof)	32
BCG3122A	Erect/Dismantle Slip Form Formwork	80

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship)(12905VIC) [Cabinet Making]

Career Opportunities

Cabinet making.

Course Objectives

This course aims to provide individuals with basic work related practical skills and knowledge prior to commencing work in a Cabinet or Furniture making company.

Entry Requirements

There are no formal entry requirements for this course but applicants must possess basic English language, literacy and numeracy skills.

Course Duration

The course may be offered on a full time basis for 16 weeks (640 hours) of full time training prior to commencement of employment. On successful completion of this course, and employment being obtained, the participant is then required to complete the final stage of training. The final stage requires sufficient modules to be completed to a maximum aggregate value of 320 hours.

Course Structure

This course has prescribed broad based skills modules and specific industry modules.

Code		Hours
Broad Based Skills		
ABC505	Communications	40
ABC506	Introduction to Materials	20
ABC507	Information Technology	20
ABC508	Hand Tools and Equipment	40
ABC509	Power Tools and Equipment	16
ABC510	Materials Handling	10
ABC511	Construction – Basic	36
ABC512	Drawing	20
ABC513	Working with others	20
Core Skills		
ABC541	Occupational Health and Safety 2	20
ABC545	Plan Reading & Documentation	12
ABC548	Quality Principles	12
Cabinet Making Specific Skills		
ABC542	Surface Preparation	16
ABC544	Basic Static Machines and Equipment	32
ABC601	Frame and Panel Construction	80
ABC603	Modular Construction	40
ABC604	Leg and Rail Construction	40
ABC605	Drawer Construction	40
ABC609	Door Construction	48
ABC615	Solid Timber Construction	40
ABC999	Practical Placement	114

Assessment

Assessment of competencies will include a combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Furnishing (Cabinet Making) (2302ABC) [Apprenticeship]

Career Opportunities

Cabinet making.

Course Objectives

The aim of this course is to provide Cabinet Making apprentices with training in the various construction methods used in furniture making.

Entry Requirements

To qualify for admission to this course students must be employed as apprentices in the furniture trade.

Course Duration

This course may be offered either by 'day' or block release usually over 4 years.

Course Structure

The course is divided into 3 areas of study. Broad Based skills, Core skills and Specific skills.

Code		Hours
Broad Based Skills		
ABC501	Introduction to Furnishings Industry	8
ABC502	Occupational Health and Safety 1	8
ABC503	Workplace Environment	8
ABC504	Calculations	8
ABC505	Communications	40
ABC506	Introduction to Materials	20
ABC507	Information Technology	20
ABC508	Hand Tools and Equipment	40
ABC509	Power Tools and Equipment	16
ABC510	Materials Handling	10
ABC511	Construction – Basic	36
ABC512	Drawing	20
ABC513	Working with others	20
Core Skills		
ABC541	Occupational Health and Safety 2	20
ABC542	Surface Preparation	16
ABC543	Ergonomics	8
ABC544	Basic Static Machines & Equipment	32
ABC545	Plan Reading & Documentation	12
ABC546	Customer Relations & Services	20
ABC547	Decorative Accessories	20
ABC548	Quality Principles	10
ABC549	Installation Techniques 1	24
ABC550	Introduction to C.A.D.	40
Specific Skills – Cabinet Making		
ABC601	Frame and Panel Construction	80
ABC602	Panel Construction	40
ABC603	Modular Construction	40
ABC604	Leg and Rail Construction	40
ABC605	Drawer Construction	40
ABC606	Pattern & Temp Making	20
ABC607	Veneer Processing	20
ABC608	Pre-Production Planning	20
ABC609	Door Construction	48
ABC610	Curved Construction	80
ABC611	Angular Construction	40
ABC612	Table Construction	40
ABC613	Installation Techniques	20
ABC614	Man Board Construction	40
ABC615	Solid Timber Construction	40
ABC616	Built-In Furniture	20
ABC617	Post Forming	8

Additional Specific Skills

ABC952	Instruct Other Workers	24
ABC953	Stuffover Frames	40
ABC954	Chair Making – Basic	40
ABC955	Laminated Chair & Tables	40
ABC956	CAD/CAM	40
ABC957	Estimating and Costing	20
ABC958	Business Principles – Basic	40
ABC959	Period Furniture (Styles)	40
ABC960	Design Principles – Basic Furniture	40
ABC961	Glass and Glazing Techniques	40
ABC962	Upholstery Techniques – Basic	40
ABC963	Wood Turning	40
ABC964	Wood Carving	40
ABC965	Antique Restoration	40
ABC966	Handling Materials	20
ABC967	Furniture Polishing – Basic Procedures	40

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Building and Engineering Trades Orientation(3113TNWB)

Career Opportunities

Further study.

Course Objectives

The course aims to enable secondary school students to undertake pre-apprenticeship options as an alternative to completing traditional secondary school studies.

Entry Requirements

To qualify for admission to the course, applicants must have a demonstrated ability or stated interest in developing skills relevant to the modules being offered. A pre-enrolment interview will take place for each referral to determine suitability of placement.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of one year.

Course Structure

The structure of the course is as follows –

Generic

NBB18	Occupational Health and Safety
ABC504	Calculations
BIIM	National Industry Induction Module
NCS001	Workplace Communication

Electrical

VBH087	Introduction to Electrical Trades
EPTM01	Soldering
NE31	Electrical Drawing Interpretation and Connection

Plumbing

3212CDA1.2	Oxy/Acetylene Welding
3212CDA1.4	Small Diameter Tubes and Pipes
3212CDA1.5	Disposal System Joints
3212CDA1.10.2	Cutting and Joining Sheet Metal

Painting and Decorating

FW41	Painting and Decorating Surface Preparation
FW43	Paint Application/Spray Painting

Sign Writing

SW054	Basic Drawing/Enlarging
SW056	Introduction to Sign Computers

Carpentry

BS12	Hand and Power Tools
BS07	Setting Out and Levelling
BI11	Building Materials
BI03	Planning and Document Interpretation

Cabinet Making

ABC508	Hand Tools and Equipment
ABC512	Drawing
ABC549	Installation Techniques

Fabrication and Welding

NBB10	Fabrication Techniques 1
NBB09	Welding and Thermal Cutting
NF013	Thermal Cutting and Associated Processes

Automotive

NBB02	Occupational Health and Safety
NBB05	Quality Concepts
NBB07	Hand and Power Tools
NCS001	Workplace Communications
NCS002	Writing Skills for Work
NCS003	Job Seeking Skills
NOS116	Keyboard Technique and Operations
NOS118.v2	Computer Operations – Data Retrieval
VAA539	Automotive Technology
VAB395	Component Reclamation
VAD203	Industry Introduction
VAE290	Numerical and Mathematical
VAG530	Vehicle Detailing
VAG822	Workshop Safety

Automotive Options

NBB09	Welding and Thermal Cutting
NOS222	Work Processing–Introduction
VAA228	Air Operated Tools
VAA579	Basic Automotive Electronics
VAA746	Body Structure
VAB013	Catalogue Reading I
VAC130	Electrical Principles–Magnetism
VAC692	Front End Alignment
VAD806	Lubrication Service
VAE164	Minor Servicing
VAE517	Paint Technology
VAF451	Roadworthy Awareness
VAF588	Seals and Bearings
VAG682	Wheels and Tyres
MMG12	Basic Automotive Electrical
NBB06	Machine Shop Operations
VAA325	Ancillaries
VAA532	Automotive Electrical Vehicle Technology
VAA533	Automotive Electrical Workshop Skills
VAA640	Basic Parts Operation
VAA764	Brakes
VAB014	Catalogue Reading 2
VAB707	Cylinder Head Servicing
VAC008	Driveline/Final Drive
VAC128	Electrical Principles and Circuits
VAC265	Engines
VAC703	Fuel Systems
VAF906	Steering and Suspension
VAG387	Transmission
BE10	Painting Plastic Components on Cars
BE11	Paint Formulation and Preparation
BE6	Spray Guns
BE8	Panel Painting in Acrylic Lacquer
BE9	Polishing and Finishing Newly Painted Surfaces
VAA637	Basic MIG Welding and Hydraulic Body Set Up

VAD919	Manufacture of Panels and Basic Panel Repair
VAD961	Masking Techniques
VAE549	Panel Surface Preparation
VAF374	Repair Door Panels
VAF852	Spot and Plug Welding
VAG541	Vehicle Painting Tools and Equipment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Building (SA3475)

Incorporating

Certificate IV in Building (SA3477)

Career Opportunities

Architectural technician, building designer, builder, building works supervisor, estimator, contract administrator.

Course Objectives

This course provides students with building theory and practice related to residential, industrial and commercial buildings.

Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

Entry Requirements

To qualify for admission to this course applicants are required to have

- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

- Possess relevant experience and maturity necessary to succeed in the course.

Course Duration

This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one (1) year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study, (approximately 5 years [10 semesters] of part-time study). Total course hours is 1449.

Course Structure

The course has core modules and a practical component. The course structure is specified below:

Full Time Students

Year 1

Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC061	Builders' Working Drawings 1	36
ABC062	Builders' Working Drawings 2	36
ABC064	Building Computing Applications 1	36
ABC069	Cost Control and Planning 1	36
ABC076	Building Quantities and Estimating 1	54
ABC077	Building Quantities and Estimating 2	54
ABC082	Building Site Supervision	36
ABC083	Building Site Surveying and Set Out 1	54
ABC088	Building Technology 1	36
ABC091	Business Management for Builders 1	36
ABC092	Business Management for Builders 2	36
ABC102	Residential Site Safety	36
ABC105	Timber Framing Design	36
ABC115	Building Studio 1	50
ABC116	Building Studio 2	50
ABC073	Building Practical Experience	25 Days

Elective Modules

Students must complete one of the following modules:

ABC086	Structure 1	36
ABC120	Applied Mathematics for Building	40

Exit Level for Certificate IV in Building (SA3477)

Students who have successfully passed Year 1, Certificate IV in Building (SA3477) may continue on their study in Year 2 for the Diploma of Building.

Year 2

ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Services 1	36
ABC059	Building Quality Concepts 1	36
ABC063	Builders' Working Drawings 3	36
ABC067	Building Contract Law 1	36
ABC070	Cost Control and Planning 2	36
ABC074	Building Drafting Experience 2	75 Days
ABC078	Building Quantities and Estimating 3	36
ABC079	Building Quantities and Estimating 4	36
ABC084	Building Site Surveying and Set Out 2	36
ABC085	Building Staff Management	36
ABC087	Structures 2	36
ABC089	Building Technology 2	36
ABC095	Construction Planning 1	36
ABC096	Construction Safety	36
ABC107	Building Computing Applications 2	36
ABC117	Building Studio 3	50
ABC128	Building Studio 4	50
ABC129	Building Studio 5	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Building Design and Drafting (SA3474)

Incorporating

Certificate IV in Building Drafting (SA3476)

Career Opportunities

Architectural technician and building designer.

Course Objectives

This course provides students with building theory and drafting related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in design, problem solving, construction technology, full project documentation, CAD, project administration and office practice–including quality assurance. Relevant occupations include Architectural Technician and Building Designer.

Entry Requirements

To qualify for admission to this course applicants are required to have

- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

- possess relevant experience and maturity necessary to succeed in the course.

Course Duration

This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one (1) year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study, (approximately 5 years [10 semesters] of part-time study). Total course hours 1377.

Course Structure

This course comprises core compulsory modules and Elective Modules

Year 1 Semester 1

Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC009	Computer Aided Drafting 1	36
ABC010	Computer Aided Drafting 2	36
ABC020	Design 1	36
ABC021	Design 2	36
ABC036	Drawing Office Practice 1	36
ABC041	Presentation Drawings 1	36
ABC042	Presentation Drawing 2	36
ABC047	Surveying and Measured Drawing 1	18
ABC049	Drafting Technology 1	18
ABC050	Drafting Technology 2	18
ABC055	Working Drawings 1	72
ABC056	Working Drawings 2	72
ABC086	Structures 1	36
ABC112	Drafting Studio 1	50
ABC113	Drafting Studio 2	50

Exit Level for Certificate IV in Building Drafting (SA3476)

Students who have successfully completed the Certificate IV in Building Drafting (SA3476) may continue on their study in Year 2 for the Diploma of Building Design and Drafting (SA3474).

Year 2 Semester 1

ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Structures 1	36
ABC011	Computer Aided Drafting 3	36
ABC012	Computer Aided Drafting 4	36
ABC013	Computer Aided Drafting 5*	36
ABC014	Computer Aided Drafting 6*	36
ABC022	Design 3	36
ABC023	Design 4	36
ABC028	Architectural History 2	36
ABC038	Drawing Office Practice 2	36
ABC043	Presentation Drawings 3*	36
ABC044	Presentation Drawings 4	36
ABC048	Surveyed & Measured Drawings 2	36
ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC057	Working Drawings 3	72
ABC058	Working Drawings 4	72
ABC087	Structures 2*	36
ABC114	Studio 3	50
ABC125	Drafting Studio 4	50
ABC126	Drafting Studio 5	50

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of the Built Environment (SA3472)

Career Opportunities

Architectural drafter, building works supervisor, estimator and administrator.

Course Objectives

This course provides students with building theory, drafting and practice related to residential, industrial and commercial buildings.

Graduates will have acquired skills and knowledge in design, problem solving, presentation sketches, construction technology, working drawings, CAD, standard specifications, quantity take-off, estimating, scheduling, site supervision and business management. Relevant occupations include Architectural Drafter, Building Works Supervisor, Estimator and Administrator.

Entry Requirements

To qualify for admission to this course applicants are required to have:

- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

- possess relevant experience and maturity necessary to succeed in the course.

Course Duration

This course is offered on a full-time and part-time basis. The course is designed to be completed in two (2) years of full-time or five years (10 semesters) of part-time study. Total course hours is 1413.

Course Structure

The course has core modules and a practical component. The course structure is specified below:

Full Time Students

Year 1

Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC009	Computer Aided Drafting 1	36
ABC041	Presentation Drawings 1	36
ABC042	Presentation Drawings 2	36
ABC047	Surveying and Measured Drawings 1	18
ABC049	Drafting Technology 1	18
ABC050	Drafting Technology 2	18
ABC055	Working Drawings 1	72
ABC056	Working Drawings 2	72
ABC064	Building Computing Applications 1	36
ABC076	Building Quantities and Estimating 1	54
ABC086	Structures 1	36
ABC105	Timber Framing Design	36
ABC112	Drafting Studio 1	
or		
ABC115	Building Studio 1	50
ABC113	Drafting Studios 2	
or		
ABC116	Building Studios 2	50

Year 2 – Semester 1

ABC003	Construction 3	54
ABC004	Construction 4	54
ABC006	Materials 2	36
ABC007	Services 1	36
ABC010	Computer Aided Drafting 2	36
ABC011	Computer Aided Drafting 3	36
ABC012	Computer Aided Drafting 4	36
ABC020	Design 1	36
ABC021	Design 2	36

ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC059	Building Quality Concepts 1	36
ABC062	Building Working Drawings 2	36
ABC077	Building Quantities and Estimating 2	54
ABC082	Building Site Supervision	36
ABC087	Structures 2	36
ABC091	Business Management for Building Industry 1	36
ABC092	Business Management for Building Industry 2	36
ABC095	Construction Planning 1	36
ABC114	Drafting Studios 3	
or		
ABC117	Building Studios 3	50
ABC125	Drafting Studio 4	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Building Surveying (SA3473)

Career Opportunities

Building surveying assistant.

Course Objective

This course provides students with building theory and surveying related to residential, industrial and commercial building. Graduates will have developed specialist skills and knowledge in plan interpretation, drafting, quantities take-off estimating, scheduling, construction technology, OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practice.

Entry Requirements

To qualify for admission to this course applicants are required to:

- have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

- possess relevant experience and maturity necessary to succeed in the course.

Course Duration

The course is offered on a full time basis. The Certificate IV is designed to the completed in 1 year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study. Total course hours are 1530.

Course Structure

The course has core modules and practical component. The course structure is specified below:
[Stage 1 of this course is the Certificate IV in Building (SA3477)]

Stage 2

Core Modules

Code		Hours
ABC002	Construction 2a	36
ABC002	Construction 2b	36
ABC006	Materials 2	36
ABC007	Services 1	36
ABC059	Building Quality Concepts 1	36
ABC063	Builders' Working Drawings 2	36
ABC084	Building Site Surveying and Set Out 2	36
ABC085	Building Staff Management	36
ABC087	Structures 2	36
ABC089	Building Technology 2	36
ABC096	Construction Safety	36
ABC107	Building Computing Applications 2	36
ABC301	Development Control 1	36
ABC303	Building Surveying Procedures 1	36
ABC305	Building Surveying Practice 1	36
ABC307	BCA and Standards 1	36
ABC309	Geomechanics and Footings 1	36
ABC312	Surveying Practical Experience 2	75 Days
ABC301	Development Control 1	36
ABC303	Building Surveying Procedures 1	36
ABC305	Building Surveying Practice 1	36
ABC307	BCA & Standards 1	36
ABC309	Geomechanic & Footings 1	36
ABC311	Fire Technology 1	36
ABC314	Legal Practices 1	50
ABC315	Legal Practices 2	50
ABC316	Communication (Building Surveying)	80
ABC317	Community Studies	40
ABC318	Mathematics (Building Surveying)	50
ABC319	Environmental Awareness	40
ABC320	Occupational Health And Safety	50
ABC321	Sociology	50
ABC322	Psychology	30
ABC323	Management 1	50
ABC325	Quality Service	40
ABC326	Land Use Planning and Management	60
ABC327	Building Fire Science	36

Some module descriptors are listed under the Module/Unit Details section of this Handbook..

Department of Building Services and Special Trades

The Department of Building Services and Special Trades–TAFE conducts a wide range of courses that provide vocational education for a variety of Building Services and Special Trades occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
BCG20198-P	Certificate II in General Construction(BCG20198-P) [Painting & Decorating Pre-Apprenticeship]
BCG30498	Certificate III in General Construction (Painting & Decorating)(BCG30498)
2102ABC	Certificate I in Building & Construction (Plumbing)(2102ABC)
20085VIC	Certificate III in Plumbing and Gasfitting(20085VIC)
2402ADC	Certificate IV in Plumbing (Services Design) (2402ADC)
20087VIC	Certificate II in Sign Industry(20087VIC)
BCF30700	Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
21000VIC	Certificate IV in Sign Technology(21000VIC)
3113TNWB	Course in Building and Engineering Trades Orientation(3113TNWB)
2302AFC	Certificate III in Building and Construction (Protective Coating for Corrosion Control)(2302AFC)

In addition to these courses, the Department of Building Services and Special Trades–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Neville Penny
Head, Department of Building Services and Special Trades – TAFE

Certificate II in General Construction(BCG20198-P) [Painting & Decorating Pre-Apprenticeship]

Career Opportunities

This course gives you an introduction to the Painting & Decorating trade, and could lead to employment as an apprentice within this industry.

Course Objective

To provide individuals with basic work-related practical skills and knowledge prior to commencing work on-site as a Painter and Decorator.

Entry Requirements

There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

Course Duration

The course consists of 600 hours (15 weeks) full-time training prior to the commencement of employment. On successful completion of this course, and employment being obtained, the participant is then required to complete the final stage of training.

Students who successfully complete this course and gain an Apprenticeship in Painting will receive a reduction off the time to be served in the Apprenticeship course.

Course Structure

To obtain this qualification all core competencies plus a minimum of three electives must be achieved.

Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan & Organise Work	20
BCG1003A	Read & Interpret Plans	36
BCG1004A	Carry out Measurements & Calculations	20
BCG1005A	Use Hand & Power Tools	80
BCG1006A	Use Small Plant & Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation & Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials & Safely Dispose of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG1013	Prepare for Construction Process (Solid Plastering)	40
BCG1019	Prepare for Construction Process (Painting & Decorating)	40
BCG2011A	Use Static Machines	32

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in General Construction (Painting & Decorating)(BCG30498)

Career Opportunities

The opportunities that lay ahead of you when you have completed this course and an apprenticeship are wide and varied. You have the opportunity to continue as an employee, start your own business, or go into related employment, ie supervision or manufacturing representatives.

Course Objectives

The course aims to provide off-job training for apprentices in the painting industry.

Entry Requirements

To qualify for admission to the course, students must be employed as apprentices in the painting trade.

Course Duration

The course may be offered on part-time block basis of 960 nominal hours over three years. The course structure consists of the basic and core competency standards determined by the Head of School having regard to the requirements of the 1000, 2000 and 3000 series respectively.

Course Structure

The structure of the course is:

Core Units

Code	
BCG1000A	Carry out Interactive Workplace Communication
BCG1001A	Carry out OH&S Requirements
BCG1002A	Plan and Organise Work
BCG1003A	Read and Interpret Plans
BCG1004A	Carry out Measurements and Calculations
BCG1005A	Use Hand and Power Tools
BCG1006A	Use Small Plant and Equipment
BCG1007A	Erect and Dismantle Restricted Height Scaffolding
BCG1008A	Use Simple Levelling Devices
BCG1011A	Handle Construction Materials and Safe Disposal of Waste
BCG2001A	Prepare Surfaces
BCG2007A	Operate Elevate Work Platforms (EWP)
BCG3044A	Apply Decorative Finishes
BCG3045A	Apply Paint by Spray
BCG3046A	Apply Texture Coatings
BCG3096A	Apply Paint by Brush/Roller
BCG3097A	Match Specified Paint Colour

BCG3098A	Apply Clear Timber Finish
BCG3100A	Prepare Surfaces for Painting and Decorating
BCG3101A	Apply Wall Paper;

Elective Units

A minimum of two units selected by the student, with the approval of the Head of Department, from :

BCG1019A	Prepare for Construction Process (Painting and Decorating)
BCG2010A	Remove/Replace Door and Window Furniture
BCG3030A	Replace Glass
BCG3092A	Apply Solid Render
BCG3103A	Apply Industrial Protective Coatings.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Building & Construction (Plumbing)(2102ABC)

Career Opportunities

This course gives you an introduction to the field of Plumbing and could lead to your employment as an apprentice within the Plumbing Industry.

Course Objectives

This is a pre-employment program to assist students who aspire to obtain an apprenticeship or employment in the plumbing industry.

Entry Requirements

Entry requirements are similar to those required for an apprenticeship. Students who have completed Year 10/12 are preferred in order to obtain utmost benefit for an apprenticeship. Recognition of Prior learning may be available based on skills and knowledge already acquired by a person from previous study, as in articulation, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 449 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Code		Hours
NCS001	Workplace Communication	5
NCS002	Writing Skills for Work	20
NCS003	Job Seeking Skills	4
VAA547	Building Construction/Penetrations	10
VAA825	Building Construction/Drawing	27
VAA828	Fixing Devices	6
VAA923	Database/Plumbing Goods Catalogue	2
VAA964	Calculations	
VAB313	Fixtures & Appliances	4
VAB330	Building Construction/Services	3
VAB907	Disposal System Joints	10
VAB935	Numeracy & Problem Solving	
VAC081	Electric Welding	16
VAC313	Occupational Health & Safety	4
VAC578	Fixtures/Appliances & Appropriate Valves	12
VAC607	Fixture Classification	1
VAC608	Building Construction/Studies	4
VAD337	Plumbing Industry Studies	10
VAE502	Oxy Acetylene Welding & Cutting	30
VAF673	Sheetmetal Practices	81
VAF725	Simple Waste Pipe	8
VAF762	Small Diameter Tubes & Pipes	12
VAF979	Plumbing Industry	10
VAJ580	Word Processing	2
VAJ618	Role of Employers & Employees	10

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Plumbing and Gasfitting(20085VIC)

Career Opportunities

The opportunities that lay ahead of you when you have completed this course and an apprenticeship are wide and varied. You have the opportunity to continue as an employee, start your own business, or go into related employment, ie supervision or design work.

Course Objectives

The course aims to provide off-job training for indentured apprentices in the plumbing and gasfitting industry.

Entry Requirements

There is no minimal educational standard required for entry to an apprenticeship. However, employers usually prefer applicants to have completed Year 10. Also, applicants for the course must be either apprenticed or on probation to a registered plumber. Students enrolled as apprentices must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a part-time basis over at least 1040 nominal hours.

Course Structure

The structure of the course is:

Stage 1

Code		Hours
VAD202	Industry Induction	38
VAE502	Oxy Acetylene Welding & Cutting	30
VAA825	Building Construction	27
VAF762	Small Diameter Tubes & Pipes	12
VAA828	Fixing Devices	6
VAF725	Simple Waste Pipe	8
VAB907	Disposal System Joints	10
VAC578	Fixtures/Appliances & Appropriate Valves	12
VAC081	Electric Welding	16
VAF673	Sheetmetal Practices	81

Stage 2

VAJ373	Property Drain	24
VAJ363	Measuring & Levelling	8
VAJ419	Unvented Branch Drains	12
VAA156	Above Ground Drain	16
VAJ418	Trench Shoring	20
VAJ392	Basin & Bidet	19
VAJ391	Bath	12
VAJ560	Water Service	12
VAJ334	Clothes Washing Machine	8
VAJ353	Dishwashing Machine	5
VAJ379	Floor Waste Gully	10
VAJ523	Shower	12
VAJ452	Sink & Trough	21
VAJ522	Urinal	20
VAJ357	Flushometer	6
VAJ462	Vented 50mm Discharge Pipe	12
VAJ502	Water Closet	13
VAJ339	Combustion of Gases & Flame Adjustment	4
VAJ410	Flueing of Gas Appliances	8
VAJ358	Gas Controls	8
VAJ370	Natural Gas Fitting Line	12
VAJ559	Space Heater	12
VAJ461	Wall Furnace	12
VAJ314	Cooker	8
VAJ431	Twin Cylinder LPG System & Fitting Line	8

VAJ387	Commissioning a Gas Appliance	8
VAJ503	Instantaneous H.W.S.	8
VAJ414	Mains Pressure H.W.S.	12
VAJ382	Flashing Pipe Penetrations through Roof	16
VAJ429	Installing Eaves Gutters	24
VAJ413	Installing Down Pipes	12
VAJ356	Fixing Roof Cover (Pierced Fixed Method)	10
VAJ355	Fixing Roof Cover (Concealed Fixed Method)	8
VAJ465	Flashing Roofs to Walls	14
VAJ500	Installing Roof Cover on Roof Intersections	20
VAJ366	Flashing Large Penetration through Roof	26
VAJ380	Installing Concealed Roof Gutters	16
VAJ335	Collection & Storage of Water Supply for Isolated Country Dwellings	4
VAJ411	Identification of Components of Mechanical Services Equipment	6
VAJ368	Identification & Principle of Operations of Water Heating Systems	6
VAJ372	Plan Reading & ID of In-Line Equipment on Water Heating & Ventilation	6
VAJ451	Installing Heating Water Systems in Copper Tube	26
VAJ460	Installing Heating Water Systems in Mild Steel Pipe	30
VAJ369	Installing a Gas Fired Warm Air Furnace & Ducted System	
VAJ360	Installing a Gas Fired Small Bore Heating System	
VAJ558	Principles of Solar Heating for Domestic Hot Water Systems	8
VAJ582	Principles of Installation of a Low Pressure H.W.S. & Tank in a Ceiling	12
VAJ371	Oxy Acetylene Plate & Pipe Welding & Arc Welding of Mild Steel Plate	22

Stage 3 (a minimum of 190 nominal hours)

VAA131	Advanced Gas	3
VAJ383	Electronics & Electricity in Gas Appliances	12
VAJ385	Component Servicing	38
VAJ327	Appliance Servicing	40
VAJ340	Commercial & Industrial Gas Supply	46
VAJ362	LPG Installations	14
VAA149	Advanced Mechanical Services	3
VAJ524	Operation of Central Heating Systems	24
VAJ463	Operation of Single Duct Air-Conditioning Systems	24
VAJ386	Commissioning Water & Air Systems	8
VAJ378	Reticulated Systems	18
VAJ364	Mechanical Services Welding	24
VAJ430	Plan Reading & Site Organisation	24
VAJ464	Mechanical Services Equipment	28
VAA169	Advanced Roofing	3
VAJ501	Size & Design Industrial Roof Draining Components	30
VAJ359	Industrial Roof Installations	30
VAJ412	Industrial Roof Components	30
VAJ367	External Metal Ceiling & Wall Cladding	30
VAJ365	PVC Welding for Roof Plumbers	30
VAA177	Advanced Waste Disposal & Drainage	3
VAJ352	Designing Sewerage Drains	35
VAJ343	Designing Sanitary Plumbing Systems	45
VAJ342	Designing Flushing Systems	15
VAJ381	Locating & Clearing Blockages in Drains	15
VAJ310	Cutting a Branch into an Existing Drain	10
VAJ354	Domestic Septic Tanks	15
VAJ384	Designing Storm Water Drains	15
VAA178	Advanced Water Supply	40.

Units in Stage 3 are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Plumbing (Services Design)(2402ADC)

Career Opportunities

Are you working in the Plumbing Industry and looking for a change, this could be the course for you. You may want to enter the design industry, run your own business, or just get a better understanding of the techniques that are currently being used in the industry.

Course Objectives

The course is aimed at training qualified tradespeople in the more advanced techniques of modern sanitary installations.

Entry Requirements

To qualify for admission to the course applicants must be an apprentice or plumber who holds journeyman registration with the Plumbers, Drainers and Gasfitters Registration Board of Victoria or equivalent, or be able to demonstrate an understanding of plumbing systems and whose work is incident and peripheral to design in relation to the plumbing industry or satisfactory completion of identified course prerequisites or equivalent.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

The course is available to the following –

- those already registered with the Plumbing Industry Board,
- those currently undertaking a plumbing apprenticeship course,
- those engaged in related employment,
- those deemed by the Department to possess the ability to complete the course.

Course Duration

The course may be offered on a part-time basis over a period of 600 hours.

Course Structure

The structure of the course is as follows –

Core Units

Code		Hours
C.1	Communication Skills 1	80
C.2	Plans and Specifications	40
C.3	Small Business Management	40
C.4	Measuring and Levelling	40
C.5	Plumbing Technology	40
DP.1	Sanitary Systems Design	80
DP.2	Storm Water Design	40
DP.3	Cold Water Design	80
DP.4	Hot Water Design	40
DP.5	Fire Hydrant Design	40
DP.6	Solar Systems Design	40
Electives		
DP.7	Introduction to CAD	40
DP.8	Plumbing Services CAD	40
SP.1	Quantity Surveying	40
SP.2	Estimating and Costing	40
SP.3	Services Safety	40
SP.8	Basic Wordprocessing	40
SP.9	Basic Database Applications	40
SP.10	Basic Spreadsheet Applications	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Sign Industry(20087VIC)

Career Opportunities

Signwriting and sign production.

Course Objectives

The aim of the course is to provide students with the basic skills in signwriting and sign production prior to being apprenticed.

Entry Requirements

To qualify for admission to the course, applicants must have basic English language, literacy and numeracy skills. An interest in art, design and/or graphic communication and computers may also be taken into account.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
VAA658	Basic Sign Construction	20
VAB168	Colour 1	10
VAB225	Communication & Business Skills	20
VAB453	Computer Generated Lettering	32
VAD125	Illuminated Plastics	20
VAD699	Layout/Design 1	50
VAE349	Occupational Health & Safety 1	10
VAE521	Paint Types and Uses	40
VAE807	Plastics	40
VAF080	Substrates	20
VAF537	Scaffolding Types & Uses 1	20
VAF713	Signwriting Skills	78
VAG063	Surface Preparation 1	20
VAG343	Trade Calculations.	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)

Career Opportunities

When you finish your apprenticeship you can work in the sign industry, either as an employee or you may wish to start your own sign company.

Course Objectives

The course aims to provide students with work related practical skills and knowledge in the sign writing/computer operations industries and give them skills necessary for the safe use and maintenance of a wide range of relevant tools and equipment generally used on-the-job.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the sign writing trade.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 988 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units (756 nominal hours)

Unit Code	
BCG1000A	Carry out interactive workplace communication
BCG1001A	Carry out OH&S requirements
BCG1002A	Plan and organise work
BCG1003A	Read and interpret plans
BCG1004A	Carry out measurements and calculations
BCG1005A	Use hand and power tools
BCG1006A	Use small plant and equipment
BCG1008A	Use simple levelling devices
BCG1011A	Handle construction materials and safely dispose of waste
BCG1007A	Erect and dismantle restricted height scaffolding
BCG2001A	Prepare surfaces
BCG2012A	Make set – outs
MEM2.5C11A	Measure with graduated devices
BCF2001A	Use static machines
MEM2.5C11A	Measure with graduated devices
BCF2004A	Layout signs
BCF2005A	Use colour matching for signwriting
BCF3052A	Sign write to simple forms
BCF3053A	Sign write to decorative forms
BCF3054A	Apply graphics using pressure sensitive films
BCF3055A	Apply graphics to illuminated signfaces
BCF3056A	Produce computer aided manufactured (C.A.M.) signs – vinyl
BCF3057A	Produce computer aided manufactured (C.A.M.) signs – digital
BCF3058A	Produce computer aided manufactured (C.A.M.) signs – 3 dimensional

Elective Units

Fifteen units (totalling 232 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

- Off-site Construction Training Package BCF00, Australian National Training Authority), 2000;
- Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998;
- Transport and Distribution Training Package TDT97, Australian National Training Authority, 1999;
- which units must include at least six units from the 2000 or 3000 series.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Sign Technology(21000VIC)

Career Opportunities

Sign Industry.

Course Objective

The course aims to provide an alternative entry pathway to employment in the sign industry and particularly to impart the skills and knowledge required to become a supervisor in a sign company, set up a small sign business, and/or work in related industries such as display, visual merchandising or graphics.

Entry Requirements

To qualify for admission to the course, applicants must establish that they have acquired appropriate literacy and numeracy skills to the satisfaction of the Head of Department having regard to the level two competency as defined in the Certificate in General Education for Adults state-wide accredited curriculum (published December, 1996).

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
VAE353	Occupational Health and Safety 1	16
VAA654	Basic Scaffold	8
VAA072	Surface Preparation	40
VAD695	Layout/Design 1	75
VAG344	Trade Calculations	7
VAB453	Computer Generated Lettering	32
VAF714	Signwriting Skills	104
VAA659	Basic Sign Construction	85
VAB237	Communication/Information	32
VAG150	Technology/Business Skills	33
VAE361	Occupational Health and Safety 2	14
VAB224	Communication/Business Procedures	42
VAB472	Computer Signage	62
VAF711	Sign Preparation and Installation	44
VAD696	Layout/Design 2	40
VAF569	Screen Printing	18

Stream Units

From one of the following streams –

- Signwriting,
- Sign Production,
- stream units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the Certificate IV in Sign Technology(21000VIC) Curriculum Document, (published 1999).

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Building and Engineering Trades Orientation(3113TNWB)

Career Opportunities

Further Study.

Course Objectives

The course aims to enable secondary school students to undertake pre-apprenticeship options as an alternative to completing traditional secondary school studies.

Entry Requirements

To qualify for admission to the course, applicants must have a demonstrated ability or stated interest in developing skills relevant to the modules being offered. A pre-enrolment interview will take place for each referral to determine suitability of placement.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of one year.

Course Structure

The structure of the course is as follows -

Generic	
NBB18	Occupational Health and Safety
ABC504	Calculations
BIIM	National Industry Induction Module
NCS001	Workplace Communication
Electrical	
VBH087	Introduction to Electrical Trades
EPTM01	Soldering
NE31	Electrical Drawing Interpretation and Connection
Plumbing	
3212CDA1.2	Oxy/Acetylene Welding
3212CDA1.4	Small Diameter Tubes and Pipes
3212CDA1.5	Disposal System Joints
3212CDA1.10.2	Cutting and Joining Sheet Metal
Painting and Decorating	
FW41	Painting and Decorating Surface Preparation
FW43	Paint Application/Spray Painting
Sign Writing	
SW054	Basic Drawing/Enlarging
SW056	Introduction to Sign Computers
Carpentry	
BS12	Hand and Power Tools
BS07	Setting Out and Levelling
BI11	Building Materials
BI03	Planning and Document Interpretation
Cabinet Making	
ABC508	Hand Tools and Equipment
ABC512	Drawing
ABC549	Installation Techniques
Fabrication and Welding	
NBB10	Fabrication Techniques 1
NBB009	Welding and Thermal Cutting
NF013	Thermal Cutting and Associated Processes
Automotive	
NBB02	Occupational Health and Safety
NBB05	Quality Concepts
NBB05	Workplace Communications
NCS001	Workplace Communications
NCS002	Writing Skills for Work
NCS003	Job Seeking Skills
NOS116	Keyboard Technique and Operations
NOS118	Computer Operations – Data Retrieval
VAA539	Automotive Technology
VAB395	Component Reclamation
VAD203	Industry Introduction
VAE290	Numerical and Mathematical
VAG530	Hand and Power Tools
VAG530	Vehicle Detailing
VAG822	Workshop Safety
Automotive Options	
NBB09	Welding and Thermal Cutting
NOS222	Work Processing – Introduction
VAA228	Air Operated Tools
VAA579	Basic Automotive Electronics
VAA746	Body Structure
VAB013	Catalogue Reading I
VAC130	Electrical Principles–Magnetism
VAC692	Front End Alignment
VAD806	Lubrication Service
VAE164	Minor Servicing
VAE517	Paint Technology
VAF451	Roadworthy Awareness

VAF588	Seals and Bearings
VAG682	Wheels and Tyres
MMG12	Basic Automotive Electrical
NBB06	Machine Shop Operations
VAA325	Ancillaries
VAA532	Automotive Electrical Vehicle Technology
VAA533	Automotive Electrical Workshop Skills
VAA640	Basic Parts Operation
VAA764	Brakes
VAB014	Catalogue Reading 2
VAB707	Cylinder Head Servicing
VAC008	Driveline/Final Drive
VAC128	Electrical Principles and Circuits
VAC265	Engines
VAC703	Fuel Systems
VAF906	Steering and Suspension
VAG387	Transmission
BE10	Painting Plastic Components on Cars
BE11	Paint Formulation and Preparation
BE6	Spray Guns
BE8	Panel Painting in Acrylic Lacquer
BE9	Polishing and Finishing Newly Painted Surfaces
VAA637	Basic MIG Welding and Hydraulic Body Set Up
VAD919	Manufacture of Panels and Basic Panel Repair
VAD961	Masking Techniques
VAE549	Panel Surface Preparation
VAF374	Repair Door Panels
VAF852	Spot and Plug Welding
VAG541	Vehicle Painting Tools and Equipment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Building and Construction (Protective Coating for Corrosion Control)(2302AFC)

Career Opportunities

The opportunities that lay ahead of you when you have completed this course and an apprenticeship are wide and varied. You have the opportunity to continue as an employee, start your own business, or go into related employment, ie supervision or design work.

Course Objectives

This course aims to provide the off-job training for indentured apprentices in the Corrosion Control Industry. On completion of an apprenticeship, the students may enter the fields of: owning their own business, becoming a supervisor, becoming an estimator, sales and marketing.

Entry Requirements

To qualify for admission to this course students must have completed Year 11 of VCE or mature age student with relevant industrial experience, and must be employed as an apprentice. Recognition of Prior learning may be available based on skills and knowledge already acquired by a person from previous study, as in articulation, or from work and/or life experience.

Course Duration

This course is offered on a block release system. 960 hours arranged in 24 weeks or 'blocks' of training. Apprentices attend in one-week block releases. There are 8 blocks each year for the first 3 years of apprenticeship.

Course Structure

All apprentices undertake the following:

Stage 1

- Industry Induction
- Occupational Health and Safety 1
- Workplace Communication 1
- Structures and Components
- Industry Mathematics 1
- Basic Quality Concepts
- Access Equipment 1
- Surface Preparation 1
- Coatings types and Uses 1
- Application Equipment and Procedures 1
- Basic Inspection and Quality Control

Stage 2

- Occupational Health and Safety 2
- Workplace Communication 2
- Industry Maths 2
- Plan and Documentation Interpretation
- Relevant Industry Standards
- Environmental Issues
- Introduction to Toxic Coatings
- Plant and Equipment
- Surface Preparation 2
- Coating Types and Uses
- Application Equipment and Procedures 2

Stage 3 Core

- Occupational Health and Safety 3
- Workplace Communication 3
- Coating Systems and Specifications
- Estimating and Costing
- Scaffolding (Basic)
- Working in Confined Spaces
- Lead Based Paint Maintenance
- Surface Preparation 3
- Application Equipment and Procedures 3
- Drying and Curing Products

Stage 4

Students must undertake these modules upon successful completion of Stages 1, 2, and 3.

- Supervision and Site Control
- Inspection and Quality Control

Department of Electrotechnology

The Department of Electrotechnology – TAFE conducts a wide variety of pre-vocational, apprentice, post-apprentice and paraprofessional training programs Cisco and Microsoft Vendor programs, electrical, electronics and computer technology in areas such as consumer electronics, communications, microprocessor and digital applications, computer networking and data communications and computer equipment repairs. The Footscray, Werribee and Melton campuses deliver Certificate I and II programs, while the Sunshine campus delivers programs to the Diploma level in all Department course areas.

The Department develops and delivers commercial courses to meet industry and community requirements as required and also participates in the overall University Corporate Plan. Programs delivered from the Department will change to meet National curriculum and Department needs.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code

UTE30499 Certificate III in Electrotechnology Communications(UTE30499)
UTE30599 Certificate III in Electrotechnology Computer Systems(UTE30599)
UTE30799 Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
UTE31199 Certificate III in Electrotechnology Systems Electrician(UTE31199)
UTE60199 Advanced Diploma in Computer Systems Engineering(UTE60199)
UTE60399 Advanced Diploma in Electronic Engineering(UTE60399)
14935VIC Certificate I in Electrical (Pre Apprenticeship)(14935VIC)
2406ANC Certificate IV in Electrical (2406ANC) [Motor Control]

In addition to these courses, the Department of Electrotechnology–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Paul Lange
Head, Department of Electrotechnology–TAFE

Certificate III in Electrotechnology Communications(UTE30499)

Career Opportunities

The Certificate III in Electrotechnology Communications(UTE30499) provides training for students employed as apprentices in the field of electronic communications in industry and government, including small and large business.

Course Objectives

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the electronics communications industry.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1020 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Code		Hours
UTENES009A	Participate in the training of others	20
UTENES105GA	Install and terminate wiring systems – cabling/wiring support and protection	20
UTENES105IA	Install and terminate wiring systems – power and control – extra low voltage	20
UTENES106CA	Install electrical/electronic apparatus – electronic	180
UTENES206CA	Maintain and repair apparatus and associated circuits – electronic	180
UTENES301CA	Undertake commissioning procedures of apparatus and associated circuits–electronic	180
UTENES402CA	Test apparatus and circuits – electronic	200
UTENES501CA	Diagnose and rectify faults in apparatus and associated circuits – electronic	180

Specialisation Units

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:

(i) Broadcast;
(ii) Microwave;
(iii) Satellite;

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999;

Elective Units

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Electrotechnology Computer Systems(UTE30599)

Career Opportunities

The Certificate III in Electrotechnology Computer Systems(UTE30599) provides training for students employed as apprentices in the field of computers in industry and government, including small and large business.

Course Objectives

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on computer equipment used in commercial and home office situations.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the computer systems industry.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 980 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
UTENES009A	Participate in the training of others	20
UTENES106AA	Install electrical/electronic apparatus – computer systems	180
UTENES206AA	Maintain and repair apparatus and circuits–computer systems	180
UTENES301AA	Undertake commissioning procedures of apparatus and circuits–computer systems	180
UTENES402AA	Test apparatus and circuits–computer systems	200
UTENES501AA	Diagnose and rectify faults in apparatus and circuits–computer systems	180

Specialisation Units

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:

(i) Business Equipment;
(ii) Control;
(iii) Data Capture;
(iv) Networks;

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999;

Elective Units

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)

Career Opportunities

The Certificate III in Electrotechnology Entertainment and Servicing(UTE30799) provides training for students employed as apprentices in the field of consumer electronics in industry and government, including small and large business.

Course Objectives

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for audio and video recording, processing and reproduction.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the entertainment and servicing industry.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1020 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Code		Hours
UTENES009A	Participate in the training of others	20
UTENES105GA	Install and terminate wiring systems – cabling/wiring support and protection	20
UTENES105IA	Install and terminate wiring systems – power and control – extra low voltage	20
UTENES106CA	Install electrical/electronic apparatus–electronic	180
UTENES206CA	Maintain and repair apparatus and circuits – electronic	180
UTENES301CA	Undertake commissioning procedures of apparatus and circuits – electronic	180
UTENES402CA	Test apparatus and circuits – electronic	200
UTENES501CA	Diagnose and rectify faults in apparatus and associated circuits – electronic;	180

Specialisation Units

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:

(i) Audio – Analogue;
(ii) Audio – Digital;
(iii) Electronic Appliances;
(iv) Video;

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Electrotechnology Systems Electrician(UTE31199)

Career Opportunities

The Certificate III in Electrotechnology Systems Electrician(UTE31199) course provides training for students employed as Electrical apprentices in industry and government, including small and large business. Training provided covers electrical competencies, core trade theory and practice together with related subject electives appropriate to a particular specialisation in industry, with on the job profiling. Graduates may be eleigible for an Electrical licence by applying to the Office of the Cheief Electrical Inspector.

Course Objectives

The course aims to provide students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over 1060 nominal hours.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
UTENES009A	Participate in the training of others	20
UTENES105GA	Install and terminate wiring systems – cabling /wiring support and protection	20
UTENES105JA	Install and terminate wiring systems – power and control – low voltage	20
UTENES106BA	Install electrical/electronic apparatus – electrical	180
UTENES206BA	Maintain and repair apparatus and circuits – electrical	180
UTENES301BA	Undertake commissioning procedures of apparatus and circuits – electrical	180
UTENES402BA	Test apparatus and circuits – electrical	200
UTENES501BA	Diagnose and rectify faults in apparatus and circuits – electrical	180

Specialisation Units

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:

(i) Control;
(ii) Energy Supply;
(iii) Fire Protection;
(iv) Installation and Servicing;
(v) Maritime Installation;
(vi) Mining;
(vii) Plant Servicing;
(viii) Process;
(ix) Security;
(x) Signalling (Rail);

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training PackageUTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma in Computer Systems Engineering(UTE60199)

Career Opportunities

Graduates find employment in industry, commerce and government, including small and large business. They work in the areas of computer network development, network administration and support, and computer hardware and software.

Course Objectives

The course aims to provide students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced equipment and systems using computers, computer peripherals and networking components.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent, including Mathematics (Units 1 and 2 or 3 and 4); or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 600 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
UTENES304AA	Undertake commissioning of advanced systems and apparatus – computer systems	180
UTENES406AA	Develop complex testing and evaluation procedures – computer systems	180
UTENES504AA	Diagnose faults in advanced systems and apparatus – computer systems	200

Elective Units (40 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma in Electronic Engineering(UTE60399)

Career Opportunities

Graduates find employment in industry, commerce and government, including small and large business. They work in the areas of communications, industrial and consumer electronics, and computer hardware and software.

Course Objectives

The course aims to provide students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced electronic equipment and systems used in assembly, entertainment and defence situations.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent, including Mathematics (Units 1 and 2 or 3 and 4); or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 600 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
UTENES304CA	Undertake commissioning of advanced systems and apparatus – electronic	180
UTENES406CA	Develop complex testing and evaluation procedures – electronic	180
UTENES504CA	Diagnose faults in advanced systems and apparatus – electronic	200

Specialisation Unit (20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams –

- Analogue and Digital,
- Communications,
- Medical Equipment,

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999;

Elective Units (20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Electrical (Pre Apprenticeship)(14935VIC)

Career Opportunities

The Pre-Apprenticeship in Electrical program provides a vehicle for entry into the Electrical Systems Electrician trade. Graduates obtain credit towards the Certificate III in Electrotechnology System Electrician course after they are employed as an Electrician.

Course Objectives

The course aims to develop the knowledge and skills of students wishing to enter into the following electrically based trades: Electrical Mechanics (Electrician), Electrical Fitting, Armature Winding, Electrical Fitting and Armature Winding, Instrument Making and Repairing, Radio Tradesperson, Refrigeration Mechanics, Lineworker.

Entry Requirements

To qualify for admission to the course, applicants must be unemployed and aged 25 years or less and possess basic English language, literacy and numeracy skills.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a period of one year for a total of 540 nominal hours or part time equivalent.

Course Structure

The course has the following nationally accredited modules –

EPC173	Functional Maths (AATMO1)	20
EPC193	Electronic Engineering Drawing	40
NBB02	Occupational Health and Safety	20
NE31	Electrical Drg. Int and Connection	40
NE172	Electrical Wiring and Equipment 1	20
NE175	Workshop Practices	40
NEC05	Project Work	60
NEC06	Regulations, Accessories and Circuit Protection	20
NUE052	Applies Electricity 1	40
NUE053	Math Skills for the Electrical Trade	40
VBH081	CAD for the Electrical Trades	40
VBH082	Solder and Crimp for Electrical Trade	20
VBH083	Test Instruments for the Electrical Trade	20
VBH084	Comm Skills for Electrical Trade	40
VBH085	Fabricating for the Electrical Trade	40
VBH086	Building Materials and Skills for Electrical Trade	20
VBH087	Introduction to Electrical Trades	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Electrical (2406ANC) [Motor Control]

Career Opportunities

Graduates of the Certificate IV in Electrical (2406ANC) [Motor Control] course find employment in the Electrical areas of industry and government, including small and large business. Typically graduates work in the area of electrical and electronic motor control, Programmable Logic Controllers and Industrial Electronics.

Course Objectives

The course is a post-apprenticeship course designed to enhance skills in industrial applications of motors and their control systems.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate III in Electrical or equivalent.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 600 nominal hours.

Course Structure

Core Modules

Code		Hours
EA034	Communication Studies	40
EA045	Quality Concepts	20
EA050	Engineering Computing	40
EA090	Fault Finding & Diagnostics	20

Common Modules

VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60
NE05	Power Control Devices	40
NE07	Amplifier Principles	40
NE30	Electric Motor Protection & Control	40
NE41	Control System Principles & Applications	40
NE75	Thyristor Applications	40
NE177	Programmable Logic Controllers – 1	40
EA100	Analogue Electronics	40
EA102	Establishing a Contracting Business	40
EA160	Advanced PLC	40
EB160	PLC Systems Applications	80
EA929	SCADA Systems	40
EA927	Electronic Switching	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Information Technology

The Department of Information Technology–TAFE conducts courses that provide vocational education for Information Technology occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
ICA10101	Certificate I in Information Technology(ICA10101) [ICDL – International Computer Drivers License]
ICA30199	Certificate III in Information Technology (Software Applications)(ICA30199)[Web Pages]
ICA30299	Certificate III in Information Technology (General)(ICA30299)
ICA30399	Certificate III in Information Technology (Network Administration)(ICA30399)
21103VIC	Certificate IV in Information Technology(21103VIC)
ICA40399	Certificate IV in Information Technology (Network Management)(ICA40399)
ICA40199	Certificate IV in Information Technology (Client Support)(ICA40199)
ICA40699	Certificate IV in Information Technology (Programming)(ICA40699)
ICA40599	Certificate IV in Information Technology (Technical Support)(ICA40599)
14933VIC	Certificate IV in Multimedia(14933VIC)
ICA50299	Diploma of Information Technology (Software Development)(ICA50299)
14943VIC	Diploma of Multimedia(14934VIC)
21104VIC	Diploma of Information Technology(21104VIC) [Specialising in Network & Internet Technology]

In addition to these courses, the Department of Information Technology–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Ian Heap
Head, Department of Information Technology–TAFE

Certificate I in Information Technology (ICA10101) [ICDL-International Computer Drivers License]

Career Opportunities

Computer operator.

Course Objectives

The course is appropriate for people wanting a basic qualification in the information technology field and is designed to cover the requirements for the International Computers Drivers License. Assessment will be the endorsed tests for the ICDL, students who gain the required standard (at least 70%) for the ICDL will have the opportunity to pay for and receive ICDL certification. A License is granted by the Australian Computer Society when 4 or more modules are passed. Students will be able to graduate from the Certificate I in Information Technology with a grade of 50% or greater in all the six modules listed.

The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

Entry Requirements

Basic English language, literacy and numeracy skills.

Course Duration

The course involves 170 hours of study. Evening classes are offered on two evenings per week for 28 weeks. Day classes will be offered over 15 weeks.

Course Structure

There are 6 core modules:

Code		Hours
ICAITU128A	Operate a personal computer	30
ICAITU129A	Operate a word processing application	30
ICAITU130A	Operate a spreadsheet application	30
ICAITU131A	Operate a database application	30
ICAITU132A	Operate a presentation package	25
ICAITU133A	Send and Retrieve information over the internet using browsers and email	25

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Information Technology (Software Applications) (ICA30199) [Web Pages]

Career Opportunities

Web Page designer.

Course Objectives

Designed to enable graduates of the course to gain a broad range of skills and knowledge in Internet technologies and in particular web page implementation and design. This course attempts to meet the need for skills training that has been identified by industry in the areas of software applications, networks and Web page development.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved course of study at Year 11 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course or be able to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units:

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004C	Apply Occupational Health and Safety procedures
ICAITU005C	Operate computer hardware
ICAITU006C	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012C	Design organisational documents using computing packages
ICAITU013C	Integrate commercial computing packages
ICAITS014C	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017C	Maintain system integrity

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over six months or part-time equivalent (350–620 nominal hours). This course is offered to full time students at the Werribee campus.

Course Structure

The Certificate III includes 280 hours of core competencies along with an additional 150 hours of electives and options. The total nominal hours for the course are 410, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 360 and 420 hours of class time.

Learning Area

Competency Code	Competency Title	Hours
Software		
ICAITU126B	Use advanced features of computer applications	40
ICAITU018C	Develop macros & templates for clients using standard products	60
Web Tools		
ICPMM13cA	Author a Multimedia Sequence	40
ICAITU019C	Migrate to new Technology	20
Research		
ICAITU028C	Customise Packaged Software Project Applications for clients	50
ICAITS031B	Provide advice to clients	36
HTML		
ICPMM65dA	Create Web Pages with Multimedia	50
ICAITD128A	Create user and technical documentation	20
Configure a Web PC		
ICAITS025B	Run standard diagnostic tests	20
ICAITS020C	Install and optimise system software	20
ICPMM63bA	Access the Internet	20
ICAITS021C	Connect internal hardware components	20
		396

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Information Technology (General)(ICA30299)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

A person with the competencies could provide basic diagnostic support in an organization with a range of technologies.

Course Objective

The course aims to provide students with a broad range of skills and knowledge to provide basic software support to a unit or branch within an organisation.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004B	Apply Occupational Health and Safety procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012B	Design organisational documents using computing packages
ICAITU013B	Integrate commercial computing packages
ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

As an industry based traineeship over 400–530 nominal hours.

Course Structure

The structure of the course is:

Core Units (320 nominal hours)

ICAITU019C	Migrate to new technology	20
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS115B	Maintain equipment and software in working order	40
ICAITS021C	Connect internal hardware components	20
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITD128A	Create user & technical documentation	20
ICAITS031B	Provide advice to clients	40
ICAITU126B	Use advanced features of computer applications	40
ICAITS032B	Provide network systems administration	20
ICAITS020C	Install and optimise system software	20

Elective Units (80–210 nominal hours)

A minimum of two units selected by the student, with the approval of the Head of department from –

ICAITS029B	Install network hardware to a network	40
ICAITU028C	Customise packaged software applications for clients	60
ICAITI101B	Install and manage network protocols	40
ICAITPM129A	Apply skills in project integration	20
ICAITS034B	Determine and action network problem	30
ICAITI097B	Install and configure a network	40
ICAITS030B	Install software to networked computers	40
ICAITS121A	Administer network peripherals	20
ICAITS023B	Provide one to one instruction	10
ICAITB060B	Identify physical database requirements	40
ICAITU127B	Support system software	50

two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Information Technology (Network Administration)(ICA30399)

Career Opportunities

Network Administrator.

Course Objective

The course is appropriate for a person working as a network administrator within an organisation.

Entry Requirements

There are no specific entry requirements for admission to the course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

ICAITTW001B	Work effectively in an information technology environment;
ICAITTW002B	Communicate in the workplace;
ICAITU004C	Apply Occupation Health and Safety procedures;
ICAITU005C	Operate computer hardware;
ICAITU006C	Operate computing packages;
ICAITU007B	Maintain equipment and consumables;

ICAITU012C	Design organisational documents using computing packages;
ICAITU013C	Integrate commercial computing packages;
ICAITS014C	Connect hardware peripherals;
ICAITS015B	Install software applications;
ICAITS014C	Maintain system integrity.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over at least 350 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core units (290 nominal hours)

Code		Hours
ICAITS025B	Run standard diagnostic tests	20
ICAITS121A	Administer network peripherals	20
ICAITS031B	Provide advice to clients	40
ICAITS032B	Provide network systems administration	20
ICAITU126B	Use advanced features of computer applications	40
ICAITS020C	Install and optimise system software	20
ICAITD128A	Create user and technical documentation	20
ICAITS120B	Administer and configure a network operating system	20
ICAITI101B	Install and manage network protocols	40
ICAITS024C	Provide basic system administration	20
ICAITS034B	Determine and action network problem	30

Elective Units

A minimum of 4 elective units (60 nominal hours) from the following:

ICAITS115B	Maintain equipment and software in working order	40
ICAITU028C	Customise packaged software applications for clients	60
ICAITS021C	Connect internal hardware components	20
ICAITU019C	Migrate to new technology	20
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITS010C	Apply problem solving techniques to achieve organisation goals	10
ICAITS106B	Action and complete change requests	60
ICAITS023B	Provide one to one instruction	10
ICAITTW027B	Relate to clients on a business level	40
ICAITTW011B	Participate in a team and individually to achieve organisationl goals	20
ICAITD003B	Receive and process oral and written communication	20
ICAITPM129A	Apply skills in project integration	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (21103VIC)

Career Opportunities

Software, engineering, computer network, client support, computer programming.

Course Objectives

The Certificate IV in Information Technology(21103VIC) is designed to enable graduates of the course to gain a broad range skills and knowledge used in the information technology industry. This course attempts to meet the need for skills training that has been identified by industry in the areas of programming, hardware, computer architecture, information technology management, client support, software applications, networks and data communications, operating systems and Web page development.

Entry Requirements

The successful completion of VCE or equivalent or be of mature age.

Course Duration

One year full time or two–three years part time. This course is offered to full time students at Footscray Nicholson Street, Werribee, Sunshine, St Albans and Melton campuses. It can also be undertaken in part time evening mode at the Footscray Nicholson Street campus.

Course Structure

The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. The total nominal hours for the course are 800, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 800 hours of class time.

Office Applications (100 Hours)

ICAITU006C	Operate Computing Packages
ICAITU126B	Use Advanced Features of Computer Applications

Computer Hardware Fundamentals (100 Hours)

ICAITS014C	Connect Hardware Peripherals
ICAITS020C	Install and Optimise System Software
ICAITS021C	Connect Internal Hardware Components
ICAITS025B	Run Standard Diagnostic Tests
ICAITU005C	Operate Computer Hardware

Professional Communications 1 (50 Hours)

ICAITD128A	Create User & Technical Documentation
BSX154L403	Apply Skills in Time Management
ICAITD003B	Receive and Process Written &Oral Communication.

Internet Fundamentals (60 Hours)

ICPMM63bA	Access the Internet
ICPMM21cA	Capture a Digital Image
ICPMM65dA.1	Create Web Pages with Multimedia 1 of 2

Programming Fundamentals (80 Hours)

ICAITB070B.1	Create code for applications 1 of 4

Semester 2

Software Development A (60 Hours)

ICAITB070B.2	Create code for applications 2 of 4

Software Development B (40 Hours)

ICAITB070B.3	Create code for applications 3 of 4

Professional Communications 2 (40 Hours)

ICAITTW011B	Participate in a team and individually to achieve organisation goals
ICAITTW026B	Coordinate and Maintain Teams

Internet Technology (90 Hours)

ICPMM11bA	Identify Components of Multimedia
ICPMM41cA	Incorporate text into multimedia presentations
ICPMM65dA.2	Create Web Pages with Multimedia 2 of 2
ICAITB070B.4	Create code for applications 4 of 4

Network Fundamentals (130 Hours)

ICAITS030B	Install Software to Networked Computers
ICAITI097B	Install and configure a network
ICAITS120B	Administer and Configure a Network O/S

Business Fundamentals(50 Hours)

ICAITAD041B	Determine Client Business Expectations and Needs
ICAITU004C	Apply Occupational Health and Safety Procedures

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Network Management)(ICA40399)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

Network Administrator.

Course Objective

The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry in the areas of Network Management.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no specific entry requirements for admission to the course. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004B	Apply Occupation Health and Safety Procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012B	Design organisational documents using computing packages
ICAITU013B	Integrate commercial computing packages
ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity
ICAITS025B	Run standard diagnostic tests
ICAITS031B	Provide advice to clients
ICAITS121A	Administer network peripherals
ICAITS032B	Provide network systems administration
ICAITD128A	Create user and technical documentation
ICAITS120A	Administer and configure a network operating system
ICAITI101A	Install and manage network protocols
ICAITS024B	Provide basic system administration

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered as an industry based traineeship over 620–750 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units (560 nominal hours)

ICAIT1097A	Install & configure a network	40
ICAITS116B	Undertake capacity planning	50
ICAITS020B	Install & optimise system software	20
ICAITS124B	Monitor & administer network security	20
ICAITS107B	Rectify system faults on a live system	30
ICAITS112B	Optimist system performance	30
ICAITPM129A	Apply skills in project management	20
ICAITS030B	Install software to networked computers	40
ICAITS029B	Install network hardware to a network	40
ICAITU126A	Use advanced features of computer applications	40
ICAITS034B	Determine & action network problem	30
ICAITU127B	Operate system software	50
ICAITI100A	Build an internet infrastructure	50
ICAITS106B	Action & complete change requests	60
ICAITTW027B	Relate to clients on a business level	40

Elective Units (60–190 nominal hours)

Two from the following –

ICAITS110B	Implement system software changes	30
ICAITS114B	Implement maintenance procedures	10
ICAITS108B	Complete database backup and recovery	30
ICAITS113B	Identify & resolve common database performance problems	30
BSX154L403	Apply skills in time management	10
BSX154L405	Apply skills in quality management	30
ICAITU019C	Migrate to new technology	20
ICPMM65dA	Create web pages with multimedia	50
ICAITS125B	Monitor and administer a database	30
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITS035C	Assist with analysis of emerging technology	40
ICAITS115B	Maintain equipment and software in working order	40
ICAITS109B	Evaluate system status	20
ICAITS021B	Connect internal hardware components	20
ICAITU028C	Customise packaged software applications for clients	60

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Client Support)(ICA40199)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

A support role is a 'Client Services' area of an organisation.

Course Objective

The course is appropriate for a person working in a support role in an organisation.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004B	Apply Occupation Health and Safety Procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU013B	Integrate commercial computing packages

ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity
ICAITU021B	Design organisational documents using commercial computing packages

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

An industry based traineeship of 470–570 nominal hours.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
BSX154L403	Apply skills in time management	10
ICAITPM129A	Apply skills in project management	20
ICAITS023B	Provide one to one instruction	10
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS030B	Install Software to networked computers	40
ICAITS031B	Provide advice to clients	40
ICAITS032B	Provide network systems administration	20
ICAITS034B	Determine and action network problem	30
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITU019C	Migrate to new technology	20
ICAITU028C	Customise packaged software for clients	60
ICAITTW027B	Relate to clients on a business level	40
	=SUM (ABOVE)	390

Elective Units (60-190 nominal hours)

Two from the following -

ICAITS020B	Install and optimise system software	20
ICAITS021B	Connect internal hardware components	20
ICAITS022B	Determine client computing problems & action	40
ICAITS029B	Install network hardware to a network	40
ICAITS033B	Assist with policy development for client support procedures	20
ICAITS035C	Assist with the analysis of emerging technology	40
ICAITS107B	Rectify system faults on a live system	30
ICAITS108B	Complete database backup and recovery	30
ICAITS109B	Evaluate system status	20
ICAITS113B	Identify and resolve common database performance problems	30
ICAITS120A	Administer and configure a network operating system	50
ICAITS121A	Administer network peripherals	20
ICAITS124A	Monitor and administer network security	20
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITU127B	Operate system software	50

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Programming)(ICA40699)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

Provides skills for basic programming requirements. A person competent in these competencies could work as a junior team member in an implementation project or in a technical support role.

Course Objectives

A person competent in these competencies could work as a junior team member in an implementation project or in a technical support role. A person completing this group of competencies should hold the suggested entry competencies for the Diploma of Information Technology (Software Development).

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B	Work effectively in an Information Technology environment;
ICAITTW002B	Communicate in the workplace;
ICAITU004C	Apply Occupational Health and Safety procedures;
ICAITU005C	Operate computer hardware;
ICAITU006C	Operate computing packages;
ICAITU007B	Maintain equipment & consumables;
ICAITU012C	Design organisational documents using commercial computing packages;
ICAITU013C	Integrate commercial computing packages;
ICAITU018C	Develop macros and templates for clients using standard products
ICAITS014C	Connect hardware peripherals;
ICAITS015B	Install software applications;
ICAITS017C	Maintain system integrity;
ICAITS025B	Run standard diagnostic tests;
ICAITD128A	Create user & technical documentation;
ICAITS031B	Provide advice to clients.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course is only offered as an Industry based traineeship of 520–660 nominal hours.

Course Structure

Core Units

Code		Hours
ICAITPM129A	Apply skills in project integration	20
BSX154L403	Apply skills in time management	10
BSX154L404	Apply skills in cost management	30
BSX154L405	Apply skills in quality management	30
ICAITAD058A	Apply skills in object oriented design	40
ICAITB075A	Use a library or pre-existing component	20
ICAITTW027B	Relate to clients on a business level	40
ICAITB064B	Prepare software development review	10
ICAITB070B*	Create code for applications	200
ICAITB076B	Implement configuration management	20
ICAITAD041B	Determine client business expectations & needs	30
ICAITAD051B	Develop client user interface	40

Elective Units (3 elective units 50 – 150 nominal hours)

ICAITU019C	Migrate to new technology
ICAITS115B	Maintain equipment and software in working order

ICAITS021C	Connect internal hardware components	
ICAITT078B	Perform unit test	10
ICAITT079B	Perform integration test	
ICAITT080B	Perform specific unit test for 00 class	
ICAITU127B	Support system software	
ICAITU028C	Customise packaged software applications for clients	60
ICAITU018C	Develop macros and templates for clients using standard products	
ICAITS030B	Install software to networked computers	
ICAITS020C	Install and optimise system software	
ICAITI091B	Conduct post implementation review	
ICAITB135A	Create a simple mark-up language document to specification	
ICAITB137A	Produce basic client side script for dynamic web pages	
ICAITB136A	Use SQL to create database structures and manipulate data	
ICAITS116B	Undertake capacity planning	
ICAITS120B	Administer and configure a network operating system	
ICAITAD057A	Manage a reuse library	20
ICAITI101B	Install and manage network protocols	
ICAITS124B	Monitor and administer network security	
ICAITS117B	Maintain custom software	
ICAITS109B	Evaluate system status	
ICAITTW026B	Co-ordinate and maintain work teams	
ICAITS035C	Assist with analysis of emerging technology	
ICAITS023B	Provide one to one instruction	
ICPMM65dA	Create web pages with multimedia	50
ICAITI100B	Build an Internet infrastructure	
ICAITU126B	Use advanced features of computer applications	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Technical Support)(ICA40599)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

A person competent in these competencies could work in a range of technical support roles.

Course Objectives

The course provides skills for support roles within organisations. A person competent in these competencies could work in a range of technical support roles.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B	Work effectively in an Information Technology environment;
ICAITTW002B	Communicate in the workplace;
ICAITU004C	Apply Occupational Health and Safety procedures;
ICAITU005C	Operate computer hardware;
ICAITU006C	Operate computing packages;
ICAITU007B	Maintain equipment & consumables;
ICAITU012C	Design organisational documents using commercial computing packages;
ICAITU013C	Integrate commercial computing packages;
ICAITS014C	Connect hardware peripherals;
ICAITS015B	Install software applications;
ICAITS017C	Maintain system integrity,
ICAITS025B	Run standard diagnostic tests;
ICAITD128A	Create user & technical documentation.

Course Duration.

The course is only offered as an Industry based traineeship of 560 to 690 nominal hours.

Course Structure

Core (480 nominal hours)

Code		Hours
ICAITPM129A	Apply skills in project integration	20
BSX154L403	Apply skills in time management	10
BSX154L405	Apply skills in quality management	30
ICAITS107B	Rectify system faults on a live system	30
ICAITS021C	Connect internal hardware components	20
ICAITS031B	Provide advice to clients	40
ICAITS115B	Maintain equipment & software in working order	40
ICAITU127B	Support system software	50
ICAITS112B	Optimise system performance	30
ICAITTW027B	Relate to clients on a business level	40
ICAITS109B	Evaluate system status	20
ICAITU019C	Migrate to new technology	20
ICAITS023B	Provide one to one instruction	10
ICAITS022B	Determine client computing problems & action	40
ICAITS030B	Install software to networked computers	40
ICAITS032B	Provide network systems administration	20
ICAITS124B	Monitor and administer network security	20

Electives – four elective competencies of 80–210 nominal hours from:

ICAITS029B	Install network hardware to a network	40
ICAITTW026B	Co-ordinate and maintain work teams	
ICAITS120B	Administer & configure a network operating system	
ICAITI101B	Install and manage network protocols	
ICAITS033B	Assist with policy development for client support procedures	
ICAITS035C	Assist with analysis of emerging technology	
ICAITS034B	Determine and action network problem	
ICAITI100B	Build an Internet infrastructure	
ICPMM65dA	Create web pages with multimedia	
ICAITS106B	Action and complete change requests	
ICAITS024C	Provide basic system administration	
ICAITS116B	Undertake capacity planning	
ICAITS121A	Administer network peripherals	20
ICAITI099B	Build an intranet	
ICAITS020C	Install and optimise system software	20
ICAITS108B	Complete database back-up and recovery	30
ICAITS113B	Identify and resolve common database performance problems	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Multimedia (14933VIC)

Career Opportunities

Programming, animation, digital imaging, web page development.

Course Objectives

The Certificate IV in Multimedia(14933VIC) has a specific emphasis on the skills needed to design and develop multimedia applications. These include Multimedia Programming, Authoring, Animation, Digital Imaging, Microcomputer Systems and small business operations. This course will be offered at the St Albans campus to full time students.

Entry Requirements

The successful completion of VCE or equivalent or mature age.

Course Duration

One year full time study.

Course Structure

The Certificate IV in Multimedia consists of 720 nominal hours all of which are core modules.

ITF415	Commercial Database Packages 1	20
ITL303	Workplace Health & Safety	20
SB01	An Introduction to Small Business	40
VBC392	Computerised Book Keeping for Small Business	20
VBH043	Multimedia Design	30
VBH044	Digital Imaging	40
VBH045	Web Publishing & Communication 1	50
VBH046	Interface Design	40
VBH047	Multimedia Authoring 1	40
VBH048	2D Animation for Multimedia	40
VBH049	Digital Audio/Video 1	30
VBH050	Minor Multimedia Development Project	50
VBH051	Multimedia Programming 1	80
VBH052	Multimedia Programming 2	60
VBH053	Multimedia Microcomputer Systems	60
VBH054	Multimedia Communications	60
VBH055	Financial Record Keeping & Job Costing	40
		720

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Information Technology (Software Development)(ICA50299)

Career Opportunities

Analyst, web development, software support.

Course Objectives

The course provides skills in programming and software development. A person competent in these competencies could work in the areas of programming/analysis, web development and software support. There several recommended entry competencies identified in the competency groupings, which would assist a person to complete this course.

Entry Requirements

Successful completion of the Certificate IV in Information Technology(21103VIC) or demonstrated competency in the following units of competency

ICAITS025B	Run standard diagnostic tests
ICAITD128A	Create user and technical documentation
ICAITS031B	Provide advice to clients
ICAITPM129A	Apply skills in project integration
BSX154L403	Apply skills in time management
BSX154L404	Apply skills in cost management
BSX154L405	Apply skills in quality management
ICAITAD058A	Apply skills in object oriented design
ICAITB075A	Use a library or pre-existing components
ICAITTW027B	Relate to clients on a business level
ICAITB064A	Prepare software development review
ICAITB070A	Create code for applications
ICAITB076A	Implement configuration management

Course Structure

The Diploma of Information Technology (Software Development)(ICA50299) consists of 796 nominal hours of study, which will be completed in one year full time study or two years part time evening study (evening classes will be offered subject to numbers).

Semester One

Project Management (56 Hours)

BSX154L501	Guide Application of Project Integrative Processes
BSX154L602	Manage Project Scope

Database Technology (72 Hours)

ICAITB060B	Identify Physical Database Requirements
ICAITB061B	Monitor Physical Database Implementation
ICAITAD042B	Confirm Client Business Needs

System Modelling & Design (76 Hours)

ICAITAD043B	Develop and Present a Feasibility Report
ICAITAD056B	Prepare Disaster Recovery/Contingency Plans
ICAITB059B	Develop Detailed Technical Design

Advanced VB Programming A (68 Hours)

ICAITB069B	Develop Software
ICAITT082C	Manage the Testing Process

00 Java Programming A (70 Hours)

ICAITB069B	Develop Software
ICAITT080B	Perform Specific Unit Test for 00 Class

Database Server Scripting (54 Hours)

ICAITB069B	Develop Software

Semester Two

Advanced VB Programming B (60 Hours)

ICAITS117B	Maintain Custom Software
ICAITAD048C	Develop Configuration Management
ICAITB069B	Develop Software

00 Java Programming B (60 Hours)

ICAITT079B	Perform Integration Test
ICAITB069B	Develop Software
ICAITT077C	Develop Detailed Test Plan

Database Project (126 Hours)

BSX154L604	Manage Cost
BSX154L605	Manage Quality
ICAITAD050A	Develop Detailed Component Specification from Project Specification
ICAITB069B	Develop Software

Advanced Internet Technologies (90 Hours)

ICAITB069B	Develop Software
ICAITS117B	Maintain Custom Software
ICAITT083B	Develop and Conduct Client Acceptance Test

Networking for the Internet (60 Hours)

ICAITI099B	Build an intranet
ICAITI090B	Conduct pre-installation audit for software installation
ICAITT084B	Perform stress and loading test of integrated platform

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Multimedia (14934VIC)

Career Opportunities

Multi media programmer, animation, digital imaging, microcomputer systems and small business operations.

Course Objectives

The course aims to provide the skills needed to design and develop multimedia applications. These include multimedia programming, authoring, animation, digital imaging, microcomputer systems and small business operations.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Head of Department as being capable of completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1,360 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows –

Core Modules

Code		Hours
ITL303	Workplace Health & Safety	20
ITB301	The Business Environment	20
ITF415	Commercial Database Packages 1	20
NCS007	Presenting Information	20
NCS010	Team Building Communication	20
NCS011	Client Interaction	20
SB01	An Introduction to Small Business	40
VBC392	Computerised Bookkeeping for Small Business	20
VBH043	Multimedia Design	30
VBH044	Digital Imaging	40
VBH045	Web Publishing & Communication 1	50
VBH046	Interface Design	40
VBH047	Multimedia Authoring 1	40
VBH048	2D Animation for Multimedia	40
VBH049	Digital Audio/Video 1	30
VBH050	Minor Multimedia Development Project	50
VBH051	Multimedia Programming 1	80
VBH052	Multimedia Programming 2	60
VBH053	Multimedia Microcomputer Systems	60
VBH054	Multimedia Communications	60
VBH055	Financial Record Keeping & Job Costing	40
VBH056	Issues in Multimedia	20
VBH061	Major Multimedia Development Project	160
VBH064	Introduction to Electronic Commerce	20
VBH065	Multimedia Project Management	40
Design and Creative Media Stream		
VBH057	Multimedia Authoring 2	40
VBH058	Introduction to 3D Modelling & Animation	40
VBH059	Web Publishing & Communication 2	40
VBH060	Digital Audio/Video 2	40
Multimedia Programming Stream		
VBH062	Database Design, Programming & Connectivity	60
VBH063	Programming Internet Applications	100

Elective Modules

Electives totalling 160 nominal hours selected by the student, with the approval of the Head of Department, having regard to;

- modules developed locally;
- the Accreditation Submission Diploma of Multimedia(14934VIC) and Certificate IV in Multimedia(14933VIC) (published December, 1998, OTFE);
- the Victorian Implementation Guide, Information Technology Training Package (published December 1999).
- any other nationally endorsed Industry Training Package related to the industry.

Electives

VBH062	Database Design, Programming and Connectivity	60
VBH066	Internet Technology	40
VBK614	Multimedia Design 2	40
VBH071	Design for Multimedia Marketing	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Information Technology (21104VIC)

[Specialising in Network & Internet Technology]

Career Opportunities

Network development and support.

Course Objectives

The course provides skills in the development of web technology (including database connectivity) for a networked environment and the implementation and maintenance of those sites. Graduates could expect to find jobs in the development and support area of networked environments.

Entry Requirements

Successful completion of the Certificate IV in Information Technology(21103VIC).

Course Structure

The Diploma includes 280 hours of core competencies along with an additional 470 hours of department electives. The total nominal hours for the course are 750 although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 750 hours of class time.

Delivery

There are two semesters of 18 weeks each and students would be required to attend 19-20 hours of classes per week.

Semester 1

Business Analysis and Data Modelling (70 Hours)

ICAITB060B	Identify Physical Database Requirements
ICAITAD043B	Develop & Present a Feasibility Report

Administration of Microsoft Networks (110 Hours)

ICAITS032B	Provide network Systems Administration
ICAITS118B	Manage System Security
ICAITI098B	Install & Manage Complex networks

Introduction to eCommerce (80 Hours)

ICAITB068B	Build Using RAD
ICAITAD051B	Develop Client User Interface

Multimedia Authoring 1 (80 Hours)

ICPMM13CA	Author a Multimedia Sequence
ICPMM15DA	Develop a Multimedia Script

Project Management (40 Hours)

BSX154L603	Manage Time

Semester 2

Business Communication (40 Hours)

ICAITTW027B	Relate to Clients on a Business Level

Help Desk Support (72 Hours)

ICAITAD056B	Prepare Disaster Recovery Contingency Plans
ICAITS031B	Provide Advice to Clients
ICAITS103B.1	Establish & Maintain client-user liaison during support activity 1 of 2

Build Intranet/Internet Infrastructures (120 Hours)

ICAITAD046B	Model Preferred System solutions
ICAITI099B	Build an Intranet
ICAITI100B	Build an Internet Infrastructure

Database Connectivity & Internet Programming (36 Hours)

ICAITB061B	Monitor Physical Database implementation
ICAITS113B.1	Identify & resolve common database performance problems 1 of 2

Internet Project (102 Hours)

BSX154L605	Manage Quality
ICPMM81EA	Manage Multimedia Production
ICAITS103B.2	Establish & Maintain client-user liaison during support activity 2 of 2
ICAITS113B.2	Identify & resolve common database performance problems 2 of 2

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

School of Business

The School of Business consists of four Departments:

- Administrative & Legal Studies;
- Financial Services;
- Management & Marketing; and
- Western Business Enterprise Centre.

Through its Departments the School offers a broad range of courses from Certificate II to Advanced Diploma level, with coverage of key business industry sectors.

The courses are developed in conjunction with industry and are based on industry endorsed competency standards, assuring the students that the vocational education and training they receive is up to date and relevant to the world of work.

Many courses also involve a period of work experience or practical placement in industry. Other courses involve students in simulated work environments such as Practice Firms. Both enrich the learning experiences of students and provide the opportunity to apply newly acquired skills and knowledge in a real or simulated work environment. In addition, students proceeding to higher studies benefit from well defined articulation pathways which have been established with degree level programs offered by the Faculty of Business and Law and by other Universities.

School of Business courses are conducted at the Footscray Nicholson, St Albans, Melton, Werribee, and City King campuses. Training is also provided in enterprise workplace settings by arrangement. Many courses may be undertaken via the Flex Ed Centre with flexible learning arrangements to suit individual needs. An increasing number of courses are becoming available online via the TAFE Virtual Campus (TAFEVC). New Apprenticeship and Traineeship programs are available as are VET in Schools (VETIS) courses by arrangement with the relevant Department.

The School provides diversity of choice in study options. Whether you are a school leaver or mature age interested in full-time or part-time study, seeking an initial qualification or upgrading existing skills, we would be happy to respond to your enquiries regarding training options. Suggestions for new courses are also welcome.

In addition to its range of award courses, the School also provides many training services to government, industry and the general community on a commercial or fee for service basis. These include consultancy services, inhouse training, competency assessment including RPL (Recognition of Prior Learning), short courses and courses for international students.

Ian Kearney
Acting Associate Director
Head, School of Business

Note: See also School of Hospitality & Personal Services for Hospitality, Retail & Tourism courses; and School of Building, Electrical & Information Technology for Information Technology courses.

Department of Administrative and Legal Studies

The Department of Administrative and Legal Studies–TAFE conducts a wide range of courses that provide vocational education for a variety of business occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate II to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
21233VIC	Certificate IV in Electronic Publishing(21233VIC)
21232VIC	Certificate II in Desktop Publishing(21232VIC)
BSA30200	Certificate III in Business (Legal Administration)(BSA30200)
BSA40200	Certificate IV in Business (Legal Services)(BSA40200)
BSB50201	Diploma of Business Administration(BSB50201)
BSB40201	Certificate IV in Business Administration(BSB40201)
BSB30201	Certificate III in Business Administration(BSB30201)
BSB20101	Certificate II in Business(BSB20101)
BSB30101	Certificate III in Business(BSB30101)
BSB40101	Certificate IV in Business(BSB40101)
BSB50101	Diploma of Business(BSB50101)
20055VIC	Advanced Diploma of Business (Legal Practice)(20055VIC)
PSP30199	Certificate III in Government(PSP30199)

In addition to these courses, the Department of Administration and Legal Studies–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Margaret Parker
Head, Department of Administrative and Legal Studies–TAFE

Certificate IV in Electronic Publishing (21233VIC)

Incorporating

Certificate II in Desktop Publishing (21232VIC)

Career Opportunities

Desktop/Electronic publishing.

Course Objectives

The course aims to provide participants with the skills and knowledge necessary to competently perform specific electronic publishing work appropriate to the Printing Industry.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed year 12 or equivalent, or demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered on a full-time basis over 668 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units – Level 1 (378 nominal hours)

Code		Hours
NCS001	Workplace Communication	30
VBA033	Printing Industry Structure and Methods	12
VBA034	Introduction to Personal Computers	36
VBA037	Text and Graphic Manipulation (PageMaker)	20
VBA037	Text and Graphic Manipulation (QuarkXPress)	20
VBA039	Graphic Manipulation (Photoshop)	40
VBA041	System Management 1	40
VBK593	Design (Manual/Electronic)	60
VBK594	Introduction to Mulitmedia	40
VBK697	Typography and Layout for Electronic Publishing	40
Elective Units		
VBA040A	Illustration Application (Illustrator)	40
or		
VBA040B	Illustration Application (CorelDraw)	40
Core Units – Level 2, (290 nominal hours)		
VBA038	Image Input-Scanning 1 (Tone Reproduction)	40
VBA044	Colour Measurement Application	40
VBA045	System Management 2	40
VBA046	Image Input-Scanning 2 (Colour Reproduction)	40
VBA047	Advanced Typography (Book Production)	40
VBA048	Electronic Image Assembly – Text and Graphic;	60
Elective Units		
VBA043	Binding and Finishing Techniques	30
or		
VBA049	Introduction to Small Business	30

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Business (Legal Administration) (BSA30200)

Career Opportunities

Legal support staff.

Course Objectives

The course aims to provide students with the skills and knowledge required to work in the legal office environment as a receptionist, administrative officer or legal secretary.

Entry Requirements

To qualify for admission to this course applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 420-510 nominal hours or part-time equivalent.

Course Structure

The course requires the completion of 12 units as follows:

Core Units

Code		Hours
BSACS301A	Apply the principles of confidentiality and security within the legal environment	10
BSALC301A	Use legal terminology in order to carry out tasks	40
BSALF301A	Maintain records for time and disbursements in a legal practice	40
BSALO301A	Assist in prioritising and planning activities in a legal practice	10
BSALPP301A	Apply knowledge to the legal system to complete tasks	80
BSALPP302A	Carry out search of the public record	25
BSALR301A	Handle receipt and despatch of information	20
BSBCMN201A	Work effectively in a business environment	20
BSBCMN306A	Produce business documents	80
BSBFLM303A	Contribute to effective workplace relationships	40

Elective Units

Plus a minimum of two units (may include BSALPP303A Deliver court documentation) from the SB01 Business Services Training Package Australian National Training Authority (ANTA) 2001 (including Legal Services) or any other endorsed Training Package, of which a maximum 1 unit may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Legal Services) (BSA40200)

Career Opportunities

Legal administration officer.

Course Objectives

The course aims to provide participants with the skills and knowledge required to manage administrative work in a legal office environment.

Entry Requirements

To qualify for admission to this course applicants must be assessed by the Head of Department as being capable of successfully completing the course.

In addition, units from the Certificate III in Business (Legal Administration)(BSA30200) are general pre-requisite units: If they have not been achieved in earlier training or work experience, they must be undertaken in addition to the core and elective requirements of the Certificate IV in Business (Legal Services)(BSA40200).

Course Duration

The course may be offered on a full-time basis over 18 weeks [560-720 nominal hours (or 660–1155 nominal hours including prerequisite units)] or part-time equivalent.

Course Structure

The structure of the course is as follows:

Pre-requisite Units

Code		Hours
BSALPP301A	Apply knowledge to the legal system to complete tasks	80
BSALPP302A	Carry out search of the public record	25
BSACS301A	Apply the principles of confidentiality and security within the legal environment	10
BSALC301A	Use legal terminology in order to carry out tasks	40
BSALF301A	Maintain records for time and disbursements in a legal practice	40
BSBCMN201A	Work effectively in a business environment	20
Core Units		
BSACS401A	Provide non-legal advice	50
BSALC401A	Interact with other parties	30
BSALC402A	Research, locate and provide legal and other information in response to requests	60
BSALF401A	Maintain trust accounts	50
BSALPP401A	Prepare and produce complex legal documents	80

Elective Units

Four units must be selected. In the case of full-time students, the Department of Administrative Studies will determine the elective units to be offered. Workplace students (trainees) may select other electives in consultation with their employer, and with approval of the Head of Department, having regard to the list of relevant units in –

Two Elective Units from:

Paralegal Functional Stream

BSALPL401A	Provide support in Property Law matters	60
BSALPL402A	Provide support in Family Law matters	60
BSALPL403A	Provide support in Criminal Law matters	60
BSALPL404A	Provide support in Commercial Law matters	60

Community Services and Health Functional Stream

CHCAD2A	Support the interests, rights and needs of clients within duty of care requirements	75
CHCCD1A	Support community participation	50
CHCCD3A	Meet information needs of the community	70
CHCCD7A	Support community resources	30

Conveyancing Functional Stream

206/01	Take instructions in relation to a transaction	50
206/05	Prepare and execute documents	40

Litigation Functional Stream

BSALLG401A	Arrange documents and list exhibits for litigation support	60

Financial Services Functional Stream

FNAMERCO3B	Serve legal process	40

Other Elective Units

Plus two units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of two units must be from a qualification at AQF level IV; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

Units are selected with the approval of the Head of Department, having regard to the units listed in the SB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001. Any other state or nationally endorsed Training Package. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business Administration (BSB50201)

Incorporating:

Certificate IV in Business Administration (BSB40201)

Certificate III in Business Administration (BSB30201)

Certificate II in Business (BSB20101)

Career Opportunities

Executive Secretary, Administration Officer, Computer Operations, Clerical Assistant, and Receptionist.

Course Objective

The Business Administrative and Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of Business organisations.

The Diploma of Business Administration (BSB50201) is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills.

Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply.

Entry Requirements

Diploma of Business Administration (BSB50201)/Certificate IV in Business Administration (BSB40201)

To qualify for admission to the Diploma of Business Administration/Certificate IV in Business Administration applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate III in Business Administration (BSB30201) is required.

Certificate III in Business Administration (BSB30201)

To qualify for admission to the Certificate III in Business Administration (BSB30201) applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate II in Business (BSB20101) is required.

Certificate II in Business (BSB20101)

To qualify for admission to the Certificate II in Business (BSB20101) applicants must be assessed by the Head of Department as being capable of completing the course. Applicants may be required to attend an interview.

Course Duration

The Diploma of Business Administration (BSB50201) is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off- the-job or in a mixture of these delivery modes over a twelve month period.

Stage 1	Certificate II in Business	15–20weeks
Stage 2	Certificate III in Business Administration	15–20 weeks
Stage 3	Certificate IV in Business Administration	15–20 weeks
Stage 4	Diploma of Business Administration	15–20 weeks

Certificate II in Business (BSB20101)

Career Opportunities

Receptionist, Administrative assistant, Word Processor.

Course Objectives

The course aims to provide students with the knowledge and skills required to undertake work as an administrative assistant in a variety of settings.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 235–550 nominal hours or part-time equivalent.

Course Structure

The course consists of 12 units as follows –

A minimum of 8 units from the Common Business units listed below, including the unit BSBCMN211A Participate in workplace safety procedures.

Core Units

Code		Hours
BSBCMN201A	Work effectively in a businessenvironment	20
BSBCMN202A	Organise and complete daily work activities	20
BSBCMN203A	Communicate in the workplace	40
BSBCMN204A	Work effectively with others	15
BSBCMN205A	Use business technology	30
BSBCMN206A	Process & maintain workplace information	30
BSBCMN207A	Prepare & process financial/business documents	40
BSBCMN208A	Deliver a service to customers	20
BSBCMN209A	Provide information to clients	20
BSBCMN210A	Implement improved work practices	30
BSBCMN211A	Participate in workplace safety procedures	20
BSBCMN212A	Handle mail	15
BSBCMN213A	Produce simple wordprocessed documents	60
BSBCMN214A	Create and use simple spreadsheets	20
BSBCMN215A	Participate in environmental work practices	20

Plus 4 units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at AQF level II; a maximum 2 units may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

All units selected must contribute to and combine to form a work outcome.

Units are selected with the approval of the Head of Department, having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Business Administration (BSB30201)

Career Opportunities

Receptionist, Administrative Officer, Word Processor.

Course Objectives

The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 315-780 nominal hours or part-time equivalent.

Course Structure

The course consists of 12 units as follows –

A minimum of 5 units from the Specialist Administration domain as listed below.

Core Units

Code		Hours
BSBADM301A	Produce texts from shorthand notes	10
BSBADM302A	Produce texts from notes	30
BSBADM303A	Produce texts from audio transcription	30
BSBADM304A	Design and develop text documents	12
BSBADM305A	Create and use databases	20
BSBADM306A	Create electronic presentations	20
BSBADM307A	Organise schedules	15
BSBADM308A	Process payroll	30
BSBADM309A	Process accounts payable and receivable	30
BSBADM310A	Maintain a general ledger	60
BSBMED301A	Use advanced medical terminology	30
BSBMED302B	Prepare and process medical accounts	30

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCMN311A Maintain workplace safety.

Elective Units

BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities and development	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBCMN304A	Contribute to personal skill development & learning	30
BSBCMN305A	Organise workplace information	30
BSBCMN306A	Produce business documents	80
BSBCMN307A	Maintain business resources	20
BSBCMN308A	Maintain financial records	60
BSBCMN309A	Recommend products and services	20
BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN311A	Maintain workplace safety	40
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business Administration (BSB40201)

Career Opportunities

Receptionist, Administrative Assistant, Secretary.

Course Objectives

The course aims to provide students with the knowledge and skills required to undertake work as an administrative assistant in a variety of settings.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 265–570 nominal hours or part-time equivalent.

Course Structure

The course requires the completion of 10 units as follows:

A minimum of 4 units from the Specialist Administration Domain listed below:

Code		Hours
BSBADM401A	Produce complex text from shorthand notes	50
BSBADM402A	Produce complex business documents	100
BSBADM403A	Develop and use complex databases	20
BSBADM404A	Develop and use complex spreadsheets	20

BSBADM405A	Organise meetings	20
BSBADM406A	Organise business travel	20
BSBADM407A	Administer projects	40
BSBADM408A	Prepare financial reports	40

A minimum of 3 Common Business units listed below:

BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Co-ordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Co-ordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50

And three units from the Business Services Training Package or any other endorsed training package, of which a minimum of 2 units must be from a qualification at AQF level IV; 1 unit may be included from lower or higher levels in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Should any of the following units be selected, then all three units must be undertaken –

- BSZ401A Plan assessment
- BSZ402A Conduct assessment
- BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business Administration (BSB50201)

Career Opportunities

Receptionist, Administrative Officer, Secretary.

Course Objectives

The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 300–410 nominal hours or part-time equivalent.

Course Structure

The course requires the completion of 8 units as follows -

(a) A minimum of 5 units from the Specialist Administration Domain listed below:

Code		Hours
BSBADM501A	Manage the establishment and maintenance of a workgroup network	30
BSBADM502A	Manage meetings	30
BSBADM503A	Plan and manage conferences	30
BSBADM504A	Plan or review administration systems	50
BSBADM505A	Manage payroll	30
BSBADM506A	Manage business documents design and development	60

(b) And three units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of two units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Business(BSB30101)

Career Opportunities

Administrative Officer.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of business settings.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 345–635 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

BSBCMN311A	Maintain workplace safety	40

a minimum of seven units selected by the student, with the approval of the Head of Department, from the following:

BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities & development	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBCMN304A	Contribute to personal skill development & learning	30
BSBCMN305A	Organise workplace information	30
BSBCMN306A	Produce business documents	80
BSBCMN307A	Maintain business resources	20
BSBCMN308A	Maintain financial records	60
BSBCMN309A	Recommend products and services	20
BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30

Four units (together totalling at least 120 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3; and a maximum of 2 units (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level with the approval of the Head of Department, having regard to the units listed in the relevant training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business(BSB40101)

Career Opportunities

Administrative Work.

Course Objective

The course aims to provide students with the knowledge and skills required to manage administrative work across all industries.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 315–520 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following –

BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement & monitor environmental policies	40

Six units (together totalling at least 205 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and 1 unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business(BSB50101)

Career Opportunities

Management.

Course Objective

The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A maximum of four units may be selected from the Assessment and Workplace Training domain.
- A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AQF level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001;
- Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in the relevant training package.

Advanced Diploma of Business (Legal Practice) (20055VIC)

Career Opportunities

Senior law clerk.

Course Objective

The objective of this course is to provide employment-related competencies and knowledge for those people either employed or seeking employment at the para-professional level in the legal profession and in law related occupations.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed an approved course of study at Year 12 (including Units 3 and 4 of English) level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Course Duration

This course may be offered on a full-time basis over two years or part-time equivalent (1190–1210 nominal hours). Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Participants must complete 9 core modules, a minimum of 755-765 hours from elective modules (Group A and B), with a minimum of 8 elective modules from Group A.

Core modules

Code		Hours
VBJ370	Career Planning and Skills Assessment	20
or		
VBJ369	Competency Analysis	10

Note: The School may require students to attempt an above module at the start of the course

VBD228	Commercial Law	51
VBD233	Law of Evidence	51
VBD235	Law of Contract	51
VBD236	Property Law	51

VBD237	Law of Torts	51
VBD238	Legal Process	51
VBJ206	Identify Potential Clients & Provide Advice on Services	51
VBJ207	Practise in a Legal Environment	68

VBJ206 and VBJ207 may be undertaken by way of practical placement in a legal workplace environment.

Elective Modules

Participants must complete a minimum of 755–765 hours from elective modules (Group A and B), with a minimum of 8 elective modules from Group A.

Group A

VBA502	Law of Marketing	51
VBD204	Legal Aspects of International Commerce	51
VBD216	Restrictive Trade Practices (DL091)	51
VBD217	Probate and Administration	51
VBD219	Land Contracts	51
VBD224	Consumer Protection Law	51
VBD223	Administrative Law	51
VBD227	Mortgages, Leases and Building Contracts	51
VBD230	Family Law	51
VBD231	Company and Associations Law	51
VBD234	Criminal Law	51
VBD239	Civil Procedure	51
VBD246	The Conveyancing Process	51
VBJ208	Manage Legal Practice Operations Resources	51

Group B

NAP719	Accounting for Non-Accountants	50-60
NAP723	Marketing & Planning for Small Business	54
NAP757	Income Tax Law for Accountants	50-60
NCS003	Job Seeking Skills	20
NCS006	Writing Workplace Documents	20
NCS009	Negotiation Skills	20
NCS010	Team Building Communication	20
NCS011	Client Interaction	20
NCS012	Meetings	20
NCS013	Interviews	20
NCS015	Presenting Reports	20
NGMS102	Managing Operations–Customer Service	20
NGMS106	Managing Effective Working Relationships	40
NGMS111	Managing People–Workplace Practice	40
NGMS118	Managing People–Training & Development	40
NOS110.v2	Occupational Health and Safety	10
NOS116	Keyboarding Techniques & Operations	20
NOS118.v2	Computer Operations-Data Retrieval	10
NOS124	Accounting to Trial Balance	60
NOS211	Keyboarding–Speed and Accuracy	40
NOS213	Computer Operations	15
NOS214.v2	Word Processing for Operators	50
NOS215.v2	Database Fundamentals	20
NOS216.v2	Spreadsheet Fundamentals	20
NOS222.v2	Word Processing Fundamentals	20
NOS230	Organisational Behaviour	54
NOS233	Audio Transcription–Introduction	10
NOS304.v3	Word Processing–Advanced Operators	40
NOS305.v2	Text Production	40
SB01	Introduction to Small Business	40
VAG443	Trust Accounting for Legal Executives	51

or

NOS110.v2 Occupational Health and Safety 10 must be completed prior to undertaking any practical placement.

Any relevant module/s from an accredited course or endorsed units of competency 100.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Government (PSP30199)

Career Opportunities

Administrative officer, Clerical Assistant, School Services Officer.

Course Objectives

The course aims to provide entry level competencies for a career in the public service, with a particular focus on meeting in such a career the ethical and legislative requirements of public service in a diverse range of general work activities

Entry Requirements

To qualify for admission to the course, applicants must be working in an administrative role as a school support officer in a State primary or secondary school.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered over 315 nominal hours by flexible delivery through a combination of on and off the job delivery, or fully on the job.

Course Structure

The structure of the course is as follows:

PSPETH301A	Uphold the Values and Principles of Public Service
PSPLEGN301A	Comply with legislation in the Public Sector
PSPGOV301A	Work Effectively in the Organisation
PSPGOV302A	Contribute to the Workgroup Activities
PSPGOV308A	Work Effectively with Diversity
PSPOHS201A	Follow Defined Occupational Health and Safety Policy and Procedures
PSPGOV202A	Communicate in the Workplace
BSBADM308A	Process Payroll
BSBCMN305A	Organise Workplace Information
BSBCMN307A	Maintain Business Resources
BSBCMN308a	Maintain Financial Records.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Financial Services

The Department of Financial Services–TAFE conducts a range of courses that provide vocational education for a variety of financial occupations ranging from pre-employment through to professional level.

Details of the TAFE Certificates II to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes	
FNB30199	Certificate III in Financial Services(FNB30199)
FNB40199	Certificate IV in Financial Services(FNB40199)
FNB60299	Advanced Diploma of Accounting(FNB60299)
FNB50299	Diploma of Accounting(FNB50299)
90025NSW	Diploma of Business (Banking and Finance)(90025NSW)
2004AAA	Course in Real Estate for Agents' Representatives(2004AAA)
2404ADA	The Certificate IV in Business (Estate Agency Practice)(2404ADA)
2404AOB	Certificate IV in Property Services (Real Estate Operations)(2404AOB)
3113BBI07	Course in Introduction to Call Centre Operations(3113BBI07)
ICT20499	Certificate II in Telecommunications (Call Centres)(ICT20499)
ICT30599	Certificate III in Telecommunications (Call Centres)(ICT30599)
ICT40599	Certificate IV in Telecommunications (Call Centres)(ICT40599)
3113BDC100	Diploma of Commerce(3113BDC100)
3113BBCCM01	Diploma in Customer Contact Management(3113BBCCM01)

In addition to these courses, the Department of Financial Services–TAFE conducts traineeships and training courses for industry.

Peter Cook
Head, Department of Financial Services–TAFE

Career Opportunities

The courses outlined aim to provide students with the opportunity to qualify with nationally recognised competencies targeting employment opportunities in clerical/bookkeeping and accounting related roles.

The accounting industry contains a varied range of career options found across Australia in big and small businesses alike. A number of examples of possible career options are noted below.

Bookkeeping

There are many small businesses in Australia that require the skills of a qualified bookkeeper to maintain an accurate set of accounting books that provide the business owners with financial information. The advent of the GST has created additional demand for people with strong bookkeeping and accounting skills.

Public Practice

These businesses require the services of persons to assist with financial and accounting related matters.

Other Options

Other opportunities for employment include the following:

- Bursars are generally responsible for the accounting functions of schools and tertiary institutions.
- Finance managers prepare financial reports for management and are responsible for ensuring the best use of limited funds.
- Taxation specialists work with businesses to advise them on the best way to use limited resources in a tax effective manner.

Certificate III in Financial Services (FNB30199)

Career Opportunities

Credit clerk/officer, Accounts clerk/officer.

Course Objective

The course aims to provide participants with off-the-job training in processing and setting loans, processing customer accounts, customer service, resolving customer complaints, cash flow and accounting records, financial records for reporting purposes, bank receipts, journal entries, daily financial records, cash control, process payroll and products and services. This course aims to provide participants with the skills required for employment as a Credit clerk/officer or Accounts clerk/officer.

Entry Requirements

There are no formal entry requirements to the course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 2 or equivalent.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered on a full-time basis over 2 semesters or part-time equivalent. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Modules

Code		Hours
FNBFS01A	Work within a financial services context	30
FNBFS02A	Communicate in the workplace	30
FNBFS03A	Work as part of a team	30
FNBFS04A	Use technology in the workplace	50
FNBFS05A	Apply health & safety practices in the workplace	25
FNBFS06A	Resolve customer complaints	20

Students must also complete nine (9) units from the common areas, with a minimum of one (1) unit from each area as outlined in the Financial Services Training Package.

Elective Module

BSAFIN201A	Prepare and process financial documentation for cash flow and accounting records	50
BSAFIN301A	Maintain daily financial records for accounting purposes	50
BSAFIN305A	Maintain financial records for reporting purposes	30
BSAFIN501A	Manage payroll records for employee salaries and statutory record keeping purposes	30
BSAFIN502A	Monitor and control disbursements within a given budget	40
FNARFS14A	Deliver a service to customers	35
FNBFIN61A	Prepare and bank receipts	10
FNBFIN65A	Process journal entries	10
FNBFIN68A	Prepare Reports for Management	60

Some module descriptors are listed under the Module Details section of this Handbook.

Certificate IV in Financial Services (FNB40199)

For further details regarding this course please contact the Department of Financial Services on (03) 9284 7037.

Advanced Diploma of Accounting (FNB60299)

incorporating:

Diploma of Accounting (FNB50299)

Career Opportunities

Assistant accountant.

Course Objectives

- The Advanced Diploma of Accounting(FNB60299) aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.
- The Diploma of Accounting(FNB50299) aims to provide participants with off-the-job training in service to customers, bank receipts, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, statutory returns, budgets and forecasts, financial systems and records, and financial policy statements and operating procedures. This course aims to provide participants with the skills required for employment as Bookeepers, Office Managers, Administration Managers and Budget Officers.

Entry Requirements

There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 (for Diploma of Accounting(FNB50299), Level 5 (for Advanced Diploma of Accounting(FNB60299) or equivalent.

Course Duration

The Advanced Diploma of Accounting(FNB60299) may be offered on a full-time basis over 1 year or part-time equivalent. Students commence this course after completion of the Diploma of Accounting(FNB50299).

The Diploma of Accounting(FNB50299) may be offered on a full-time basis over 1 year or part-time equivalent. The qualification comprises 7 prerequisite competencies, taken from the Certificate III in Financial Services(FNB30199), 6 core units of competencies and 2 elective units of competencies.

Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Advanced Diploma of Accounting(FNB60299) consists of 2 stages.

Stage 1: Diploma of Accounting(FNB50299)

Pre-Requisite Competencies

Code		Hours
BSAFIN201A	Prepare and process financial documentation for cash flow and accounting records	50
BSAFIN301A	Maintain daily financial records for accounting purposes	50
BSAFIN305A	Maintain financial records for reporting purposes	30
FNARFS14A	Deliver a service to customers	35
FNBFIN61A	Prepare and bank receipts	10
FNBFIN65A	Process journal entries	10
FNBFIN68A	Prepare reports for management	60

Core Modules

FNBACC01A	Provide financial information	60
FNBACC02A	Prepare statutory returns	100
FNBACC03A	Prepare budgets and forecasts	75
FNBACC04A	Produce financial reports	75
FNBACC05A	Establish & maintain financial systems & records	75
FNBACC06A	Implement financial policy statements & operating procedures	75

Elective Modules

BSAFIN501A	Manage payroll records for employee salaries and statutory record keeping purposes	30
BSAFIN502A	Monitor and control disbursements within a given budget	40

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting(FNB60299)

Stage 2: Advanced Diploma of Accounting(FNB60299)

Core Modules

FNBACC08A	Evaluate organisational processes	80
FNBACC11A	Monitor compliance activities	100
FNBACC14A	Evaluate business performance	80
FNBACC15A	Evaluate organisation's financial performance	80

Students must complete four (4) units of competency from the Financial Services Training Package not previously studied.

Elective Modules

FNBACC09A	Audit and report on financial systems& records	80
FNBACC10A	Implement tax plans	80
FNBACC12A	Implement organisational improvement programs	80
FNBACC17A	Implement financial systems	80

Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Banking and Finance) (90025NSW)

Career Opportunities

Bank clerk branch manager, and related banking and finance positions.

Course Objectives

This course is suitable for students wishing to work in the banking and finance industry, up to the level of branch manager. The Australian Institute of Bankers recognises the completed course as meeting its professional membership requirements.

Entry Requirements

To qualify for admission to the Diploma of Business (Banking and Finance) (90025NSW), applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent. Part-time programs are normally conducted in the evenings and via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core

Code		Hours
NAP710	Financial Accounting Applications 1	40
NAP722	Economics for Business	50
NAP750	Commercial Law Principles	40

NAP752	Contract Law	40
NOS237	Computer Graphics Fundamentals	20
NOS222	Word Processing – Introduction	20
NOS216	Spreadsheet Fundamentals	20
NOS215	Database Fundamentals	20
8395D	Personal and Financial Management	50
NGMS107	Managing and Developing Teams	40
NSW8395B	Financial Sales Skills	30
NCS018	Dealing with Customers and Clients	20
NOS124	Accounting to Trial Balance	60
NOS219	Accounting – Basic Reports	50
NSW8395A	Financial Institutions and Markets	50
NSW8395G	Commercial Banking and Finance	50
NSW8395H	Banking and Lending Practice	50
NSW8395K	International Banking and Finance	50
NSW8395J	Financial Institutions Law	50
VAD950	The Marketing Concept	68
Plus 2 of the following National Communication Modules:		
NCS002	Writing Skills for Work	20
NCS004	Work Team Communication	20
NCS005	Dealing with Conflict	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20
Plus electives totaling 40-60 hours to be selected from below:		
NOS230	Organisational Behaviour OR	50
NGMS106	Managing Effective Working Relationships	40
NAP720	Business Mathematics AND	30
NAP721	Business Statistics	30
NAP712	Company Accounting and Financial Statements	50
NGMS213	Managing Projects	40
NGMS108	Managing and Organising Work–Goal Achievement	40
NGMS112	Managing People Recruitment, Selection and Induction	40
NCS009	Negotiation Skills	20
NCS011	Client Interaction	20
NCS006	Writing Workplace Documents	20

Note: Electives offered will be selected by the School and will be dependent upon availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Real Estate for Agents' Representatives(2004AAA)

Career Opportunities

Agents' Representative.

Course Objectives

This course aims to provide participants with a basic understanding of the legal principles and estate practices necessary to practice as an agents' representative in the real estate industry.

Entry Requirements

Applicants will be required to have basic literacy and numeracy skills and be assessed by the School as being capable of completing the course.

This course is suitable for persons employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

Course Duration

The Course in Real Estate for Agents' Representatives(2004AAA) is offered on a part-time basis over seven weeks. Part-time programs are normally conducted in the evening or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Course in Real Estate for Agents' Representatives consists of the following three modules.

Participants must complete 3 modules

Code		Hours
ABH500	Real Estate Industry Overview	20
ABH501	Introduction to Sales	20
ABH502	Introduction to Property Management	15

Assessment

A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

The Certificate IV in Business (Estate Agency Practice)(2404ADA)

incorporating

Course in Real Estate for Agents Representatives(2004AAA) .

Career Opportunities

Licensed estate agent.

Course Objective

This course aims to provide participants with the skills to perform the duties of a licensed estate agent. Graduates are expected to be employed within an estate agency whilst undertaking this course on a part-time basis or may gain employment as an estate agent during the course. The course aims to provide essential skills to manage an estate agency office, or to establish and operate an estate agency practice.

Course Duration

The Certificate IV in Business (Estate Agency Practice)(2404ADA) is designed to be completed on a part-time basis over two–three years. Part-time programs are normally conducted in the evenings on a 2-evenings per week basis, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Entry Requirements

To qualify for admission to the Certificate IV in Business (Estate Agency Practice)(2404ADA) applicants must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course.

To be able to obtain registration as a licenced estate agent, applicants need to meet the requirements of the Office of Fair Trading and Business Affairs, within the Department of Justice, Victoria.

Course Structure

The Certificate IV in Business (Estate Agency Practice)(2404ADA) consists of 27 modules.

Compulsory Modules

Code		Hours
ABH500	Real Estate Industry Overview	20
ABH501	Introduction to Sales	20
ABH502	Introduction to Property Management	15
ABH503	Real Estate Computing	15
ABH504	Real Estate Accounting	45
ABH505	Real Estate Computer Accounting	15
ABH507	Property Research and Analysis	12
ABH508	Real Estate Consumer Protection	20
ABH510	Contract Law for Real Estate	20

ABH511	Property Law	30
ABH512	Residential Tenancies	20
ABH513	Recognising Common Building Styles & Faults	15
ABH514	Property Management Listings	12
ABH515	Renting Residential Properties	10
ABH516	Servicing Managed Properties	20
ABH517	Introduction to Specialised Property Management	20
ABH522	Contracts for the Sale of Land	20
ABH523	Methods of Sale	20
ABH524	Property Appraisals	20
ABH525	Listings	30
ABH527	Selling by Auction	30
ABH528	Introduction to Specialised Property Sales	20
NAP750	Commercial Law Principles	35
NCS009	Negotiation Skills	20
NCS011	Client Interaction	20
NGMS114	Managing Finance-Performance	20
NOS215	Database Fundamentals	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Property Services (Real Estate Operations)(2404AOB)

Career Opportunities

Real Estate.

Course Objective

This course aims to develop the knowledge and skills of students wishing to make a career in the field of real estate.

Entry Requirements

To qualify for admission to the course, applicants must have or be seeking employment in the real estate industry. A pre-requisite for the course is the completion of the Course in Real Estate for Agents Representatives(2004AAA) .

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a period of two years or part-time equivalent.

Course Structure

The course has two specialist streams –

- Property Management Stream,
- Sales Consulting Stream.

Core Modules (common to both streams) –

RE201	Real Estate Industry Overview
RE202	Real Estate Workteam Communication
RE211	Introduction to Property Management
RE221	Introduction to Property Sales Consulting
RE301	Real Estate Advertising Principles
RE302	Real Estate Workplace Planning
RE311	Tenancy Documentation
RE312	Tenancy Transactions
RE321	Sales Documentation
RE322	Sales Transactions
RE401	Real Estate Building Principles
RE402	Real Estate Negotiation Skills
RE403	Real Estate Client Interaction
RE404	Introduction to Trust Accounting
RE406	Dealing with Conflict in Real Estate

Property Management Stream

RE411	Rental Market Analysis
RE412	Rental Prospecting
RE413	Rental Listing
RE414	Rental Marketing
RE415	Rental Tenanting
RE416	Rental Maintenance
RE417	Rental Renewal and Finalisation

Sales Consulting Stream

RE323	Basic Property Sales Processes
RE421	Sales Market Analysis
RE422	Sales Prospecting
RE423	Sales Listing
RE424	Sales Marketing
RE425	Sales Presentation
RE426	Sales Negotiation
RE427	Sales Settlement
RE428	Introduction to Auction Sales

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Introduction to Call Centre Operations(3113BBI07)

Career Opportunities

Call Centre Operations.

Course Objectives

This course aims to provide an accredited training program at AQF level 1 for people wishing to pursue a career in the call center industry as call centre operators. This course also aims to develop:

Knowledge, skills and attitudes applicable to the call centre work environment; Provide off-the-job training and assessment in a practical, hands-on program, underpinned by theoretical knowledge components relevant to the call centre industry; Provide training, knowledge and skill development in areas including:

- Industry orientation;
- Call centre applications and features;
- Legislation pertaining to call centre operations;
- Computer use in call centres;
- Basic information technology applications;
- Occupational health and safety;
- Telecommunications technology in a call centre environment;
- Work effectiveness;
- Communication skills;
- Interaction with customers;
- Customer service;
- Handling complaints;
- Team work.

Entry Requirements

To qualify for admission to the course, applicants need to demonstrate, to the satisfaction of the Program Manager, literacy and numeracy skills equivalent to those pertaining to the award of Certificate II in General Education for Adults Further Study.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered on a full-time basis over a total of nominally 60 hours or part-time equivalent.

Course Structure

The course consists of the following three compulsory modules:

Code		Hours
MWCC01	Call Centre Work Environment	10
MWCC02	Call Centre Technology	30
MWCC03	Call Centre Customer Service	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Telecommunications (Call Centres)(ICT20499)

Career Opportunities

Call Centre Operations.

Course Objectives

This course aims to provide participants with the introductory skills necessary to operate effectively within a generic call centre to Australian Qualifications Framework Level 2 skills.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For the course, assessment by the School of literacy, numeracy and basic English skills will be undertaken.

Course Duration

Students obtain various levels of competency depending on a combination of time spent in the course and the components they undertake. The usual time to reach maximum competency in the course for successful candidates is 320 hours.

Course Structure

Operational Stream

Telecom Technology

ICTTC200A Use Telecommunications Technology in receiving and making outgoing calls in the call centre environment.

Information Systems

ICTTC201A Use basic computer technology to process enterprise and customer requirements.

ICTTC202A Use specific enterprise systems to satisfy basic customer requirements.

Customer Service

ICTTC204A Establish positive relationships with customers.

Cost Support/Assistance

ICTTC213A Provide basic product/service support and assistance to customers.

Elective Competencies

Telemarketing

ICTTC206A Respond to inbound calls relating to specific marketing campaign.

ICTTC207A Conduct outbound telemarketing campaign.

Market Research

ICTTC209A Conduct data collection for market research, opinion polls and customer surveys.

Selling

ICTTC210A Process sales of limited product/service from incoming inquiries.

Product/Service Faults

ICTTC216A Action reports of faults reported by customers relating to specific product/service.

Complaints

ICTTC219A Resolve complaints dealing with specific product/service.

Billing Management

ICTTC224A Provide basic assistance to customers in relation to account inquiries.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Telecommunications (Call Centres)(ICT30599)

Career Opportunities

Call Centre Operations.

Course Objective

This course aims to supply a specific qualification for the Telecommunications Call Centre Stream at AQF level 3.

This course is aimed at providing skills and knowledge to be an effective Call Centre Agent.

Entry Requirements

To qualify for admission to this course applicants must have successfully completed the five core units pertaining to the Certificate II in Telecommunications (Call Centres).

Course Duration

This course may be offered on a full-time basis over a period of 315 nominal hours or part-time equivalent.

Course Structure

The course comprises 9 units of competency consisting of:

- At least 5 units (and a maximum of 9) associated with Call Centre Certificate 3 level units;
- A maximum of 2 units from Call Centre Certificate 4 level units;
- A maximum of 2 electives from Call Centre Certificate 2 level units;
- A maximum of 2 equivalent level units (approved by the Head of Department) from other relevant Certificate 3 qualifications.

Certificate II level units

ICTTC206A Respond to inbound calls relating to a specific marketing campaign

ICTTC207A Conduct outbound telemarketing campaign

ICTTC209A Conduct data collection for Market Research, Opinion Polls, Customer Surveying

ICTTC210A Process sales of limited Product/Service from incoming inquiries

ICTTC216A Action reports of faults reported by customers relating to specific Product/Service

ICTTC219A Resolve complaints dealing with specific Product/Service

ICTTC224A Provide basic assistance to customers in relation to account inquiries.

Certificate III level units

ICTTC203A Navigate and Interrogate specific enterprise systems to satisfy customer requirements

ICTTC205A Manage and build on relationships with customers

ICTTC208A Conduct telemarketing campaign involving selling of product/service

ICTTC211A Process sales of complex product/service and where customer is unsure of available solutions

ICTTC214A Process general inquiries from customers and provide associated support and assistance

ICCTC217A Action reports of product/service faults reported by customers

ICTTC220A Resolve customer complaints

ICTTC222A Process low risk credits applications

ICTTC225A Process the more complex billing/account inquiries from customers

ICTTC227A Manager personal work priorities and professional development

ICTTC229A Establish and manage effective relationships within the Call Centre team environment

ICTTC234A Develop and maintain a safe workplace and environment.

Certificate IV level units

ICTTC212A	Process sales which commit both customer and enterprise to considerable financial commitment
ICTTC215A	Provide support to staff and customers on all inquiries and on matters defending enterprise actions, policy and legislation
ICTTC218A	Negotiate with customers on major Product/Service faults
ICTTC221A	Resolve the more complex customer complaints
ICTTC223A	Process high risk credit applications
ICTTC226A	Handle to finality the very complex customer account matters including severance of service/return of product for non payment of account.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Telecommunications (Call Centres)(ICT40599)

Career Opportunities

This course is ideal for Call Centre Team Leaders.

Course Objective

This course aims to supply a specific qualification for the Telecommunications Call Centre Stream at AQF level 4.

Entry Requirements

To qualify for admission to this course applicants must have successfully completed the five core units pertaining to the Certificate II in Telecommunications (Call Centres).

Course Duration

This course may be offered on a full-time basis over a period of 390 nominal hours or part-time equivalent.

Course Structure

The course comprises 10 units of competency consisting of:

- At least 5 and at most 7 leadership units from Call Centre level 4;
- A maximum of 5 units pertaining to Non Leadership Centre level 4;
- A maximum of 2 elective units pertaining to the award of Certificate III in Communications (Call Centres);
- A maximum of 2 equivalent level units (selected by the student with the approval of the Head of Department) from other relevant Certificate IV programs.

Certificate III level units

ICTTC203A	Use Specific Enterprise Systems to Satisfy Customer Requirements
ICTTC205A	Manage and Build on Relationships with Customers
ICTTC208A	Conduct Telemarketing Campaign Involving Selling of Product/Service
ICTTC211A	Process Sales of Complex Product/Service and where Customer is unsure of available solutions
ICTTC214A	Process General Inquiries from Customers and Provide associated support and assistance
ICCTC217A	Action reports of Product/Service faults reported by customers
ICTTC220A	Resolve customer complaints
ICTTC222A	Process Low Risk Credits Applications
ICTTC225A	Process the more complex billing/account inquiries from customers
ICTTC227A	Manager personal work priorities and professional development
ICTTC229A	Establish and manage effective relationships within the Call Centre team environment
ICTTC234A	Develop and maintain a safe workplace and environment.

Certificate IV level units

ICTTC212A	Process sales which commit both customer and enterprise to considerable financial commitment
ICTTC215A	Provide support to staff and customers on all inquiries and on matters defending enterprise actions, policy and legislation
ICTTC218A	Negotiate with customers on major Product/Service faults
ICTTC221A	Resolve the more complex customer complaints
ICTTC223A	Process high risk credit applications
ICTTC226A	Handle to finality the very complex customer account matters including severance of service/return of product for non payment of account.
ICTTC228A	Provide leadership to a team of Call Centre Operational Staff in the achievement of business goals and objectives
ICTTC230A	Lead, participate in and facilitate the activities of a Call Centre environment
ICTTC231A	Manage the operations of a Call Centre work team to achieve planned outcomes
ICTTC232A	Manage information and information systems in the Call Centre team environment
ICTTC233A	Lead a Call Centre team delivering Quality Customer Service
ICTTC235A	Implement and monitor quality and continuous improvement systems and processes
ICTTC236A	Facilitate and capitalise on change and innovation
ICTTC237A	Contribute to the development of a learning culture within the Call Centre environment

Assessment

Assessment is competency based. A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Commerce(3113BDC100)

Career Opportunities

Further study or clerical occupations.

Course Objective

This course aims to develop a broad range of business knowledge and skills to enable students to undertake further study at undergraduate level and/or gain employment in clerical, administrative or related occupations.

Entry Requirements

To qualify for admission to the course applicants should have successfully completed a course of study at year 12 or equivalent. In addition to satisfying the entry requirements students must provide evidence of proficiency in English language before entry to the course will be granted.

English language proficiency may be demonstrated by the completion of studies in English at secondary school or completion of an approved English language assessment, including IELTS. An overall band score of 5.5 in the IELTS test is preferred.

Note: This course is only offered in Australia to international students and offshore at selected locations.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

The course may be offered on a full time basis of 750 nominal hours or part time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
BDC111	Information Systems	120
BDC112	Accounting	120
BDC113	Economics	90
BDC114	Business Principles	60
BDC115	Communications for Business	90
BDC116	Business Management	90
BDC117	Business Maths and Statistics	90
BDC118	Marketing Principles	90

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma in Customer Contact Management(3113BBCCM01)

Career Opportunities

Further study.

Course Objectives

This course will provide a pathway for those returning to study having completed the Certificate IV in Telecommunications (Call Centres). It is appropriate to adults returning to study through ACFE Courses. The course is designed to enable the students to review and monitor their learning plan, to enhance their self-assessment and research skills.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills, knowledge and attitudes to undertake formal study at Australian Qualifications Framework Level 5.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course will be offered on a full-time basis over 715 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core units (535 nominal hours)

Code		Hours
BBCCM500	Utilise a Call Management Information System (CMIS) to ensure that the Customer Contact Centre meets customer requirements & planned outcomes	40
BBCCM512	Manage the acquisition and maintenance of Call Centre resources	80
BSBFLM502A	Provide leadership in the workplace	50
BSBFLM504A	Facilitate work teams	50
BSBFLM505A	Manage operational plan	50
BSBFLM507A	Manage quality customer service	50
BSBFLM509A	Promote continuous improvement	50
BSBFLM510A	Facilitate and capitalise on change & innovation	50
BSBMGT601A	Contribute to a strategic direction	50
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ404A	Train small groups	30

Elective units (100 nominal hours) chosen from:

BSBFLM501A	Manage personal work priorities and professional development	50
BSBFLM503A	Establish and manage effective workplace relationships	50
BSBMGT505A	Ensure a safe workplace	50
BSBFLM506A	Manage workplace information systems	50
BSBFLM511A	Develop a workplace learning environment	50

Plus 2 Call Centre specific elective units (80 minimum nominal hours), selected from level IV Telecommunications endorsed competency standards: Call Centre component, chosen from:

ICTTC212A	Process sales, which commit both the customer and enterprise to considerable financial commitment	40
ICTTC215A	Provide support to staff and customers on all enquiries and on matters defending enterprise actions, policy and legislation	50
ICTTC218A	Negotiate with customers on major product/service faults	40
ICTTC221A	Resolve the more complex customer complaints	40
ICTTC223A	Process high risk credit applications	40
ICTTC226A	Handle to finality the very complex customer account matters including severence of service/ return of product for non payment of account	40

Elective units are selected with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Management and Marketing

The Department of Management and Marketing–TAFE conducts a wide range of courses that provide vocational education for a variety of management and marketing occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates II to IV, Diploma and Advanced Diploma courses offered by the department are set out below.

Code	
BSB30501	Certificate III in Business (Frontline Management)(BSB30501)
BSB41001	Certificate IV in Business (Frontline Management)(BSB41001)
BSB51001	Diploma of Business (Frontline Management)(BSB51001)
BSB40801	Certificate IV in Business (Human Resources)(BSB40801)
BSB50801	Diploma of Business (Human Resources)(BSB50801)
BSB60301	Advanced Diploma of Business (Human Resources)(BSB60301)
BSB41101	Certificate IV in Business Management(BSB41101)
BSB50401	Diploma of Business Management(BSB50401)
BSB60201	Advanced Diploma of Business Management(BSB60201)
20055VIC	Advanced Diploma of Business (Operations Management)(20055VIC)
20053VIC	Diploma of Business (Operations Management)(20053VIC)
20051VIC	Certificate IV in Business (Operations Management)(20051VIC)
20053VIC	Diploma of Business (Operations Management)(20053VIC)
20055VIC	Advanced Diploma of Business (Operations Management)(20055VIC)
BSB40601	Certificate IV in Business (Advertising)(BSB40601)
BSB50601	Diploma of Business (Advertising)(BSB50601)
BSB60501	Advanced Diploma of Business (Advertising)(BSB60501)
BSB40701	Certificate IV in Business (Marketing)(BSB40701)
BSB50701	Diploma of Business (Marketing)(BSB50701)
BSB60601	Advanced Diploma of Business (Marketing)(BSB60601)
20055VIC	Advanced Diploma of Business (International Business)(20055VIC)
20053VIC	Diploma of Business (International Trade)(20053VIC)
20051VIC	Certificate IV in Business (International Trade)(20051VIC)
20055VIC	Advanced Diploma of Business (Public Relations)(20055VIC)
BSB40101	Certificate IV in Business(BSB40101)
BSB50101	Diploma of Business(BSB50101)
BSB40501	Certificate IV in Business Development(BSB40501)
BSB50501	Diploma of Business Development(BSB50501)
BSB60401	Advanced Diploma of Business Development(BSB60401)
BSB30301	Certificate III in Business (Sales)(BSB30301)
2804ABB	Graduate Certificate in Management Development (Education and Training)(2804ABB)
BSZ40198	Certificate IV in Assessment and Workplace Training(BSZ40198)

In addition to these courses, the Department of Management and Marketing–TAFE conducts traineeships, Labour Market Programs and training courses for industry.

Dale Williams
Acting Head, Department of Management and Marketing–TAFE

Certificate III in Business (Frontline Management)(BSB30501)

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader in charge of a small workgroup.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 235–240 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- The following pairs of units should not be undertaken within a single qualification –

BSBCMN301A	Exercise initiative in a business environment
or	
BSBFLM302A	Support leadership in the workplace
BSBCMN305A	Organise workplace information
or	
BSBFLM306A	Provide workplace information and resourcing plans

Four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following units:

Code		Hours
BSBCMN302A	Organise personal work priorities and development	40
BSBCMN311A	Maintain workplace safety	40
BSBFLM302A	Support leadership in the workplace	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBFLM305A	Support operational plan	40

Plus two units (together totaling a minimum of 75 nominal hours) are to be undertaken from the following units:

BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN312A	Support innovation and change	40
BSBFLM304A	Participate in work teams	40
BSBFLM306A	Provide workplace information and resourcing plans	40
BSBFLM309A	Support continuous improvements systems and processes	40
BSBFLM311A	Support a workplace learning environment	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Frontline Management)(BSB41001)

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader of a large workgroup.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 350–380 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- The following pair of units should not be undertaken within a single qualification –
  – BSBCMN403A Establish business networks
  – BSBFLM403A Manage effective workplace relationships

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:

BSBCMN402A	Develop work priorities	30
BSBFLM402A	Show leadership in the workplace	50
BSBFLM403A	Manage effective workplace relationships	50
BSBFLM405A	Implement operational plan	50
BSBCMN411A	Monitor a safe workplace	50

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:

BSBCMN404A	Develop teams and individuals	30
BSBCMN410A	Coordinate implementation of quality customer Service strategies	40
BSBCMN412A	Promote innovation and change	50
BSBFLM404A	Lead work teams	50
BSBFLM406A	Implement workplace information system	50
BSBFLM409A	Implement continuous improvement	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Frontline Management)(BSB51001)

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a middle level manager in a medium to large organisation.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 660 nominal hours or part-time equivalent.

Course Structure

Code		Hours
BSBFLM501A	Manage personal work priorities and professionaldevelopment	60
BSBFLM502A	Provide leadership in the workplace	60
BSBFLM503A	Establish effective workplace relationships	60
BSBFLM504A	Facilitate work teams	60
BSBFLM505A	Manage operational plan	60
BSBFLM506A	Manage workplace information systems	60
BSBFLM507A	Manage quality customer service	60
BSBFLM509A	Promote continuous improvement	60
BSBFLM510A	Facilitate & capitalise on change & innovation	60
BSBFLM511A	Develop a workplace learning environment	60
BSBMGT505A	Ensure a safe workplace	60

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Human Resources)(BSB40801)

Career Opportunities

Human Resource Administrator.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 22 weeks (375–530 nominal hours) or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A maximum of four units may be included from the Assessment and Workplace Training domain.

Units from Human Resources domain

Code		Hours
BSBHR401A	Administer human resource systems	100
BSBHR402A	Recruit and select personnel	40
BSBHR403A	Process human resource documents & inquiries	20
BSBHR404A	Co-ordinate human resource services	30

Plus a minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units

BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Co-ordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40

- Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken:
  – BSZ401A Plan assessment
  – BSZ402A Conduct assessment
  – BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Human Resources)(BSB50801)

Career Opportunities

Human Resource Officer.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 34 weeks (370–550 nominal hours) or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units –

Code		Hours
BSBHR501A	Manage human resource consultancy services	80
BSBHR502A	Manage human resource management information systems	60
BSBHR503A	Manage performance management systems	60
BSBHR504A	Manage industrial relations policies and processes	80
BSBHR505A	Manage remuneration and employee benefits	40
BSBHR506A	Manage recruitment, selection and induction processes	60
BSBHR507A	Manage separation/termination	40
BSBHR508A	Manage work/life skills	60
BSBHR509A	Manage rehabilitation/return to work programs	40

- Plus three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Human Resources)(BSB60301)

Career Opportunities

Human Resource Manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior or General Human Resources Manager in a large organisation.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 68 weeks (420–490 nominal hours) or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- All of the following units from the Human Resources domain are to be undertaken:

Code		Hours
BSBHR601A	Manage change	60
BSBHR602A	Manage human resource strategic planning	60
BSBHR603A	Contribute to organisation development	60
BSBHR604A	Manage employee relations	60
BSBHR605A	Contribute to organisation design	40

- Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business Management(BSB41101)

Career Opportunities

Supervisor, team leader.

Course Objective

The aim of this course is to train students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 325–530 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- The following pair of units should not be undertaken within a single qualification
  – BSBCMN403A Establish business networks
  – BSBFLM403A Manage effective workplace relationships

A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following –

Code		Hours
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN407A	Coordinate business resources	30
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement & monitor environmental policies	40
BSBFLM404A	Lead work teams	50

- A minimum of three units (together totaling a minimum of 92 nominal hours) to be undertaken from any field or domain included in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.
- Three units (together totaling a minimum of 93 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken –
  – BSZ401A Plan assessment
  – BSZ402A Conduct assessment
  – BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business Management(BSB50401)

Career Opportunities

Middle-level Manager.

Course Objective

The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 440-720 nominal hours or part-time equivalent.

Course Structure

The course consists of eight units as follows –

A minimum of five units to be undertaken from the following Strategic Management domain –

Code		Hours
BSBMGT501A	Market services & concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT503A	Prepare budgets and financial plans	60
BSBMGT504A	Manage budgets and financial plans	60
BSBMGT505A	Ensure a safe workplace	60
BSBMGT506A	Recruit, select and induct staff	60
BSBMGT507A	Manage environmental performance	40

- Plus three units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

- All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business Management(BSB60201)

Career Opportunities

Senior-level manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior manager in a medium sized organisation or the CEO of a small organisation. The course aims to develop strategic and operational management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 420–510 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units –

Code		Hours
BSBMGT601A	Contribute to strategic direction	60
BSBMGT602A	Contribute to the development and implementation of strategic plans	60
BSBMGT603A	Review and develop business plans	60
BSBMGT604A	Manage business operations	60
BSBMGT605A	Provide leadership across the organisation	60
BSBMGT606A	Manage customer focus	60
BSBMGT607A	Manage knowledge and information	60
BSBMGT608A	Manage innovation & continuous improvement	60
BSBMGT609A	Manage risk	60
BSBMGT610A	Manage environmental management systems	40

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Operations Management)(20055VIC)

incorporating

Diploma of Business (Operations Management)(20053VIC)

Certificate IV in Business (Operations Management)(20051VIC)

Career Opportunities

Operations Manager.

Course Objectives

These courses aim to provide participants with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge which are required to manage and/or perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Workstudy/Individual Engineering; Occupational Health and Safety.

The operations function is performed by a group of people in a business who are responsible for producing goods and providing services which the business offers to the public. The operations function, also called the production function, is one of the three primary functions within a business, the other two being finance and marketing. In a typical business it is the operations function that employs the greatest number of people and is responsible for the greatest portion of the organisation's controllable assets.

In the current climate where manufacturers from foreign countries are seriously threatening the future of our industries, the top management of our leading corporations are urging their operations managers to get back to the basics of operations management so that production costs, productivity and product quality can compete with those of manufacturers from overseas. The future of our nation is dependent upon the competitiveness of our industries.

Entry Requirements

To qualify for admission to this course applicants must generally have acquired the following competencies:

Read, comprehend and discuss complex information in English;

- Write complex sentences; and
- Use and analyse complex data, relation and pattern, number measurement and shape.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Operations Management)(20051VIC)

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent.

Course Structure

The structure of the course consists of 14 core modules, plus 90 hours of Certificate IV level elective modules.

Core Modules

Code		Hours
VBJ369	Competency Analysis	10
or		
VBJ370	Career Planning and Skills Assessment	20
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
NGMS106	Managing Effective Working Relationships	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
MPM021	Purchasing and Inventory Fundamentals	50
TDTF397A	Implement and Monitor OH&S Procedures	30
Select two of the following computer-based modules:		
NOS116	Keyboarding – Techniques and Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
NOS215	Database Fundamentals	20
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
VBJ391	Industry Project/Practicum	50

Elective Modules

TDTJ197A	Apply Quality Procedures	40
NCS015	Presenting Reports	20
BSZ404A	Train Small Groups	30
TDTF797A	Implement Accident/Emergency Procedures	20
NCS009	Negotiation Skills	20
VBJ382	Predetermined Motion Time Standard Systems	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Operations Management)(20053VIC)

Course Duration

This course may be offered on a full-time basis over 1.5 years or part-time equivalent.

Course Structure

The structure of the course consists of 23 core modules; 90 hours of elective modules selected from Certificate IV level electives; and 60 hours of elective modules selected from Diploma level electives.

Core Modules

Code		Hours
VBJ370	Career Planning and Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
NGMS106	Managing Effective Working Relationships	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
MPM021	Purchasing and Inventory Fundamentals	50
TDTF397A	Implement and Monitor OH&S Procedures	30
Select two of the following computer-based modules:		
NOS116	Keyboarding – Techniques and Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
NOS215	Database Fundamentals	20
NAP720	Business Statistics	30
NAP721	Business Maths	30
VBJ383	Facility Layout and Workplace Design	40
VBJ384	Project Management	40
BSXFMI509A	Implement and Monitor Continuous Improvement Systems and Processes	60
VBJ362	Industrial Relations/Employment Relations	40
NAP719	Accounting for Non-Accountants	60
VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40
BSXFMI508A	Develop and Maintain a Safe Workplace and Environment	60
MPM022	Purchasing Policy	50
VBJ391	Industry Project/Practicum	50

Elective Modules

The Certificate IV level electives are:		
TDT J1 97A	Apply Quality Procedures	40
NCS015	Presenting Reports	20
BSZ404A	Train Small Groups	30
TDTF797A	Implement Accident/Emergency Procedures	20
NCS009	Negotiation Skills	20
VBJ382	Predetermined Motion Time Standard Systems	40
The Diploma level elective modules are:		
VAD950	The Marketing Concept	60
NGMS112	Managing People – Recruitment, Selection & Induction	40
VBJ389	Statistical and Estimating Techniques	40
NAP752	Contract Law	40
NAP750	Commercial Law Principles	40
TDT L19 98A	Implement and Monitor Transport Logistics	40
ITF305	Advanced Operations – Spreadsheets	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Operations Management)(20055VIC)

Course Duration

This course may be offered on a full-time basis over 2 years or part-time equivalent.

Course Structure

The structure of the course consists of 28 core modules; 90 hours of elective modules selected from Certificate IV level electives; 60 hours of elective modules selected from Diploma level electives; and 40 hours of elective modules selected from Advanced Diploma level electives.

Core Modules

Code		Hours
VBJ370	Career Planning and Skills Assessment	20
or		
VBJ369	Competency Analysis	
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
NGMS106	Managing Effective Working Relationships	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
MPM021	Purchasing and Inventory Fundamentals	50
TDTF397A	Implement and Monitor OH&S	30
Select two of the following computer-based modules:		
NOS116	Keyboarding – Techniques and Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
NOS215	Database Fundamentals	20
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
VBJ383	Facility Layout and Workplace Design	40
VBJ384	Project Management	40
BSXFMI509A	Implement and Monitor Continuous Improvement Systems and Processes	60
VBJ362	Industrial Relations/Employment Relations	40
NAP719	Accounting for Non-Accountants	60

VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40
BSXFMI508A	Develop and Maintain a Safe Workplace and Environment	60
MPM022	Purchasing Policy	50
NGMS211	Managing Risk	40
NGMS 205	Managing in Ambiguity and Change	40
NGMS 116	Managing Finance – Operations and Capital Expenditure	40
VBG 849	Import/Export Business Procedures	60
NGMS 212	Managing for Quality	40
VBJ391	Industry Project/Practicum	50

Elective Modules

The Certificate IV level electives are:

TDTJ197A	Apply Quality Procedures	40
NCS015	Presenting Reports	20
BSZ404A	Train Small Groups	30
TDTF797A	Implement Accident/Emergency Procedures	20
NCS009	Negotiation Skills	20
VBJ382	Predetermined Motion Time Standard Systems	40

The Diploma level elective modules are:

VAD950	The Marketing Concept	60
NGMS112	Managing People – Recruitment, Selection & Induction	40
VBJ389	Statistical and Estimating Techniques	40
NAP752	Contract Law	40
NAP750	Commercial Law Principles	40
TDTL1998A	Implement and Monitor Transport Logistics	40
ITF305	Advanced Operations – Spreadsheets	20

The Advanced Diploma level elective modules are

VBJ392	Develop an Environmental Plan	20
NGMS202	Forecasting Futures	40
VBG850	International Trade Finance	50
VBH064	Introduction to Electronic Commerce	20
NGMS204	Managing Strategically	40
NAP722	Economics for Business	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Advertising)(BSB40601)

Career Opportunities

Advertising.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in and advertising or media department.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 435–590 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

Units from the Advertising domain

Code		Hours
BSBADV401A	Profile a target audience	50
BSBADV402A	Conduct pre-campaign testing	80
BSBADV403A	Monitor advertising production	80
BSBADV404A	Schedule advertisements	40

Plus a minimum of three units (together totalling a minimum of 80 nominal hours) to be undertaken from the following Common Business units –

BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business network	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001;or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification. Should any of the following units be selected, then all three units must be undertaken –

- BSZ401A Plan assessment
- BSZ402A Conduct assessment
- BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Advertising)(BSB50601)

Career Opportunities

Account management, media planning and production.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 410–530 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

A minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units –

Code		Hours
BSBADV501A	Develop a creative concept	60
BSBADV502A	Write persuasive copy	40
BSBADV503A	Coordinate advertising research	60
BSBADV504A	Create advertisements	60
BSBADV505A	Evaluate and recommend 'above the line' media options	60
BSBADV506A	Evaluate and recommend 'below the line' media options	60
BSBADV507A	Develop a media plan	60
BSBADV508A	Present an advertising campaign	120

- Plus three units (together totalling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level 5 and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Advertising)(BSB60501)

Career Opportunities

Management, consultant.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media/promotions manager in a medium to large organisation.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 550–620 nominal hours or part-time equivalent.

Course Structure

Units from the Advertising domain –

Code		Hours
BSBADV601A	Create an advertising brief	120
BSBADV602A	Develop an advertising campaign	120
BSBADV603A	Manage advertising production	120
BSBADV604A	Execute an advertising campaign	60
BSBADV605A	Evaluate campaign effectiveness	60

- Plus three units (together totalling a minimum of 70 nominal hours) to be undertaken, with the approval of the Head of Department, having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.
- All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Marketing)(BSB40701)

Career Opportunities

Marketing officer, market research, product/sales manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 345–580 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Marketing units –

Code		Hours
BSBMKG301A	Research the market	60
BSBMKG302A	Identify marketing opportunities	60
BSBMKG303A	Draft an elementary marketing audit report	40
BSBMKG401A	Profile the market	60
BSBMKG402A	Analyse consumer behaviour for specific markets	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business needs	60
BSBMKG405A	Implement and monitor marketing activities	40
BSBMKG406A	Build client relationships	50
BSBMKG407A	Make a presentation	30

A minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units -

BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40

- Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken –
  – BSZ401A Plan assessment
  – BSZ402A Conduct assessment
  – BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Marketing)(BSB50701)

Career Opportunities

Marketing officer, market research, product/sales manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include–product management, research and sales.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 440–520 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

Units from the Marketing domain

Code		Hours
BSBMKG501A	Evaluate marketing opportunities	80
BSBMKG502A	Establish and adjust the marketing mix	80
BSBMKG503A	Develop a marketing communications plan	50
BSBMKG504A	Implement a marketing solution	60
BSBMKG505A	Review marketing performance	40

- Plus three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Marketing)(BSB60601)

Career Opportunities

Marketing officer, market research, product/sales manager.

Course Objective

The course aims to provide the knowledge and skills required for a person with a planning and management role in business functions which include–product management, research and sales.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 420–500 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

A minimum of 5 units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Marketing units –

Code		Hours
BSBMKG601A	Develop marketing strategies	60
BSBMKG602A	Develop a marketing plan	60
BSBMKG603A	Manage the marketing process	50
BSBMKG604A	Develop & manage direct marketing campaigns	50
BSBMKG605A	Evaluate international marketing opportunities	60
BSBMKG606A	Manage international marketing programs	60

- Plus three units (together totalling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (International Business)(20055VIC)

incorporating:

Diploma of Business (International Trade)(20053VIC)

Certificate IV in Business (International Trade)(20051VIC)

Career Opportunities

International trade and marketing, customs.

Course Objective

The objective of this course is to provide students with the opportunity to gain knowledge and skills relating to international marketing and purchasing/selling products in the International market.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed Year 12 or equivalent, or be of mature age and be assessed by the School as being capable of completing the course.

Course Duration

This course may be offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Advanced Diploma of Business (International Business)(20055VIC) consists of 3 stages:

Stage 1

Certificate IV in Business (International Trade)(20051VIC)

Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBS382 Career Planning and Skills Assessment plus an Industry Project.

Code		Hours
NAP719	Accounting for Non-Accountants	51-68
NAP722	Economics for Business	51-68
NOS110.v2	Occupational Health & Safety	15
VAD349	International Economic Geography	51
VAD363	International Business	51
VAD950	The Marketing Concept	51-68
VBF302	Introduction to Business Maths	30
VBG847	Cross-Cultural Familiarisation	10
VBG848	Business Organisations and Contract Law	40-60
VBG849	Import and Export Business Procedures	60
VBJ685	Permits and Controls in International Trade	40
Plus, if exiting at Certificate IV in Business (International Trade)(20051VIC)		
VBJ370	Career Planning and Skills Assessment	20
or		
VBJ369	Competency Analysis Industry Project (Integrated)	10

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement.

- plus any three National Communication Skills modules, (total 60 nominal hours).
- plus 100 nominal hours of National Information Technology and/or National Office Skills computing modules which may include: word processing; Internet; spreadsheets; e-mail; databases; presentations.

Upon successful completion of Stage 1 students are eligible for entry into Stage 2.

Stage 2

Diploma of Business (International Trade)(20053VIC)

Students must complete 1295 hours of training (including the 664 hours already undertaken in Stage 1). Students exiting at the end of Stage 2 must also complete VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in Stage 1.

Code		Hours
NOS149	Planning for Change	30
NOS230	Organisational Behaviour	50
VBF306	Introduction to Business Statistics	68
VBF307	Introduction to Market Research	68
VBG850	International Trade Finance	50
VBG851	Quality Management for International Trade	20
VBG852	Management Information Systems	40
VBG853	Trade Principles for International Law (Business Activities, Conservation, Customs and Quarantine)	60
VBG854	Transport and Logistics–Operations Management	40
VBG855	Customs Practice, Legislation & International Trade	30
VBG856	Review of a Targeted Business Culture & Environment	15
and		
	Language for a Selected Country/Region*	140
	* Indonesian is generally offered for this component.	
or		
VBG857	Business & Cultural Preparation for Establishing & Maintaining International Trading Relationships	155
If exiting at Diploma of Business (International Trade)(20053VIC)		
VBJ370	Career Planning & Skills Assessment Industry Project	20

Upon successful completion of Stage 1 and 2, students are eligible for entry into Stage 3.

Stage 3

Advanced Diploma of Business (International Business) (20055VIC)

Students must complete 400 hours of training plus VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in either Stage 1 or 2.

NGMS201	Entrepreneuring and Innovating	40
NGMS202	Forecasting Futures	40
NGMS204	Manage Strategically	40
NGMS211	Managing Risk	40
VBG858	Transport and Logistics–Systems Development	40
VBG859	Research and Report on an Import or Export Venture	120
	Industry Project Module	40
If exiting at Advanced Diploma of Business (International Business)(20055VIC):		
VBJ370	Career Planning & Skills Assessment Industry Project	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (Public Relations)(20055VIC)

Career Opportunities

Senior public relations officer.

Course Objective

The course aims to enable the development of specialised skills and knowledge of participants wishing to enter employment in the public relations industry at a senior level.

On successful completion of the Certificate IV a person will possess the necessary skills and knowledge to undertake employment as a senior public relations officer in a corporation or government department.

The course aims to provide public relations practitioners with knowledge and skills to:

- Liaise with the media and organise publicity campaigns
- Prepare publications
- Organise special promotional events
- Communicate to the market to promote sales of products or services
- Lobby

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course and be able to –

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

Code		Hours
VBJ370	Career Planning and Skills Assessment	20
or		
VBJ369	Competency Analysis	10
NOS139 v2	Meetings – Organisation	20
or		
NCS014	Speaking in Public	20
Students are required to complete four of the following five modules:		
ITC005	Supporting the Internet and World Wide Web	20
ITF202	Internet Fundamentals using Netscape Navigator and Email	20
ITF205	Database Fundamentals	20
ITF304	Word Processing Operations	20
ITF305	Spreadsheet Operations	20
ITF309	Introduction to Desktop Publishing	20
ITF413	Page and Document Design Principles	20
NCS014	Speaking in Public	20
NGMS205	Managing in Ambiguity and Change	40
NGMS207	Leading and Visioning	40
NGMS209	Managing Self	20
NGMS215	Advocacy and Influence	20
NMRK402	Marketing Law	51
NOS110 v2	Occupational Health and Safety	15
NOS140 v2	Vocational Placement	40
VAA164	Advanced Public Relations 1	51
VAA165	Advanced Public Relations 2	51
VAA408	Applied Writing for Public Relations 1	51
VAA409	Applied Writing for Public Relations 2	51
VAA410	Applied Writing for Public Relations 3	51
VAA411	Applied Writing for Public Relations 4	51
VAB548	Consumer Behaviour Concepts	51
VAC057	Editing for Public Relations	51
VAC724	Fund-raising	51
VAC845	Government Structures and Influences	51
VAD950	The Marketing Concept	51
VAF176	Public Relations Research	34
VBA294	Research Skills 1	36
VBG138	Exhibition Management	30
VBJ098	Public Relations Industry and the Australian Media	40
VBJ099	Business and Finance for Public Relations	40
VBJ577	Introduction to Public Relations 1	51
VBJ578	Introduction to Public Relations 2	51
VBJ579	Techniques for Production	51

NOS140v2 Vocational Placement may be undertaken as practical placement in a workplace in a public relations environment to meet the requirements of the Industry Project module.

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business(BSB40101)

Career Opportunities

Administrative.

Course Objective

The course aims to provide students with the knowledge and skills required to manage administrative work across all industries.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 315–520 nominal hours or part-time equivalent.

Course Structure

A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following –

BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40

Six units (together totalling at least 205 nominal hours) of:

(i) a minimum of two units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and

(ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

which units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business(BSB50101)

Career Opportunities

Management.

Course Objective

The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A maximum of four units may be selected from the Assessment and Workplace Training domain.
- A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AQF level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001;
- Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in –
- The (BSB01) Business Services Training Package, Australian National Training Authority, 2001;
- Any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business Development(BSB40501)

Career Opportunities

Sales administrator or co-ordinator.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a sales administrator or co-ordinator.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Business Development units –

Code		Hours
BSBADV401A	Profile a target audience	50
BSBADV402A	Conduct pre-campaign testing	80
BSBADV403A	Monitor advertising production	80
BSBADV404A	Schedule advertisements	40
BSBMKG401A	Profile the market	60
BSBMKG402A	Analyse consumer behavior for specific markets	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business needs	60
BSBMKG405A	Implement and monitor marketing activities	40
BSBMKG406A	Build client relationships	50
BSBMKG407A	Make a presentation	30
BSBSLS401A	Lead a sales team	60

A minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units –

BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business network	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50

- Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken –
  - BSZ401A Plan assessment
  - BSZ402A Conduct assessment
  - BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business Development(BSB50501)

Career Opportunities

Communications officer, promotions manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a communications officer/promotions manager in a small to medium sized business.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 380–570 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 250 nominal hours) to be undertaken from the following Business Development units –

Code		Hours
BSBADV501A	Develop a creative concept	60
BSBADV502A	Write a persuasive copy	40
BSBADV503A	Coordinate advertising research	60
BSBADV504A	Create advertisements	60
BSBADV505A	Evaluate and recommend 'above the line' media options	60
BSBADV506A	Evaluate and recommend 'below the line' media options	60
BSBADV507A	Develop a media plan	60
BSBADV508A	Present an advertising campaign	120
BSBMKG501A	Evaluate marketing opportunities	80
BSBMKG502A	Establish and adjust the marketing mix	80
BSBMKG503A	Develop a marketing communications plan	50
BSBMKG504A	Implement a marketing solution	60
BSBMKG505A	Review marketing performance	40

- Three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business Development(BSB60401)

Career Opportunities

Communications officer, promotions manager.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior marketing, communications or sales manager.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 450–570 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Business Development units –

Code		Hours
BSBADV601A	Create an advertising brief	120
BSBADV602A	Develop an advertising campaign	120
BSBADV603A	Manage advertising production	80
BSBADV604A	Execute an advertising campaign	80
BSBADV605A	Evaluate campaign effectiveness	60
BSBMKG601A	Develop marketing strategies	60
BSBMKG602A	Develop a marketing plan	60
BSBMKG603A	Manage the marketing process	50
BSBMKG604A	Develop & manage direct marketing campaigns	50
BSBMKG605A	Evaluate international marketing opportunities	60
BSBMKG606A	Manage international marketing programs	60

- Three units (together totaling a minimum of 170 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Business (Sales)(BSB30301)

Career Opportunities

Salesperson in all fields.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the administrative and sales function in a variety of workplace environments.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 345-635 nominal hours or part-time equivalent.

Course Structure

The course consists of twelve units as follows –

A minimum of five units from the Sales domain listed below.

Code		Hours
BSBSLS301A	Develop product knowledge	30
BSBSLS302A	Identify sales prospects	25
BSBSLS303A	Present a sales solution	60
BSBSLS304A	Secure prospect commitment	20
BSBSLS305A	Support post sale activities	15
BSBSLS306A	Self manage sales performance	40

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCMN311A Maintain workplace safety.

BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities and development	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBCMN304A	Contribute to personal skill development and learning	30
BSBCMN305A	Organise workplace information	30
BSBCMN306A	Produce business documents	80
BSBCMN307A	Maintain business resources	20
BSBCMN308A	Maintain financial records	60
BSBCMN309A	Recommend products and services	20
BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN311A	Maintain workplace safety	40
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30

- Plus 4 units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at AQF level III; a maximum 2 units may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.
- Units are selected with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.
- All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Graduate Certificate in Management Development (Education and Training)(2804ABB)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations. This course is offered on a Fee-for-Service basis.

Career Opportunities

Leadership.

Course Objectives

This course aims to develop the knowledge and skills of participants wishing to develop and enhance their professional practice in leadership skills.

Entry Requirements

To qualify for admission to this course applicants must have:

- a degree or diploma in a related discipline; these disciplines include, but are not limited to, business, education, teaching, or human resources;

or

- experience and learning equivalent to paragraph 2(a), demonstrated by adequate evidence of:
- professional qualifications;
- seniority in an organisation;
- work in teaching or training in an adult vocational setting for at least 5 years.
- achieved the competency standards for Workplace Trainer (Category 2);
- (c) access to a workplace or other organisation in which they can undertake the practicum.

Recognition of prior learning may be available as a means of recognising competencies, through previous informal and formal learning, or through work and life experiences.

Course Duration

This course may be offered over 1 year by means of two 1-week full-time residential programs plus a 12-month practicum.

Course Structure

This structure of the course is as follows:

- Behavioural Styles;
- Critical Incidents;
- Financial Management;
- Managing Conflict Productively;
- Managing Diversity;
- Managing Your Role;
- Multifactor Leadership Questionnaire & Transformational Leadership;
- Organisational Leadership;
- Performance Planning;
- Practicum;
- Staff Development;
- Strategic Planning and Budgeting;
- Strategic Planning;
- Supervision of Part-time Staff;
- Teaching and Learning;
- Technology and Leadership;
- Total Quality Management.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Assessment and Workplace Training(BSZ40198)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations. This course is offered on a Fee-for-Service basis.

Career Opportunities

Training.

Course Objectives

The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:

- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements

There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Course Duration

This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure

The course consists of the following eight units:

- Plan Assessment;
- Conduct Assessment;
- Review Assessment;
- Train Small Groups;
- Plan and Promote a Training Program;
- Plan a Series of Training Sessions;
- Deliver Training Sessions;
- Review Training.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Western Business Enterprise Centre

The Western Business Enterprise Centre is located at 213 Nicholson Street Footscray and is the centre of small business information and training.

The Business Enterprise Centre provides free, independent, confidential and competent advice and other practical assistance and training to small business operators. We provide referral to local professional and government services available to business as well as to pertinent training for micro and small business operations.

Small Business Training: Training sessions are presented by professional educators, practical small business operators and trainers using modern business and management theory and practice. A combination of lectures, case studies, individual and group discussions, and business training sessions are designed to raise the level of knowledge and expertise of individual business persons. All training is practical and assists the participants to develop their business idea. Participants will produce a business plan for their business.

Code	
PRS20198	Certificate II in Security (Guarding)(PRS20198)
PRS30198	Certificate III in Security (Guarding)(PRS30198)
BSB40401	Certificate IV in Business (Small Business Management)(BSB40401)
WSB57	Certificate IV Business Facilitation(WSB57)

Elaine Egan
Manager, Western Business Enterprise Centre

Victoria University (Security Training Division) takes pride in providing current security training competencies, to an excellent standard, in an array of fields, which could be the commencement of an enriched career, no matter which path you decide to take.

Our trainers have a multitude of skills between them and are keen to get the very best potential from their students by utilizing all relevant teaching/assessment tools/methods available.

Some of the pathways your security training can lead to are:

- Security technician
- Alarm installer
- Asset Management
- Aviation Security
- Airport Security
- Escort and Carry Protection Services
- Entry for consideration into the Close Personal Protection field
- Entry for consideration into the Private Investigations field
- Occupational First Aid/Security Guard positions
- Security Supervisors and Trainers
- Commencement of Fire Detection Training
- Security Consultancy in the Domestic, Commercial/Industrial or Corporate sectors
- Commercial/Industrial/Corporate Risk Assessment field
- Occupational Health and Safety stream
- Conflict Resolution field
- Security Guard
- Patrol Officer
- Crowd Controller
- Loss Prevention Officer
- Control Room Operator

Qualified Security operators can find work in a variety of setting including sporting, entertainment, retail and service venues, hospitality and recreational, industrial, residential and special events.

The industry is predicted to grow as increased law enforcement services are outsourced to reputable Security companies.

Certificate II in Security (Guarding)(PRS20198)

Certificate III in Security (Guarding)(PRS30198)

Career Opportunities

Refer to above list.

Course Objective

The course aims to provide training for individuals wishing to work in the Security Industry as a Security Guard.

At the completion of Certificate II in Security participants will be able to apply for a provisional licence however a full licence must be obtain within twelve months. Once a provisional or full licence has lapsed training must be refreshed.

Entry Requirements

To qualify for admission to the course, applicants must generally be able to:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The Certificate II in Security (Guarding)(PRS20198) may be offered on a part-time basis over 124-230 nominal hours.

The Certificate III in Security (Guarding)(PRS30198) may be offered on a part-time basis over 174-354 nominal hours.

Course Structure

Core Modules

Code		Hours
PRSSG04A *	Communicate in the Work Place	20
PRSSG05A *	Manage Conflict	16
PRSSG06A *	Maintain Occupational Health and Safety	8
PRSSG07A *	Manage Own Performance	2
PRSSG08A *	Operate Basic Security Equipment	10
PRSSG17A *	Maintain effective relationship with clients/customers	8
PRSSG18A *	Work as part of team	12
PRSSG28A *	Interpret & comply with Legal & Procedural Requirements	20
	Total hours	96

Elective Modules

The following Elective Modules are being offered by Victoria University. Students are expected to complete a minimum of ten elective modules in order to complete the course.

Elective Modules marked with an * are required by the Victorian Private Agents Registry for the granting of a Crowd Control and Combined Licence.

PRSSG01A	Maintain the security of premises and property	10
PRSSG02A *	Control Access to and Exit of Premises	10
PRSSG03A *	Maintain Safety of Premises and Personnel	10
PRSSG09A *	Apprehend Offenders	16
PRSSG11A	Escort & Carry Valuables	10
PRSSG13A*	Control Crowds	16
PRSSG19A	Lead Small Teams	10
PRSSG20A	Interpret information from advanced security equipment	10
PRSSG22A	Monitor field staff activity from control room	10
PRSSG23A	Operate Security Vehicle	8
PRSSG12A	Provide for the Safety of Persons	16
PRSSG25A*	Provide emergency first aid	24
THHBTHS04A*	Manage intoxicated persons	10
	Total hours	160

Courses also available separately as either the Certificate II in Security (Guarding)(PRS21098)or Certificate III in Security (Guarding)(PRS30198).

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business (Small Business Management)(BSB40401)

Career Opportunities

Qualification in Small Business Management leads graduates to self employment or managers of small business. Then skills gained in this qualification allow people to operate as autonomous units where they are able to operate without supervision.

Course Objective

The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 355–550 nominal hours or part-time equivalent.

Course Structure

Students must complete a minimum of 10 units:

A minimum of 4 units (140–190 nominal hours) from –

Code		Hours
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business & legal requirements	30
BSBSBM402A	Undertake financial planning	40
BSBSBM403A	Promote the business	40
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor & manage business operations	40
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40
A minimum of 3 units (80–150 nominal hours) from –		
BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish Business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyses & present research information	40
BSBCMN406A	Maintain business technology	40
BSBCMN407A	Coordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Coordinate implementation of customer services strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40

A maximum of three units (135–210 nominal hours) from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a qualification at AQF level IV; one unit may be included from lower or higher levels in this qualification

Units will be selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV Business Facilitation(WSB57)

Delivery Mode

This course is offered on a Fee for Service basis.

Career Opportunities

Business Development.

Course Objective

The course objectives are to provide knowledge and skills in the areas of business development and develop business analytical, diagnostic and personal skills of participants along with coaching, mentoring and counselling skills.

Entry Requirements

There are no special educational entry requirements for this course. Participants will be required to possess an appropriate level of literacy and numeracy and appropriate experience in industry.

Course Duration

This course may be offered on a part time basis over one year. This is a fee for service course.

Course Structure

The course consists of ten modules:

Code		Hours
MOD.1	Client Interaction	20
MOD.2	Introduction to Business Operations	30
MOD.3	Business Facilitation Skills	20
MOD.4	Ethics and Professionalism	10
MOD.5	Financial Records Management	30
MOD.6	Marketing Strategies for Business	40
MOD.7	Facilitate Financial Planning	30
MOD.8	Electronic Commerce in Business	30
MOD.9	Facilitate a Business Plan	40
MOD.10	Working with Growth Companies	30

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

School of Engineering, Science and Industrial Skills

The School of Engineering, Science and Industrial Skills comprises of four Departments:

ENGINEERING TECHNOLOGY

Including Certificates I-IV in Engineering (Mechanical), Diploma and Advanced Diploma of Engineering in Civil, Mechanical and Mechatronics.

SCIENCE AND FOOD TECHNOLOGY

Consists of Bridging Science, Diploma of Animal Technology, Diploma of Occupational Health & Safety, Pharmacy Technician, Diploma of Applied Science and Diploma of Natural Resource Management.

AUTOMOTIVE AND FABRICATION

Including Certificate in Engineering, Certificate in Automotive Technology, Auto Body Repair, Auto Body Refinishing, Diploma and Advanced Diplomas of Engineering together with Light and Heavy stream fabrication Certificates. The Automotive and Fabrication department also offers large range of apprenticeship and traineeship courses.

THE INDUSTRIAL SKILLS TRAINING CENTRE

The fifty five hectare complex containing the divisions of Transport (Road Transport, Warehousing and Rail) and Building Construction. The Department offers a range of short course in Dogging, Rigging, Scaffolding, Earthmoving, Warehousing, Driver Training. The Department also delivers Certificates I-IV in Road Transport, Warehousing, Diploma of Logistics and Certificates I-III Rail Operations(Passenger, Freight & Infrastructure) and driver instruction together with Certificate III in Civil Operations (Plant). The Centre boasts a fleet of modern, well-maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

The School of Engineering, Science and Industrial Skills courses are offered at the Werribee, Melton, Sunshine, Newport and Footscray Nicholson campuses. Each Department offers an extensive range of TAFE courses which provide prevocational, vocational and Diploma training for individuals and industries. These courses align with the Australian Qualifications Framework.

Excellent training facilities are a feature of the School's Quality Training which includes:

- the establishment of a Centre of Excellence for Automotive and Fabrication at the Newport and Melton campuses.
- the animal house development at the Werribee campus together with first class laboratory research facilities.
- the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at the Sunshine campus.
- the three-year cylindrical timeframe of replacing the plant and equipment within the Industrial Skills Department.

The School maintains its strong links with industry so as to ensure training is relevant. The School has a considerable number of staff both full-time and part-time working within company operations. This is a major focus of the school business to provide support for individuals and companies in the workplace. Here using flexible training materials, companies are able to utilise both the University and their own qualified staff to deliver training which will compliment individual enterprise training schedules and work patterns.

A feature of the School is that it provides on the job training both short and long term in a broad range of industries. The School has specifically developed a variety of programs for the New Apprenticeship system, subject to an agreed training program. Traineeships can now be delivered and assessed totally in the workplace. The study options available are for mature age students entering into the workforce or upgrading their existing qualifications or school leavers wishing to begin their career in their chosen field.

Each Department within the School is actively involved in the VETIS system whereby students can automatically receive credit transfers into related TAFE courses. The School is also continuing to develop its articulation arrangements with the associated Higher Education sector. This enables students to move between the two sectors and provide them the opportunity to complete a degree in their chosen field.

Professional development of staff is a high priority for the School whereby a range of professional programs are incorporated into the non-teaching time of the staff. All staff attend internal/external workshops to keep them attuned with current educational and technological developments.

The students attending the School of Engineering, Science & Industrial Skills come from a wide range of backgrounds and the School is proud of the quality of its facilities and staff that support the students' experiences in its wide range of programs which is further enhanced by the excellent range of University wide services.

Dianne Williams
Associate Director
Head, School of Engineering, Science & Industrial Skills

Department of Automotive & Fabrication

The Department of Automotive and Fabrication–TAFE conducts a wide range of courses that provide vocational education for a variety of Automotive and Fabrication occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Courses in Engineering specialising in (Fabrication/Structural Steel/Sheetmetal Worker)

Code	
21110VIC	Certificate II in Automotive Technology(21110VIC)
AUR10199	Certificate I in Automotive(AUR10199)
AUR20199	Certificate II in Automotive (Administration – Clerical)(AUR20199)
AUR20799–AUR21899	Certificate II in Automotive (Mechanical)(AUR20799 – AUR21899)
AUR20799–AUR21899	Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999)
AUR21999–AUR22399	Certificate II in Automotive (Sales) (AUR21999 – AUR22399)
AUR23199–AUR23299	Certificate II in Marine (AUR23199 – AUR23299)
AUR23099	Certificate II in Bicycles (Services (AUR23099)
AUR23399	Certificate II in Outdoor Power Equipment (Services)(AUR23399)
AUR31399–AUR31499	Certificate III in Automotive (Sales) (AUR31399 – AUR31499)
AUR31699-AUR31899	Certificate III in Automotive Vehicle Body(AUR31699-AUR31899)
AUR30299–AUR31299	Certificate III in Automotive (Mechanical)(AUR30299 – AUR31299)
AUR3249–AUR32599	Certificate III in Outdoor Power Equipment(AUR32499 – AUR32599)
AUR40199	Certificate IV in Automotive(AUR40199)
14309VIC	Advanced Diploma of Engineering Technology(Principal Technical Officer)(14309VIC)
MEM10198F	Certificate I in Engineering(MEM10198F)
MEM20198F	Certificate II in Engineering– Production(MEM20198F)
MEM20298F	Certificate II in Engineering– Production Technology(MEM20298F)
MEM30198F	Certificate III in Engineering – Production Systems(MEM30198F)
MEM30398	Certificate III in Engineering– Fabrication Trade(MEM30398) [Light & Heavy]
20018VICF	Certificate IV in Engineering Technology(20018VICF)
20020VICF	Advanced Diploma of Engineering Technology(20019VICF)[Fabrication/Welding Supervision, Inspection]
20019VICF	Diploma of Engineering Technology(20020VICF)[Fabrication/Welding]

In addition to these courses, the Department of Automotive and Fabrication–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Contact the Department for further information about courses or modules.

Dennis Puiatti
Head, Department of Automotive and Fabrication–TAFE

Certificate II in Automotive Technology(21110VIC)

Career Opportunities

Automotive industry.

Course Objectives

This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent. This course can be offered on a fee for service basis.

Student Work Placement or Simulated Workplace

Student work placement is recommended to compliment workplace assessment in accordance with competency evidence requirements.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
AUR00108A	Carry out maintenance &/ or component servicing operations	20
AUR18676A	Test service and replace batteries	15
AUR18708A	Carry out minor repairs to electrical circuits/systems	40
AUR25678B	Use and maintain measuring equipment	15
AUR37927A	Identify automotive parts/components/accessories	40
AUR51356A	Read in the workplace	10
AUR51677A	Use numbers in the workplace	10
AUR70125A	Follow workplace occupational health and safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20
BSATEC102A	Access and retrieve computer data	15

Elective Units

A minimum of 155 nominal hours of elective units selected from across the following four specialisations:

- General
- Automotive Mechanical
- Automotive Vehicle Body
- Outdoor Power Equipment

Elective units are selected with the approval of the Head of Department, having regard to the specialisation units listed in the Certificate II in Automotive Technology (21110VIC), Accreditation Submission, Automotive Training Victoria, October 2000.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Automotive Training Package Qualification Certificates I – III

Career Opportunities

These qualifications require the participant to be employed as either an apprentice or trainee under the Australian Quality Training Framework.

Course Objectives

The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia

All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

Code	Title	Hours
AUR10199	Cert I in Automotive(AUR10199)	180
AUR20199	Cert II in Automotive (Administration – Clerical)(AUR20199)	330–530
AUR21999	Cert II in Automotive (Sales – Auto Aftermarket)(AUR21999)	360–445
AUR22099	Cert II in Automotive (Sales – Replacement Parts &Accessories)(AUR22099)	360–445
AUR22199	Cert II in Automotive (Sales – Service Station Operations)(AUR22199)	360–445
AUR22299	Cert II in Automotive (Sales – Vehicle)(AUR22299)	360–445
AUR22399	Cert II in Automotive (Sales – Warehousing)(AUR22399)	360–445
AUR22499	Cert II in Automotive (Vehicle Body – Accessory Fitting 'Mechanical')(AUR22499)	310–375
AUR22599	Cert II in Automotive (Vehicle Body – Detailing)(AUR22599)	310–375
AUR22699	Cert II in Automotive (Vehicle Body – Dismantling)(AUR22699)	310–375
AUR22799	Cert II in Automotive (Vehicle Body – Glazing)(AUR22799)	310–375
AUR22899	Cert II in Automotive (Vehicle Body – Paint/Panel Preparation)(AUR22899)	310–375
AUR22999	Cert II in Automotive (Vehicle Body – Window Tinting)(AUR22999)	310–375
AUR23199	Cert II in Marine (Sales)(AUR23199)	360–397
AUR23299	Cert II in Marine (Services)(AUR23299)	360–397
AUR23099	Cert II in Bicycles (Services)(AUR23099)	465
AUR23399	Cert II in Outdoor Power Equipment (Services)(AUR23399)	378
AUR20799	Cert II in Automotive (Mechanical – Air Conditioning)(AUR20799)	280–650
AUR20899	Cert II in Automotive (Mechanical – Cylinder Head Reconditioning)(AUR20899)	280–650
AUR20999	Cert II in Automotive (Mechanical – Driveline)(AUR20999)	280–650
AUR21099	Cert II in Automotive (Mechanical – Exhaust Fitting & Repair)(AUR21099)	280–650
AUR21299	Cert II in Automotive (Mechanical – Radiator Repairs)(AUR21299)	280–650
AUR21399	Cert II in Automotive (Mechanical – Steering & Suspension)(AUR21399)	280–650
AUR21599	Cert II in Automotive (Mechanical – Tyre Fitting & Repair Light)(AUR21599)	280–650
AUR21699	Cert II in Automotive (Mechanical – Underbody)(AUR21699)	280–650
AUR21799	Cert II in Automotive (Mechanical – Vehicle Servicing)(AUR21799)	280–650
AUR21899	Cert II in Automotive (Mechanical – Wheel Alignment)(AUR21899)	280–650
AUR31399	Cert III in Automotive (Sales – Parts Interpreting)(AUR31399)	270–610
AUR31499	Cert III in Automotive (Sales – Vehicle)(AUR31499)	270–610
AUR31699	Cert III in Automotive (Vehicle Body – Panel Beating)(AUR31699)	765–990
AUR31799	Cert III in Automotive (Vehicle Body – Trimming)(AUR31799)	765–990
AUR31899	Cert III in Automotive (Vehicle Body – Vehicle Painting)(AUR31899)	765–990
AUR30299	Cert III in Automotive (Mechanical – Automatic Transmission)(AUR30299)	520–1237
AUR30399	Cert III in Automotive (Mechanical – Brakes)(AUR30399)	520–1237
AUR30499	Cert III in Automotive (Mechanical – Diesel Fitter)(AUR30499)	520–1237
AUR30599	Cert III in Automotive (Mechanical – Diesel Fuel Specialist)(AUR30599)	520–1237
AUR30699	Cert III in Automotive (Mechanical – Driveline)(AUR30699)	520–1237
AUR30799	Cert III in Automotive (Mechanical – Engine Reconditioning)(AUR30799)	520–1237
AUR30899	Cert III in Automotive (Mechanical – Heavy Vehicle Road Transport)(AUR30899)	520–1237
AUR31099	Cert III in Automotive (Mechanical – Light Vehicle)(AUR31099)	520–1237
AUR31199	Cert III in Automotive (Mechanical – Motor Cycle)(AUR31199)	520–1237
AUR31299	Cert III in Automotive (Mechanical – Natural Gas Vehicle 'NGV' Installer)(AUR31299)	520–1237
AUR32499	Cert III in Outdoor Power Equipment (Mechanics)(AUR32499)	640–922
AUR32599	Cert III in Outdoor Power Equipment (Sales)(AUR32599)	640–922

Entry Requirements

Certificate I – III

To qualify for admission to these qualifications, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme. This course can be offered on a fee for service basis.

Course Structure

The competency standards have been packaged to provide common core units, occupational stream specific units and a choice of elective units. The qualification level reflects the level of responsibility, complexity and autonomy of the occupational position.

Within Certificates II and III, there is a variation in the number of standards that make up a certificate. This is justified on the grounds of the skills and knowledge required in each occupational group and the context of delivery to meet the needs of the occupation. The application of the standards, especially under the heading of bicycles, marine and outdoor power equipment provides the context for the qualification even though the individual competency titles may be the same.

The industry has defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical, specialist qualification as well as a broadly based, technical/administrative/sales qualification.

Core Units

Industry selected four compulsory common core units which underpin all training. The following four core units are listed for all RS&R qualifications from Certificate I to Certificate III:

Code		Hours
AUR70125A	Follow Workplace Occupational Health and Safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Stream Specific Units

Industry selected stream specific units which define skills required for the current automotive occupations from Certificate II to Certificate III.

Elective Units

Elective units form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective units may be chosen from any units contained within the endorsed automotive training package RS&R) or any other nationally endorsed training package. Elective choice rests with the enterprise, trainee and university but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level

At the Certificate III qualification level, the packaging model allows for the selection of three (3) units where the number of occupational specific units is less than sixteen (16) and six elective units when the occupational specified number is sixteen (16) or more.

Certificate I in Automotive(AUR10199)

Career Opportunities

Automotive industry.

Course Objectives

This course aims to provide entry-level training for persons wishing to work in the automotive industry.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
AUR70125A	Follow Workplace Occupational Health and Safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Elective Units

Three units selected the student in consultation with his/her employer, with approval of the Head of Department.

Certificate II in Automotive (Administration – Clerical)(AUR20199)

Career Opportunities

Automotive Retail and Repair

Course Objectives

This course aims to provide training for persons working in the clerical administrative sector of the automotive industry.

Course Streams

The following streams are available in the Certificate II in Automotive (Administration – Clerical)(AUR20199)

Course Structure

- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from the Clerical stream with approval of the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department.

Certificate II in Automotive (Mechanical)(AUR20799 – AUR21899)

Career Opportunities

Automotive Industry

Course Objectives

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams

The following streams are available in the Certificate II in Automotive (Mechanical)(AUR2077-AUR21899):

- Air Conditioning
- Cylinder Head Reconditioning
- Driveline
- Exhaust Fitting and Repair
- Radiator Repair
- Steering & Suspension
- Tyre Fitting & Repair Light
- Underbody
- Vehicle Servicing
- Wheel Alignment

Course Structure

- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999)

Career Opportunities
Panel Beating Industry.

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive (Vehicle Body)(AUR22499-AUR22999):
- Accessory Fitting "Mechanical"
- Detailing
- Dismantling
- Glazing
- Paint/Panel Preparation
- Window Tinting

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive Sales(AUR21999 – AUR22399)

Career Opportunities
Automotive Industry.

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive Sales(AUR21999-AUR22399):
- Automotive Aftermarket
- Replacement Parts & Accessories
- Service Station Operations
- Vehicle
- Warehousing

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Marine(AUR23199 – AUR23299)

Career Opportunities
Marine Leisure Industry.

Course Objectives
This course aims to provide training for persons working in the marine sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Marine(AUR23199-AUR23299):
- Sales
- Services

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Bicycles (Services)(AUR23099)

Career Opportunities
Bicycle Repair

Course Objectives
This course aims to provide training for persons working in the bicycle service sector of the automotive industry.

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Outdoor Power Equipment (Services)(AUR23399)

Career Opportunities
Outdoor power equipment service Industry.

Course Objectives
This course aims to provide training for persons working in the outdoor power equipment service sector of the automotive industry.

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Sales(AUR31399 – AUR31499)

Career Opportunities
Automotive Retailer

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following stream is offered from the Certificate III in Automotive Sales(AUR31399-AUR31499):
- Parts Interpreting
- Vehicle

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Vehicle Body(AUR31699-AUR31899)

Career Opportunities
Automotive Body Repair

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are available in the Certificate III in Automotive Vehicle Body(AUR31699-AUR31899):
- Panel Beating
- Trimming
- Vehicle Painting

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Mechanical(AUR30299 – AUR31299)

Career Opportunities
Motor Mechanics

Course Objectives
This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate III in Automotive Mechanical(AUR30299-AUR31299):
- Automatic Transmission
- Brakes
- Diesel Fitter
- Diesel Fuel Specialist
- Driveline
- Heavy Vehicle Road Transport
- Light Vehicle
- Motor Cycle
- Natural Gas Vehicle "NGV" Installer

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Outdoor Power Equipment (AUR32499 – AUR32599)

Career Opportunities
Horticulture Mechanical Retail Services

Course Objectives
This course aims to provide training for persons working in the Outdoor Power Equipment sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate III in Outdoor Power Equipment(AUR32499-AUR32599):
- Sales
- Mechanics

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate IV in Automotive(AUR40199)

Career Opportunities
Automotive Industy.

Course Objective
The course aims to provide training for persons working at a technical level or in the business/management area of the automotive industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Applicants who have obtained the award of Certificate III in Automotive(AUR30299-AUR31899) or equivalent may be granted entry to the course with advanced standing. Applicants who want to specialise in automotive technical streams in the course must have previously achieved automotive technical or equivalent competency at AQF III level.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 432-1135 nominal hours or part-time equivalent.

Course Structure

Core Units

Eight units from any of the following streams –

- Customer Service
- Staff Development
- Technical Application
- Quality Control
- Work Organisation
- Business Operations

selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant National Training Package AUR99 (published September 1999).

Elective Units

Eight units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant National Training Package AUR99 (published September 1999).

Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)

Career Opportunities

Engineering Industry.

Course Objective

The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and Principal Technical Officer. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 11;
- have successfully completed the Certificate III in Engineering (Production Systems) (MEM30198);
- have successfully completed the Certificate III in Engineering (Mechanical Trade) (MEM30298);
- have successfully completed the Certificate III in Engineering (Fabrication Trade) (MEM30398);
- have successfully completed the Certificate III in Engineering (Technician) (MEM30598);
- have industrial training/experience; or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1800 nominal hours or part-time equivalent.

Course Structure

The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including -

- Fabrication;
- Mechatronics;
- Civil;
- Mechanical;
- Manufacturing.

There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

The course consists of 45 modules, at nominally 40 hours per module.

The choice of modules will be determined by the Head of the Department of Mechanical Manufacturing & Civil Engineering in consultation with the student and his/her employer having regard to the list of relevant modules in the relevant Reference Manual.

Certificate in Engineering (Fabrication/Structural Steel/Sheetmetal Worker) Metal & Engineering Training Package [Fabrication Stream]

Career Opportunities

Fabrication, structural steel, sheetmetal worker.

Objectives of Training Package

The courses leading to qualifications described in this brochure are based upon the Metal and Engineering Training Package which have been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Entry Requirements

Students must be employed as trainees or apprentices in their respective trade areas.

Course Duration

The complete course consists of three years part time schooling. The employer provides the trainee/apprentice with eight hours per work release for off the job training.

Course Structure

The course is studied on a competency basis; where trainees/apprentices select competencies from the National Metal and Engineering Competency Standards. Each competency deals with knowledge and practical skills that match the National Competency Standards.

Certificates in Engineering (Fabrication)

Code	
MEM10198 (F)	Certificate I in Engineering(MEM10198)
MEM20198 (F)	Certificate II in Engineering Production (Level 1)(MEM20198)
MEM20298 (F)	Certificate II in Engineering Production Technology (Level 2)(MEM20298)
MEM30198 (F)	Certificate III in Engineering Production Systems (Level 3)(MEM30198)
MEM30398 (F)	Certificate III in Engineering Fabrication (Light and Heavy)(MEM30398)
MEM30598 (F)	Certificate III in Engineering Technician Level 3(MEM30598)
MEM40198 (F)	Certificate IV in Engineering(MEM40198)
MEM50198 (F)	Diploma in Engineering(MEM50198)

All of the above qualifications are derived from a bank of National Competency Standard Units, and careful selection and numbers will determine the Certificate/Diploma Level and (AQF) Framework.

Structure of Training Package

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees.

Core Units – define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry.

Specialisation Units – describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A represents a range of competencies which may be used for career progression up to classification C8.

Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Summary of Training Package Qualifications

	Minimum points required	Industrial 'C' level outcome
Certificate I in Engineering(MEM10198)	16	C14
Certificate II in Engineering – Production(MEM20198)	32	C13
Certificate II in Engineering–Production Tech(MEM20298)	64	C12
Certificate III in Engineering–Production Systems(MEM30198)	96	C11
Certificate III in Engineering–Mechanical Trade(MEM30298)	96	C10
Certificate III in Engineering–Fabrication Trade(MEM30398)	96	C10
Certificate III in Engineering–Electrical/ Electronic Trade (MEM30498)	96	C10
Certificate III in Engineering–Technician (MEM30598)	Year 12+40	
or	AQF III + 12	C9
Certificate IV in Engineering – Higher Engineering Trade(MEM40198)	132	
or	AQF III + 36	C7
Diploma in Engineering(MEM50198)	Year 12 + 804	
or	AQF III + 605	C5
Advanced Diploma in Engineering* (*proposed – to be finalised)	6	C3, C2a

Listed below are the Engineering Industry Competency Standards (Fabrication).

MEM1.1FA	Undertake Interactive Work Place Communication	2
MEM1.2FA	Apply Principles of OH&S in Work Environment	2
MEM1.3FA	Apply Quality Procedures	2
MEM1.4FA	Plan to Undertake a Routine Task	2
MEM2.1C12A	Apply Quality Systems	2
MEM2.2C11A	Organise and Analyse Information	2
MEM2.3C11B	Operate in a Work Based Team Environment	2
MEM2.4C11A	Assist in the Provision of on-the-job training	2
MEM2.5C11A	Measure with Graduatied Devices	2
MEM2.6C10A	Plan a Complete Activity	4
MEM2.7C10A	Perform Communications Basic	2
MEM2.8C10A	Perform Computations	2
MEM2.9C10A	Perform Computer Operations	2
MEM2.10C5A	Write Reports	2
MEM2.13C5A	Perform Mathematical Computations	4
MEM3.1AA	Manual Production Assembly	4
MEM3.2AA	Precision Assembly	4
MEM5.1AA	Manual Soldering/Desoldering – electrical/electronic components	4
MEM5.3AA	Soft Soldering (Basic)	2
MEM5.4AB	Perform Routine F.G.W	2
MEM5.5AA	Carry Out Mechanical Cutting	2
MEM5.6AA	Perform Brazing and/or Silver-Soldering	2
MEM5.7AB	Manual Heating and Thermal Cutting	2
MEM5.8AB	Advanced Manual Thermal Cutting, Gouging, Shaping	2
MEM5.9AB	Automated Thermal Cutting	2
MEM5.10AA	Undertake Fabrication, Forming, Bending and Shaping	8
MEM5.11AB	Assemble Fabricated Components	8
MEM5.12AB	Perform Manual Metal Arc Welding (MMAW)	4
MEM5.13AB	Perform Manual Production Welding	2
MEM5.14AB	Monitor Quality of Production Welding/Fabrication	2
MEM5.15AB	Weld Using MMAW Process	6
MEM5.16AB	Perform Advanced Welding Using MMAW Process	8
MEM5.17AB	Weld Using GMAW Process	6
MEM5.18AB	Perform Advanced Welding Using GMAW Process	8
MEM5.19AB	Weld Using GTAW Process	6

MEM5.20AB	Perform Advanced Welding Using GTAW Process	8
MEM5.21A	Weld Using FGW	6
MEM5.22AB	Perform Advanced Welding Using OAW Process	8
MEM5.23AB	Weld Using SAW Process	6
MEM5.24BA	Perform Welding Supervision	12
MEM5.25BB	Perform Welding/Fabrication Inspection	12
MEM5.26AA	Apply Welding Principles	4
MEM5.36AB	Repair/Replace/Modify Fabrications	4
MEM5.37AA	Geometric Developments	6
MEM5.38AA	Advanced Geometric Development Cylindrical/Rectangular	2
MEM 5.39AA	Advanced Geometric Development –Conical	2
MEM 5.40AA	Advanced Geometric Development –Transitions	4
MEM 5.41AA	Weld Using Powder Flame Spraying	4
MEM 6.3AB	Carry Out Heat Treatment	6
MEM 6.4AA	Select Heat Treatment Process and Test Finished Product	6
MEM 6.7AA	Perform Basic Incidental Heat/ Quenching Tempering & Annealing	2
MEM 9.1AA	Draw and Interpret Sketch	2
MEM 9.2AA	Interpret Technical Drawing	4
MEM 9.3AA	Prepare Basic Engineering Drawing	8
MEM 9.5AA	Basic Engineering Detail Drafting	8
MEM 9.6BA	Advanced Engineering Detail Drafting	4
MEM 9.7BA	Advanced Mechanical Detail Drafting	4
MEM 9.8BA	Advanced Structural Detail Drafting	4
MEM 9.11AA	Apply Basic Engineering Design Concepts	6
MEM 10.1AB	Erect Structures	4
MEM 10.6AA	Install Machine/Plant	4
MEM 10.10AA	Install Pipe-Work and Pipe-Work Assembles	4
MEM 11.4AA	Undertake Dogging/Crane Chasing	4
MEM 11.11AA	Manual Handling	2
MEM 12.1AA	Use Comparison and Basic Measuring Devices	2
MEM 12.6AA	Mark/Off/Out (General Engineering)	4
MEM 12.7AA	Mark/Off/Out Structural Fabrication and Shapes	4
MEM 13.1AA	Perform Emergency First Aid	1
MEM 13.2AA	Undertake OH&S Activities in the Workplace	2
MEM 13.3AA	Work Safely with Industrial Chemicals & Materials	3
MEM 14.1BA	Schedule Material Deliveries	8
MEM 14.2BA	Basic Process Planning	8
MEM 14.3BA	Undertake Basic Production Scheduling	8
MEM 15.4AA	Perform Inspection (Basic)	2
MEM 15.5AA	Perform Inspection (Advanced)	4
MEM 15.10BA	Perform Laboratory Procedures	8
MEM 17.1AA	Assist in Development and Deliver Training in the workplace	2
MEM 17.2AA	Conduct Workplace Assessments	2
MEM 18.1AB	Use Hand Tools	2
MEM 18.2AA	Use Power Tools/Hand Held Operations	2
MEM 18.3AB	Use Tools For Precision Work	4

Welding Certificates

Code		Hours
NF65	Welding Certificate 1/1E	60
NF66	Welding Certificate 2	60
NF67	Welding Certificate 3/3E	60
NF68	Welding Certificate 4	60
NF69	Welding Certificate 5	60
NF70	Welding Certificate 6	60
NF71	Welding Certificate 7	60
NF72	Welding Certificate 8G	60
NF73	Welding Certificate 9	60
NF74	Welding Certificate 8 Flux Cored	60
SUPER	Welding Supervision	240
SUPER	Welding Inspection	240

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Metal and Engineering Training Package [Fabrication Stream]

Objectives of Training Package

The courses leading to qualifications described below are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

		Minimum points required	Industrial 'C' level outcome
MEM10198	Certificate I in Engineering (MEM10198)	16	C 13
MEM20198	Cert II in Engineering–Production(MEM20198)	32	C12
MEM20298	Cert II in Engineering–Production Technology(MEM20298)	64	C11
MEM30198	Cert III in Engineering–Production Systems(MEM30198)	96	C 10
MEM30298	Cert III in Engineering–Fabrication Trade(MEM30298)	96	C 10

or

AQF III+12

Entry Requirements

- Certificate I in Engineering(MEM10198)
- Certificate II in Engineering–Production(MEM20198)
- Certificate II in Engineering–Production Technology(MEM20298)
- Certificate III in Engineering–Fabrication Trade (Light & Heavy)(MEM30298)
- Certificate IV in Engineering–Higher Engineering Trade(MEM40198)
- To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.
- Certificate III in Engineering–Fabrication Trade(MEM30298)[Light & Heavy Stream]
- Year 11 or 12 and current employment as an apprentice.

Structure of Training Package

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees

Core Units define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry

Specialisation Units describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A represents a range of competencies which may be used for career progression up to classification C8.

Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Certificate I in Engineering(MEM10198F)

Course Structure

Participants must complete all foundation units plus 16 points in units drawn from Specialisation band A as listed below.

Foundation Competency Units

Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note: Foundation units do not carry unit-weight points

Elective Units

MEM5.4A	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6A	Perform brazing &/or silver soldering	2
MEM5.7A	Manual heating, thermal cutting & gouging	2
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4
MEM13.3A	Work safely with industrial chemicals & materials	2

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Engineering– Production(MEM20198F)

Course Structure

Participants must complete all Foundation units plus 2 points of band 1 Core units required for C12, plus 30 points in units drawn from Specialisation band A.

Foundation Competency Units

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Units Band 1

MEM2.5C11	Measure with graduated devices	2
MEM2.7C10	Perform computations–basic	2

Elective Units

MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6AA	Perform brazing/silver soldering	2
MEM5.7AB	Manual heating and thermal cutting	2
MEM5.8AB	Advanced manual thermal cutting, gouging & shaping	2
MEM5.12AB	Perform routine manual gas metal arc welding	4
MEM5.13AB	Perform manual production welding	2
MEM5.14AB	Monitor quality of production welding/fabrications	2
MEM5.15AB	Weld using manual metal arc welding process (MMAW)	6
MEM5.17AB	Weld using gas metal arc welding process (GMAW)	6

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Engineering– Production Technology(MEM20298F)

Course Structure

Participants must complete all Foundation units plus 10 points of required band 1 Core units for C11, plus 54 points in units drawn from Specialisation band A as listed below.

Foundation Competency Units

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Units Band 1

MEM2.1C12	Apply Quality Systems	2
MEM2.3C11	Operate in a Workbased Team Environment	2

Elective Units

MEM5.16AB	Perform advanced welding using manual metal arc welding process (MMAW)	8
MEM5.19AB	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.20AB	Perform advanced welding using gas tungsten arc welding process (GTAW)	8
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Engineering–Production Systems(MEM30198F)

Course Structure

Participants must complete all Foundation units plus 20 points of band 1 Core units required for C10, plus 40 points in units drawn from the 'Production' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

Foundation Competency Units

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note: Foundation units do not carry unit weight points

Core Units Band 1

MEM2.4C11	Assist in the provision of on the job training	2
MEM2.6C10	Plan a complete activity	4
MEM2.8C10	Perform computations	2
MEM2.9C10	Perform computer operations	2

Elective Units

MEM5.18AB	Perform advanced welding using gas metal arc welding process (GMAW)	8
MEM5.22AB	Perform advanced welding using oxyacetylene welding process (OAW)	8
MEM5.23AB	Weld using submerged arc welding process	6

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Engineering– Fabrication Trade(MEM30398) [Light & Heavy]

Course Structure

Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 40 points in units drawn from the 'Electrical/Electronic' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

Foundation Competency Units

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note: that Foundation units do not carry unit weight points

Core Band 1 Units

MEM2.1C12	Apply quality systems	2
MEM2.2C11	Organise & Analyse Information	2
MEM2.3C11	Operate in a Work Based Team Environment	2
MEM2.4C11	Assist in the Provision of On-the-JobTraining	2
MEM2.5C11	Measure with Graduated Devices	2
MEM2.6C10	Plan a Complete Activity	4
MEM2.7C10	Perform Computations–Basic	2
MEM2.8C10	Perform Computations	2
MEM2.9C10	Perform Computer Operations	2
MEM2.13C5A	Perform Mathematical Computations	4
MEM13.3AA	Work safely with industrial chemicals & materials	2

Elective Units

MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.5AA	Carry out mechanical cutting	2
MEM5.7AB	Manual heating and thermal cutting	2
MEM5.10AA	Undertake fabrication, forming, bending & shaping	8
MEM5.11AB	Assemble fabricated components	8
MEM5.15AB	Weld using manual metal arc welding process (MMAW)	6
MEM5.17AB	Weld using gas metal arc welding process (GMAW)	6
MEM5.19AB	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.37AA	Geometric development	6
MEM5.38AA	Advanced geometric development–Cylindrical/Rectangular	2
MEM5.39AA	Advanced geometric development–Conical	2
MEM5.40AA	Advanced geometric development–Transition	4

Drawing, Drafting & Design

Elective Units

MEM9.1AA	Draw & interpret sketch	2
MEM9.2AA	Interpret technical drawing	4

Materials Handling

Elective Units

MEM11.11AA	Manual handling	2

Measurement

Elective Units

MEM12.7AA	Mark off/out structural fabrications & shapes	4

Mechanical

Elective Units

MEM18.1AB	Use hand tools	2
MEM18.2AA	Use power tools/hand held operations	2

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Engineering Technology(20018VICF)

Career Opportunities

Further training.

Course Objective

The aim of each is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the awarded certificate. The skills gained would allow tradespersons to operate at a higher level of competency in their preferred area of expertise.

Entry Requirements

Completion of an approved trade training program.

Course Duration

This program is approved on a part-time basis Duration various depending on the number of units undertaken each year (nominal 360 hours)

Course Structure

Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 112 points in units drawn from the Specialisation band A units and/or band B units (including dual band A/band B units) and/or band 2 Core units (minimum 12 points from band B/band 2 Core)

or

Completion of units to meet the requirements of a Certificate III in Engineering–Fabrication Trade, plus 36 points in units drawn from Specialisation band A and/or band B units (including dual band A/band B units) and/or band 2 Core units (maximum 24 points from band A).

Foundation Competency Units

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Elective Units

MEM5.24BA	Perform welding supervision	12
MEM5.25BB	Perform welding/fabrication inspection	12
MEM5.26AA	Apply welding principles	4
MEM9.3AA	Prepare basic engineering drawing	8

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Engineering Technology(20020VICF) [Fabrication/ Welding Supervision, Inspection]

incorporating –

Diploma of Engineering Technology(20019VICF) [Fabrication/Welding]

Career Opportunities

Engineering Industry.

Course Objective

The Advanced Diploma of Engineering Technology(20019VICF)[Fabrication/Welding Supervision, Inspection] provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

Course Duration

Full-time: Two years (or 1 year after completion of Diploma)

Part time: Dependent on the number of modules undertaken each year. Diploma 800 hours/Advanced Diploma (Stages 1and 2) 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.

Code		Unit Weight Points
EA010	Material Science	4
EA031	Writing in plain English	2
EA040	Occupational Health & Safety	2
EA042	Quality Functions–Receiving Inspection	2
EA045	Quality Concepts	2
EA047	Quality Improvement in the Workplace	4
EA050	Computing in Engineering	4
EA061	Engineering Graphics	4
EA063	Technical Drawing Interpretation	4
EA070	Engineering Organisations	4
EA071	Planning Estimating & Costing	2
EA080	Engineering Measurement	2
EA601	Maintenance Processes	4
EA602	Maintenance Systems	4
EA603	Preventative Maintenance	2
EA604	Supervision of Materials Handing System	4
EA606	Liquid Penetrant	4
EA607	Magnetic Particle	8
EA608	Non-Destructive Testing Methods	6
EA609	Penetrant Testing	6
EA610	Radiographic Testing	1
EA611	Radiographic Testing Methods	4
EA612	Radiography & Radiation Safety	4
EA613	Ultrasonic Testing	1
EA614	Ultrasonic Testing Methods	4
EA618	Non Destructive Testing	4
EA701	Engineering Drawing (Detail)	4
EA702	Engineering (Development & Pipework)	4
EA703	Engineering Drawing (Structural)	4
EA740	Workshop Practice	4
EA804	Introduction to Strength of Materials	4
EA815	Drafting Steel Work	4
EA817	Radiographic Interpretation	2
EA818	Weld Inspection Practices	6
EA819	Weld Procedure Development	2
EA821	Weld Processes & Economics	2
EA822	Boilers & Pressure Vessel Codes	4
EA823	Welding Technology 1	4
EA853	Fabrication D–(Structural Steel)	4
EA862	Weld Testing & Inspection	4
EB022	Developing Instructional Materials	4
EB030	Advanced Quality Concepts	4
ED031	Quality Management	4
ED046	Research Project A	4
EB041	Quality-Manual Development Writing	4
EB050	Engineering Projects	8
EB070	Engineering Management	4
EB071	Project Management	4
EB076	Introduction Environment Management	6
EB078	Improving Workplace Performance	6
EB504	Material Handling System Designs 1	4
EB650	Materials for Engineering	4
EB676	Metal Joining Processes	2
EB712	Plant Layout	4
EB833	Advanced Joining Techniques	4
EB834	Welded Joint Design	4
EB836	Welding Technology 2	4
ED015	Flexible Manufacturing Systems (FMS) Designs	8
ED016	Interchangeable Manufacturing Technology	8
ED023	History & Impact of Technological Change	4

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Industrial Skills Training Centre

The Industrial Skills Training Centre is located at Gate 4, Hoppers Lane, Werribee (Melway Ref 206, J6) in a $20 million purpose-built complex with large indoor and outdoor work areas and modern classrooms.

Over eighty items of plant including trucks, cars, forklifts, cranes and earthmoving equipment are used in the training programs. For driver training there is a 1.2 kilometre road circuit and maneuvering area. The Centre also includes a library, canteen and student amenity area. Over four thousand trainees attend courses at the Centre annually.

The Industrial Skills Training Centre provides training to regulation standards and serves the needs of the building and civil construction, transport and materials handling and storage industries.

The courses train personnel in all areas of operation, safety and efficiency and to accord with relevant Government legislation and regulations requiring Certificates of Competence or special licences.

The Centre's Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients' specific needs. The Unit has VicRoads' quality assurance certification and is an accredited VicRoads' service provider of heavy vehicle license training and testing

The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre's equipment.

The Industrial Skills Training Centre provides Assessor Training consistent with the National Competency Standards for workplace competency training, and training for the Transport and Warehousing industries. Recognition of Prior Learning (RPL) Assessments are available and a consulting service for its wide range of courses.

The Industrial Skills Training Centre offers the following services:

- Flexible Training
- Delivery tailored to industry needs
- Delivered at the Centre or on-site using Industry or the Centre's equipment
- Self-paced delivery options
- Basic, refresher or advanced training
- Modern Equipment
- Extensive range of training equipment
- Industry relevant
- Undercover training areas
- Up-to-Date Courses
- Training based on nationally endorsed competencies
- Training and assessment combined
- Skilled trainers
- Accredited Skills Assessors
- Qualified instructors with extensive industry experience
- Courses designed and developed for Industry needs
- Existing courses customised
- Assessment services
- Qualification cards for earthmoving operators
- Workcover National Certificates of Competence
- VicRoads Heavy Vehicle license Assessment
- General assessment of operators in the workplace
- Consultancy services
- Training needs analysis
- Addressing problems in the workplace
- Equipment operation safety advice
- Workcover licensing advice
- On-site delivery
- Training as part of a construction project
- Combination of delivery by TAFE and workplace instructors
- Recognition of workplace competencies achieved

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

Code	
BSZ40198	Certificate IV in Assessment and Workplace Training(BSZ40198)
BCC30198	Certificate III in Civil Construction (Plant)(BCC30198)
BCG31398	Certificate III in General Construction(BCG31398)
TDT10197	Certificate I in Transport and Distribution (Warehousing)(TDT10197)
TDT20197	Certificate II in Transport and Distribution (Warehousing)(TDT20197)
TDT30197	Certificate III in Transport and Distribution (Warehousing)(TDT30197)
TDT40197	Certificate IV in Transport and Distribution (Warehousing)(TDT40197)
TDT10297	Certificate I in Transport and Distribution (Road Transport)(TDT10297)
TDT20297	Certificate II in Transport and Distribution (Road Transport)(TDT20297)
TDT30297	Certificate III in Transport and Distribution (Road Transport)(TDT30297)
TDT40297	Certificate IV in Transport and Distribution (Road Transport)(TDT40297)
TDT51098	Diploma of Transport and Distribution (Logistics)(TDT51098)
TDT61098	Advanced Diploma of Transport and Distribution (Logistics)(TDT61098)
TDT30998	Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)
TDT40998	Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)
2311AEA	Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)
TDT10598	Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)
TDT20598	Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)
TDT30598	Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)
TDT10498	Certificate I in Transport and Distribution (Rail Operations)(TDT10498)
TDT20498	Certificate II in Transport and Distribution (Rail Operations)(TDT20498)
TDT30498	Certificate III in Transport and Distribution (Rail Operations)(TDT30498)
WFS30402	Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

In addition to the courses outlined in this handbook the following courses are also available:

Building & Construction Industry Courses

- Course in Rigging–Basic
- Course in Rigging–Intermediate
- Course in Rigging–Advanced
- Course in Scaffolding–Basic
- Course in Scaffolding–Limited Height
- Course in Scaffolding–Intermediate
- Course in Scaffolding–Advanced
- Course in Dogging
- Course in Safe Lifting (load slinging)
- Course in Elevating Work Platform
- Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading
- Course in Overhead Travelling Crane

Civil Construction Industry Courses
- Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader
- Course in Basic Grading
- Course in Trench Shoring and Safety

Warehousing Industry
- Courses in Forklift Operating
- Course in Order Picker

Road Transport Industry
- Course in Light Rigid Truck
- Course in Medium Rigid Truck
- Course in Heavy Rigid Truck
- Course in Heavy Combination Truck
- Course in Multi-Combination Truck
- Dangerous Goods Licence Training

Driver Education Courses
- School Driver Education Program
- Defensive/Advanced Driving
- VicRoads Heavy Vehicle Administration Course
- VicRoads Interception Techniques

For details contact the Industrial Skills Training Centre by telephone on: (03) 9284 7600 or fax: (03) 9284 7606.

Robyn Archer
Head, Department of Industrial Skills Training Centre–TAFE

Certificate IV in Assessment and Workplace Training(BSZ40198)

Career Opportunities
Training.

Course Objectives
The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:
- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements
There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Course Duration
This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure
The course consists of the following eight units:
- Plan Assessment
- Conduct Assessment
- Review Assessment
- Train Small Groups
- Plan and Promote a Training Program
- Plan a Series of Training Sessions
- Deliver Training Sessions
- Review Training

Certificate III in Civil Construction (Plant)(BCC30198)

Career Opportunities
Civil Construction Industry.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the civil construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NOHSC) licensing.

Entry Requirements
To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered over 3 years part – time, 948 nominal hours. This course is available as an apprenticeship or traineeship.

Course Structure
Core Units

Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials & safely dispose of waste 16	
BCC1003A	Drain/de-water site	12
BCC1009A	Carry out manual excavation	8
BCG1010A	Carry out concreting to simple forms	40
BCC1012A	Spread & compact materials manually	2
BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2003A	Assist with excavation & support installation	8
BCC2005A	Repair pavement	36
BCC2009A	Carry out concrete work	40

Elective Units

(i) 3 units from Series 1000 and/or Series 2000 Elective Units
(ii) 1 unit from Group A Elective Units
(iii) 2 units for Group B elective units.

Elective units will be selected by the student in consultation with his/her employer, with approval of the Head of Department.

Group A

Code		Hours
BCC3002A	Conduct Backhoe/Loader operations	200
BCC3003A	Conduct Dozer operations	240
BCC3004A	Conduct Excavator operations	200
BCC3005A	Conduct Front End Loader operations	160
BCC3006A	Conduct Grader operations	240
BCC3007A	Conduct Scraper operations	160
BCC3008A	Conduct Skid Steer Loader operations	80
BCC3014A	Conduct Pipelayer operations	80
BCC3015A	Conduct Recycler operations	80

Group B

BCC3001A	Conduct Tip Truck operations	60
BCC3009A	Conduct Roller operations	80
BCC3010A	Conduct Water Cart operations	40
BCC3012A	Conduct Dump Truck operations	60
BCC3013A	Conduct Forklift operations	32
BCC3017A	Conduct Telescopic Materials Handler Operations	80
BCC3018A	Conduct Materials Spreader operations	80
BCC3019A	Conduct Profile Planer operations	80

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in General Construction(BCG31398)

Career Opportunities

General Construction Industry.

Course Objective

The course aims to provide participants with the skills and knowledge to undertake work in the general construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

Entry Requirements

Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship. The course is 680-1054 nominal hours. This course is also available as an apprenticeship or traineeship.

Course Structure

Core Units

Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials & safely dispose of waste	16
BCG1007A	Erect & dismantle restricted height scaffolding	40
BCG1009A	Carry out excavation & install support	16
BCG1010A	Carry out concreting to simple forms	40
BCG2001A	Prepare surfaces	32
BCG2003A	Carry out general demolition	32
BCG2004A	Carry out levelling	16
BCG2007A	Operate elevated work platforms (EWP)	20
BCG2008A	Use explosive power tools (EPT)	16
BCG2009A	Carry out concrete work	40
BCG3011A	Carry out basic setting out	12
BCG3013A	Conduct forklift operations	32
BCG3041A	Undertake dogging	80
BCG3043A	Operate hoist	24

Elective Units

Three units from Series 3000 elective units selected by the student in consultation with his/her employer, with approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Warehousing)(TDT10197)

Career Opportunities

Warehousing Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements

Applicants for this course must be employed within the Warehousing Industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTD197A	Shift Materials Safely	20
TDTD297A	Use Manual Handling Equipment	20
TDTE397A	Participate in Workplace Communication	40
TDTE597A	Carry out Workplace Calculations	20
TDTF197A	Follow Occupational Health & Safety Procedures	20
TDTF297A	Conduct Housekeeping Activities	20
TDTF997	Conduct Cleaning Operations in Enclosed Spaces	20
TDTG197A	Work Effectively with Others	40
TDTG498	Undertake Workplace Orientation	10
TDTL197A	Complete Induction Procedures	25

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Transport and Distribution (Warehousing)(TDT20197)

Career Opporunities

Warehousing Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTA997	Complete Import/Export Documentation	20
TDTA1297	Pick & Process Orders	20
TDTA1397	Receive Goods	20
TDTA1497	Use Product Knowledge to Complete Work Operations	20
TDTA2097	Replenish Stock	20
TDTA1197	Package Goods	20
TDTA2197	Despatch Stock	20
TDTA2297	Participate in Stocktakes	20
TDTB197A	Check & Assess Occupational Capability of Equipment	40
TDTB998A	Check Conveyor Operational Status	20
TDTD397B	Handle Hazardous Substances/Dangerous Goods	20
TDTD497	Load & Unload Goods/Cargo	30
TDTD797	Prepare Cargo for Transfer with slings	20
TDTD1097	Operate a Forklift	40
TDTD1297	Operate Specialised Load Shifting Equipment	20
TDTD2198	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298A	Conduct Weighbridge Operations	20
TDTF697	Apply Emergency/Accident Procedures	20
TDTI297B	Co-ordinate Customer Service Skills	20–40
TDTJ197	Apply Quality Procedures	20
TDTJ398A	Apply Grain Protection Measures	20
TDTJ498A	Implement Grain Monitoring Measures	20
TDTK197	Use Computer Applications	40
TDTK297	Use Infotechnology Devices in the Workplace	20
TDTL898A	Complete Routine Administrative Tasks	10
TDTQ798A	Prepare & Process Financial Documents	30
TDTT198A	Capture Records into a Records Keeping System	20
TDTT498A	Maintain Control of Records	20
TDTT598A	Provide Information from & about Records	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Transport and Distribution (Warehousing)(TDT30197)

Career Opportunities

Warehousing Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements

Successful completion of seven (7) units aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTA1097	Coordinate Goods to Bond Premises	20
TDTA1597	Complete receival/Despatch Documentation	40
TDTA1697	Use Inventory Systems to Organise Stock Control	30
TDTA1797	Product Knowledge Applied to Organise Work Operations	40
TDTA1897	Organise Despatch Operations	40
TDTA1997	Organise Receival Operations	40
TDTA2497	Organise Warehouse records Operations	30
TDTA2698	Monitor Storage Facilities	30
TDTB297	Test Equipment & Isolate Faults	20
TDTD1197	Conduct Advanced Forklift Operations	40
TDTD2398	Use Specialised Bulk Gas Transfer Equipment	40
TDTD2498	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD2798	Prepare for the Transport of Packaged Dangerous Goods	40
TDTD2898	Prepare for the Transport of Dangerous Goods in Bulk	40
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTE297	Estimate/Calculate Mass, Area & Quantify Dimensions	15
TDTE497	Prepare Workplace Documents	20
TDTE1298	Consolidate Manifest Documentation	20
TDTF397	Implement & Monitor Occupational Health &Safety Procedures	30
TDTF497	Organise Occupational Health & Safety Procedures n the Workplace	30
TDTF897	Provide First Aid in the Workplace	25
TDTG297	Lead Work Team or Group	25
TDTJ297	Apply Quality Systems	35–40
TDTJ598	Sample, Inspect & Test Products to Specifications	20
TDTJ698	Implement Grain Protection Procedures	40
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1)	Shown in M1 Hours
TDTM397	Review Training (Category 1)	Shown in M1 Hours
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20–30
TDTO498	Conduct Safety & Hazard Control Procedures for Transferring Dangerous/Specialised Goods	40
TDTT298	Document a Records System	30
TDTT398	Identify & Classify Records to be Captured	40
TDTT698	Provide Records Retrieval Service	20
TDTT798	Sentence records	60
TDTT898	Undertake Movement of Records	30
TDTT1098	Destroy Records	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Transport and Distribution (Warehousing)(TDT40197)

Career Opportunities

Warehousing Industry.

Course Objective

This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry.

It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements

To qualify for admission to the course, an applicant generally must have:

- successfully completed Certificate III in Transport & Distribution (Warehousing)
- or successful recognition of seven (7) competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

Course Duration

This course is conducted part time, in Industry over a period of 18 months.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTA2397A	Coordinate Stocktakes	20
TDTA2597B	Manage Temperature Controlled Stock	20
TDTA2898A	Assess & Monitor Optimum Stock Levels	20
TDTE697B	Collect & Present Workplace Data & Information	20
TDTE1397B	Apply Workplace Statistics	20
TD F797A	Implement Accident/Emergency Procedures	40
TDTF1498A	Develop & Maintain a Safe Workplace	40
TDTG698A	Participate in, Lead & Facilitate Work Teams	40–50
TDTI197B	Co-ordinate Quality Customer Service	20
TDTI598A	Market Services & Products to Clients	20
TDTL998A	Manage Personal Work Priorities & Professional Development	20–50
TDTL1098A	Assess & Confirm Customer Transport Requirements	20
TDTL2198A	Coordinate the Erection & Dismantling of Temporary Storage	20
TDTM497A	Prepare for Training (Category 2)	40
TDTM597A	Deliver Training (Category 2)	40
TDTM697A	Review & Promote training (Category 2)	40
TDTN297A	Extension Unit–Plan & Review Assessment	40
TDTP598A	Manage Workplace Information	20
TDTR198A	Monitor Supplier Performance	20
TDTR297A	Source Goods/Services & Evaluate Contractors	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Road Transport)(TDT10297)

Career Opportunities

Road Transport Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter into the Road Transport Industry.

Entry Requirements

Applicants for this course must be employed within the Road Transport Industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTC197	Drive Vehicles	30
TDTC1398	Ride Courier/Delivery Bicycles	20
TDTD197A	Shift Materials Safely	20
TDTD297A	Use Manual Handling Equipment	20
TDTE397A	Participate in Workplace Communication	40
TDTE597A	Carry Out Workplace Calculations	20
TDTF197A	Follow Occupational Health & Safety Procedures	20
TDTF297A	Conduct Housekeeping Activities	20
TDTG197A	Work Effectively with Others	40
TDTG498	Undertake Workplace Orientation	10
TDTL197A	Complete Induction Procedures	25

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Transport and Distribution (Road Transport)(TDT20297)

Career Opportunities

Road Transport Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter into and gain work skills for the Road Transport Industry.

Entry Requirements

To qualify for admission students must have successful completion of seven units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Road Transport Industry

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTB397	Carry Out Vehicle Maintenance	30
TDTB497	Carry out Vehicle Inspection	20
TDTB797	Carry Out Maintenance of Trailers	40
TDTB897	Carry out Inspection of Trailers	30
TDTC297	Drive Light Rigid Vehicle	40
TDTC397	Drive Medium Rigid Vehicles	40
TDTC997	Drive Taxicabs	40
TDTC1298	Ride Motorcycles	20

TDTD397B	Handle Hazardous Substances/Dangerous Goods	20
TDTD497	Load & Unload Goods/Cargo	30
TDTD1097	Operate a Forklift	40
TDTD1397	Move Materials Mechanically	40
TDTD1697	Load & Unload Dangerous Goods	30
TDTD1897	Handle Furniture & Effects	30
TDTD1997	Pack & Unpack Cartons for Removal	20
TDTD2198	Use Specialised Bulk transfer Equipment (Dry)	40
TDTD2998	Prepare Articles for Delivery	10
TDTE797	Use Vehicle Communication System	20
TDTE897	Process Workplace Documentation	20
TDTE1198	Use Electronic Communication Equipment	30
TDTE1498	Compile & Process Export Documentation	20
TDTF1097	Apply Fatigue Management Strategies	30
TDTF1197	Care for Environment	20
TDTF1297	Apply Safe Handling Strategies when Handling Explosives or Dangerous Goods	30
TDTH197	Interpret Road Maps & Navigate Routes	20
TDTH398	Prioritise Courier/Delivery Operations	30
TDTI297B	Co-ordinate Customer Service Skills	20-40
TDTI698	Provide Freight Forwarding Services to Customers	30
TDTJ197	Apply Quality Procedures	40
TDTK197	Use Computer Applications	40
TDTK297	Use Infotechnology Device in the Workplace	20
TDTK397	Apply Keyboard Skills	20
TDTK798	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898	Complete Routine Administrative tasks	10
TDTO398	Undertake Loading & Unloading in a Designated Secured Environment	
TDTO1198	Provide Revenue Protection Measures	10
TDTO1398	Administer Security of Assets & Facilities	20
TDTQ197	Conduct Financial Transactions	20
TDTQ798A	Prepare & Process Financial Documents	30
TDTQ998	Conduct Courier Delivery Cash Transactions	10

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Transport and Distribution (Road Transport)(TDT30297)

Career Opportunities

Road Transport Industry.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry.

Entry Requirements

Successful completion of seven units aligned at AQF level 1 and a minimum of seven and a maximum of nine units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Road Transport Industry

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTB597	Carry out Maintenance of Vehicles Designed to Carry Special Loads	30
TDTB697	Carry out Inspection of Vehicles Designed to Carry Special Loads	30
TDTB1198	Set Up & Rig Crane for Lift	30
TDTB1298	Plan Job & Set Up Work Area	40
TDTB1398	Maintain Mobile Cranes	40
TDTB1498	Load & Unload Wheeled or Tracked Crane	20
TDTB1598	Undertake Site Inspection	20
TDTB1698	De-rig, pack & Store Tools & Equipment	10
TDTB1798	Assemble/Dismantle Boom or Jib	80
TDTC497	Drive Heavy Rigid Vehicles	40
TDTC597	Drive Heavy Combination Vehicles	40
TDTC797	Operate Vehicle Carrying Special Loads	40
TDTC897	Drive Coach/Buses	40
TDTC1097	Pilot or Escort Oversize &/or Mass Loads	20
TDTC1197	Transport Passengers with Disabilities	40
TDTD1197	Conduct Advanced Forklift Operations	40
TDTD1497	Load & Unload Vehicles Carrying Special Loads	20
TDTD1597	Identify & Classify Explosives & Dangerous Goods	20
TDTD1797	Load & Unload Explosives	30
TDTD2097	Care for Livestock in Transit	20
TDTD2398	Use Specialised Bulk Gas Transfer Equipment	40
TDTD2498	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD2798	Prepare for the Transport of Packaged Dangerous Goods	40
TDTD2898	Prepare for the Transport of Dangerous Goods in Bulk	40
TDTD3198	Rig Load	40
TDTD3398	Operate a Vehicle Self Loading Crane	40
TDTD3498	Operate a Mobile Crane on a Demolition Site	60
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTD3698	Lift & Move Load using Mobile Crane up to & including 20 Tonne	40
TDTD4098	Control Lift & Movement of Load	20
TDTD4198	Undertake Cash in Transit Loading & Unloading in an Unsecured Environment	30
TDTE997	Use Pilot & Escort Communication	20
TDTE1097	Estimate Furniture Removals Jobs	30
TDTE1298	Consolidate Manifest Documentation	20
TDTE1598	Undertake Rigger/ Dogger & Driver Communications	20
TDTE1698	Estimate/Calculate Load Shifting Requirements	20
TDTF397A	Implement & Monitor Occupational Health & Safety Procedures	30
TDTF897	Provide First Aid in the Workplace	25
TDTF1397	Manage Breakdowns & Emergencies	30
TDTG297	Lead Work Team or Group	25
TDTH297	Plan & Navigate Routes	20
TDTI397	Provide Customer Service in Passenger Vehicles	20
TDTI497	Manage Camping Procedures for Coaches & Buses	40
TDTI998	Provide on Board Services to Customers	20
TDTJ297	Apply Quality Systems	35-40
TDTJ598	Sample, Inspect & Test Products to Specifications	20
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1)	Shown in M1 Hours
TDTM397	Review Training (Category 1)	Shown in M1 Hours
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20
TDTO498	Conduct Safety & Hazard Control Procedures for Transferring Dangerous/Specialised Goods	40
TDTO798	Undertake Emergency Response Action	20

TDTO898	Implement Cash in Transit Security Equipment	40
TDTO998	Test & Inspect Cash in Transit Security Incidents	30
TDTO1098	Respond to Cash in Transit Security Incidents	60
TDTO1298	Manage Disruptive &/or Unlawful Behaviour	20
TDTQ397	Maintain Financial records in a Small Business	40
TDTQ498	Organise Freight Invoicing & Payment	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Transport and Distribution (Road Transport)(TDT40297)

Career Opportunities

Transport Industry.

Course Objective

This course aims to provide vocational training for people at the operative and supervisory level in the transport industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements

To qualify for admission to the course, an applicant generally must have successfully completed Certificate III in Transport & Distribution (Road Transport)

Course Duration

This course is conducted part time, in Industry over a period of 18 months.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTA3098A	Coordinate Stocktakes	40
TDTA3198A	Consolidate Freight	30
TDTA3298A	Organise Transport of Freight or Goods	40
TDTA3398A	Organise International Transport	40
TDTC697A	Drive Multi Combination Vehicles	40
TDTD3098A	Supervise Mobile Crane Operations	40
TDTD3298A	Plan and Conduct Specialised Lift	40
TDTE697B	Collect & Present Workplace Data & Information	20
TDTE1398A	Apply Workplace Statistics	
TDTF797A	Implement Emergency/Accident Procedures	40
TDTF1498A	Develop and Maintain a Safe Workplace	50
TDTG598A	Organise Transport Workload	10
TDTG698A	Participate in, Lean & Facilitate Work Teams	40-50
TDTI197B	Co-ordinate Quality Customer Service	20
TDTE598A	Market Services and Products to Clients	40
TDTI898A	Monitor Transport Activities at Interchanges	
TDTL597B	Apply Conflict Resolution Strategies	40
TDTL797B	Manage Fleet Control Logistics	40
TDTL998A	Manage Personal Work Priorities & Professional Development	20-50
TDTL1098A	Assess and Confirm Customer Transport Requirements	40
TDTM497A	Prepare for Training (Category 2)	40
TDTM597A	Deliver Training (Category 2)	40
TDTM697A	Review and Promote Training (Category 2)	40
TDTN297A	Extension Unit – Plant and Review Assessment	40
TDTN397A	Develop Assessment Tools	5
TDTP197A	Develop Plans to Meet Customer and Organisation Needs	40
TDTP297A	Facilitate and Capitalise on the Change in the Workplace	50
TDTP598A	Manage Workplace Information	50
TDTP1098A	Assess Job Requirements and Provide Quotation	30
TDTQ698A	Administer International Trading Accounts	60
TDTR198A	Monitor Supplier Performance	30
TDTR297A	Source Goods/Services and Evaluate Contractors	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Transport and Distribution (Logistics)(TDT51098)

Career Opportunities

Management of a warehouse or distribution system.

Course Objective

The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.

Entry Requirements

To qualify for admission applicants must have successfully completed the Certificate IV in Transport and Distribution (Warehousing) or Certificate IV in Transport and Distribution (Road Transport) or equivalent relevant industry experience.

Course Duration

The course will be offered on a part-time basis over 630 nominal hours

Course Structure

The structure of the course is as follows:

- Seven units of competency at Australian Qualifications Framework Level 5 selected by the student with the approval of the Head of Department, having regard to the list of relevant units in–
- Transport and Distribution Training Package TDT98 (published 1999)
- Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2 (published June 2000).

Advanced Diploma of Transport and Distribution (Logistics)(TDT61098)

Career Opportunities

Management of domestic and international distribution systems.

Course Objective

The course aims to equip students with the skills and knowledge required to manage both domestic and international distribution systems

Entry Requirements

To qualify for admission applicants must have successfully completed the Diploma of Transport and Distribution (Warehousing) or equivalent.

Course Duration

The course will be offered on a part-time basis over 700 nominal hours.

Course Structure

The structure of the course is as follows:

- Four units of competency at Australian Qualifications Framework Level 6 selected by the student with approval of the Head of Department, having regard to the list of relevant units in–

- Transport and Distribution Training Package–TDT97, (published 1997)
- Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2, (published June 2000)
- Three units of competency at Australian Qualifications Framework Level 6 selected by the student with approval of the Head of Department, having regard to the list of relevant units in:
  - Transport and Distribution Training Package–TDT97, (published 1997)
  - Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2, (published June 2000)
  - Any other state or nationally accredited training package at Australian Qualifications Framework Level 4.

Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements

To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

To qualify for an award, students must successfully complete 21 Units selected from the following.

Code		Hours
TDTD197A	Shift Materials Safely	20
TDTB197A	Check & Assess Operational Capability of Equipment	40
TDTB1198	Set Up & Rig Crane for Lift	30
TDTB1298	Plan Job & Set Up Work Area	40
TDTB1398	Maintain Mobiles Cranes	40
TDTB1498	Load & Unload Wheeled or Tracked Crane	20
TDTB1598	Undertake Site Inspection	20
TDTB1698	De-rig, Pack & Store Tools & Equipment	10
TDTB1798	Assemble/Dismantle Boom or Jib	80
TDTC497	Drive Heavy Rigid Vehicles	40
TDTC597	Drive Heavy Combination Vechiles	40
TDTC1097	Pilot or Escort Oversize &/or Mass Loads	20
TDTD197A	Shift Materials Safely	20
TDTD1097	Operated a Forklift	40
TDTD1397	Move Materials Mechanically	40
TDTD3198	Rig Load40	
TDTD3398	Operate a Vehicle Self Loading Crane	40
TDTD3498	Operate a Mobile Crane on a Demolition Site	60
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTD3698	Lift & Move Load Using Mobile Crane up to & Including 20 Tonne	40
TDTD4098	Control Lift & Movement of Load	20
TDTE897	Process Workplace Documentation	20
TDTE997	Use Pilot & Escort Communication	20
TDTE1598	Undertake Rigger/Dogger & Driver Communications	20
TDTE1698	Estimate/Calculate Load Shifting Requirements	20
TDTF197A	Follow Occupational Health & Safety Procedures	20
TDTF297A	Conduct Housekeeping Activities	20
TDTF697	Apply Emergency–Accident Procedures	20
TDTF897	Provide First-Aid in the Workplace	25
TDTG197A	Work Effectively with Others	40
TDTI297B	Co-ordinate Customer Service Skills	20–40
TDTJ197A	Apply Quality Procedures	20–40
TDTK297	Use Infotechnology Devices in the Workplace	20
TDTL197A	Complete Induction Procedures	25

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile crane operations.

Entry Requirements

To qualify for admission to this course students must have completed the Certificate III in Transport & Distribution (Mobile Cranes), or its equivalent and be employed within the industry.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace.

Course Structure

To qualify for an award, students must successfully complete seven of the following units of competency:

Code		Hours
TDTA997	Complete Import/Export Documentation	20
TDTD3098A	Supervise Mobile Crane Operations	40
TDTD3298A	Plan & Conduct Specialised Lift	40
TDTF797A	Implement Emergency–Accident Procedures	20–40
TDTI197B	Co-ordinate Quality Customer Service	30
TDTJ297	Apply Quality Systems	35–40
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1)	Shown in M1 Hours
TDTM397	Review Training (Category 1)	Shown in M1 Hours
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20–30
TDTN297	Extension Unit Plan & Review Assessment	15
TDTN397A	Develop Assessment Tools	5
TDTP1098A	Assess Job Requirements & provide Quotation	30
TDTQ798A	Prepare & Process Financial Documents	30
TDTT198A	Capture Records into a Records Keeping System	20
TDTT498A	Maintain Control of Records	20
TDTT598A	Provide Information from & about Records	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)

Career Opportunities

Motor vehicle driving instruction industry.

Course Objective

The course aims are:

- to provide a program of structured competency based training for the motor vehicle driving instruction industry;
- to prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors;
- to meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry;
- to provide a system for formally recognising the skills and knowledge of new entrants to the industry, and those already in the industry, through the recognition of prior learning;
- to improve the quality of service provided by motor vehicle driving instructors to their clients;
- to raise the level of professionalism of the motor vehicle driving instruction industry throughout Australia.

This State accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.

Entry Requirements

To qualify for admission to the Car Stream of this course students must have a current full driver's licence with a minimum of four years car driving experience. Must be 21 years of age.

For admission to the Heavy Vehicle Stream students must have successfully completed the Car Stream course and hold a current full drivers licence, endorsed with the appropriate category of heavy vehicle, with a minimum of two years driving experience in that category.

Course Duration

165 hours part time

Course Structure

This course consists of two streams:

- Car Stream
- Heavy Vehicle Stream

The Car Stream is a prerequisite to the Heavy Vehicle Stream.

Car Stream

Code		Hours
NRT206	Road Law Understanding	15
NRT210	Safe & Efficient Car Driving	30
NRT380	The Driving Instruction Industry	6
NRT381	The Learner Driver	12
NRT382	Motor Vehicle Instruction Method	30
NTR383	Training Vehicle Presentation & Maintenance	3
NRT384	Communication Skills for Driving Instructors	12
NRT385	Planning Driver Training Programs	12
NRT386	Delivering 1:1 Driver Training	12
NRT387	Delivering Group Driver Training	12
NRT388	Assessing Learner Drivers	18
NRT389	Evaluating & Reporting Driver Training	3

Heavy Vehicle Stream

NRT206	Road Law Understanding	15
NRT211	Safe & Efficient Heavy Vehicle Driving	30
NRT380	The Driving Instruction Industry	6
NRT381	The Learner Driver	12
NRT382	Motor Vehicle Instruction Method	30
NRT383	Training Vehicle Presentation & Maintenance	3
NRT384	Communication Skills for Driving Instructors	12
NRT385	Planning Driver Training Programs	12
NRT386	Delivering One to One Driver Training	12
NRT387	Delivering Group Driver Training	12
NRT388	Assessing Learner Drivers	18
NRT389	Evaluating & Reporting Driver Training	3

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)

Career Opportunities

Passenger services sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements

Applicants for this course must be employed within the passenger services sector of the rail industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTD197A	Shift materials safely	20
TDTD297A	Use manual handling equipment	20
TDTE397A	Participate in workplace communications	40
TDTE597A	Carry out workplace calculations	20
TDTF197A	Follow occupational health & safety procedures	20
TDTF297A	Conduct housekeeping activities	20
TDTG197A	Work effectively with others	40
TDTI297B	Co-ordinate customer service skills	20–40
TDTL197A	Complete induction procedures	40
TDTRB0798A	Clean transportation units and facilities for passenger use	20
TDTRB1198A	Maintain and use basic handtools	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)

Career Opportunities

Passenger services sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the passenger services sector of the rail industry.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTB197A	Check & assess operational capability of equipment	40
TDTD397B	Handle hazardous substances/dangerous goods	40
TDTE797A	Use vehicle communication systems	20
TDTE897A	Process workplace documentation	20
TDTF1197A	Care for the environment	20
TDTJ197A	Apply quality procedures	20
TDTK197A	Use computer applications	40
TDTK297A	Use infotechnology devices in the workplace	20
TDTK397A	Apply keyboard skills	20
TDTO1198A	Provide revenue protection measures	20
TDTO1398A	Administer security of assets and facilities	20
TDTRB0598A	Diagnose and rectify minor faults	30
TDTRB0698A	Provide sanitation and water service support to passenger transportation units	20
TDTRB1298A	Use and maintain minor mechanical equipment	20
TDTRF0298A	Operate and maintain fire fighting equipment	
TDTRF0398A	Ensure a safe on-board passenger and working environment	30
TDTRI0298A	Operate the on train buffet car	40
TDTRL0198A	Monitor and process attendance records	20
TDTRL1698A	Handle customer luggage/property	20
TDTRQ0298A	Maintain petty cash account	10
TDTRQ0398A	Sell products and services	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)

Career Opportunities

Passenger services sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 and seven (7) units aligned at AQF level 2 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the passenger services sector of the rail industry.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTB297A	Test equipment and isolate faults	20
TDTE197A	Present workplace information	40
TDTE297A	Estimate/calculate mass, area and quantify dimensions	30
TDTE497A	Prepare workplace documents	20
TDTF397A	Implement and monitor occupational health and safety procedures	30
TDTF897B	Provide first-aid in the workplace	25
TDTG297A	Lead work team or group	25
TDTI998A	Provide on board service to customers	20
TDTJ297A	Apply quality systems	40
TDTL397A	Conduct induction process	20
TDTM197A	Prepare for training (category 1)	10
TDTM297A	Deliver training (category1)	10
TDTM397A	Review training (category 1)	10
TDTN197A	Conduct assessment in accordance with an established assessment procedure	15
TDTO1298A	Manage disruptive and/or unlawful behaviour	20
TDTRE0298A	Work with travel agencies and sales outlets	40
TDTRL1598A	Organise services for special events	20
TDTRL2198A	Plan train consists	20
TDTRO0198A	Maintain security of railway property and revenue	30
TDTRQ0498A	Advise on and construct fares for customers	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Rail Operations)(TDT10498)

Career Opportunities

Operations sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

Applicants for this course must be employed within the operations sector of the rail industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year period at the participants own pace. It is available as an apprenticeship or traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTD197A	Shift materials safely	20
TDTD297A	Use manual handling equipment	20
TDTE397A	Participate in workplace communications	40
TDTE597A	Carry out workplace calculations	20
TDTF197A	Follow occupational health and safety procedures	20
TDTF297A	Conduct housekeeping activities	20
TDTG197A	Work effectively with others	40
TDTI297B	Co-ordinate customer service skills	20–40
TDTL197A	Complete induction procedures	40
TDTRB1198A	Maintain and use basic handtools	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Transport and Distribution (Rail Operations)(TDT20498)

Career Opportunities

Operations sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the operations sector of the rail industry.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTD397B	Handle hazardous substances/dangerous goods	40
TDTE797A	Use vehicle communication systems	20
TDTE897A	Process workplace documentation	20
TDTF1197A	Care for the environment	20
TDTJ197A	Apply quality procedures	20
TDTK197A	Use computer applications	40
TDTK297A	Use infotechnology devices in the workplace	20
TDTK397A	Apply keyboard skills	20
TDTO1398A	Administer security of assets and facilities	20
TDTRB0598A	Diagnose and rectify minor faults	40
TDTRB1298A	Use and maintain minor mechanical equipment	20
TDTRF0298A	Operate and maintain fire fighting equipment	20
TDTRL0198A	Monitor and process attendance records	20
TDTRL1198A	Monitor and record rollingstock locations	30
TDTRL1898A	Prepare for train departure	20
TDTRQ0298A	Maintain petty cash account	10

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Transport and Distribution (Rail Operations)(TDT30498)

Career Opportunities

Operations sector of the rail industry.

Course Objective

This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 and seven (7) units aligned at AQF level 2 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the operations sector of the rail industry.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Code		Hours
TDTE197A	Present workplace information	40
TDTE297A	Estimate/calculate mass, area and quantify dimensions	30
TDTE497A	Prepare workplace documents	20
TDTF397A	Implement and monitor occupational health and safety procedures	30
TDTF897B	Provide first-aid in the workplace	25
TDTG297A	Lead work team or group	25
TDTJ297A	Apply quality systems	40
TDTL397A	Conduct induction process	20
TDTM197A	Prepare for training (category 1)	10
TDTM297A	Deliver training (category 1)	10
TDTM397A	Review training (category 1)	10
TDTN197A	Conduct assessment in accordance with an established assessment procedure	15
TDTRB0198A	Conduct full train examination	40
TDTRB0298A	Test train braking systems	30
TDTRB0398A	Visually inspect stationary train	80
TDTRB0498A	Conduct train roll-by inspection	20
TDTRB0898A	Prepare, start and shut down motive power unit	150
TDTRB0998A	Prepare for train operations	40
TDTRB1098A	Set up and shut down on-train remote control system	30
TDTRC0498A	Shunt rolling stock	100
TDTRC0598A	Operate on-train remote control system	40
TDTRL0598A	Allocate motive power	20
TDTRL0998A	Assist with train operations	200
TDTRL2198A	Plan train consists	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Please contact the Industrial Skills Training Centre on 9284 7600 for more details on this course.

Department of Engineering Technology

The Department of Engineering Technology–TAFE conducts a wide range of courses that provide vocational education for a variety of Engineering Technology occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
14309VIC	Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) [Civil]
20020VIC	Advanced Diploma of Engineering Technology (20020VIC) [Civil]
20019VIC	Diploma of Engineering Technology (20019VIC) [Civil]
11409VIC	Certificate I in Engineering Technology (11409VIC)
MEM10198	Certificate I in Engineering(MEM10198)
MEM20198	Certificate II in Engineering (Production)(MEM20198)
MEM20298	Certificate II in Engineering (Production Technology)(MEM20298)
MEM30198	Certificate III in Engineering (Production Systems)(MEM30198)
MEM30298	Certificate III in Engineering (Mechanical Trade)(MEM30298)
MEM30598	Certificate III in Engineering(Technician)(MEM30598)
20018VIC	Certificate IV in Engineering Technology (20018VIC)
20020VIC	Advanced Diploma of Engineering Technology (20020VIC)
20019VIC	Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing &Mechatronics]
14309VIC	Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC)[Streams in Mechanical, Manufacturing and Mechatronics]
AUM20100	Certificate II in Automotive Manufacturing(AUM20100)
AUM30100	Certificate III in Automotive Manufacturing – Frontline Management(AUM30100)
AUM40100	Certificate IV in Automotive Manufacturing – Frontline Management(AUM40100)
AUM40200	Certificate IV in Automotive Manufacturing – Manufacturing Maintenance(AUM40200)

In addition to these courses, the Department of Engineering Technology–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Graeme Barry
Head, Department of Engineering Technology–TAFE

Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Civil]

Career Opportunities

Trainer, Supervisor, Coordinator, Technical Officer, Engineering Assistant, Design Draftperson.

Course Objectives

The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at or aspiring to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) – Civil Stream, is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi Government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

Full-time – 1800 nominal hours.

Part-time – Dependent upon number of modules undertaken each year.

Course Structure

The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of fifteen modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma, comprising:

- Advanced Diploma Level (Principal Technical Officer) Modules (either technical or non technical): 6 modules (240 hrs) minimum
- Research Project: 1–3 modules
- Advanced Diploma of Engineering Technology Modules: six maximum (240 hours)

ADVANCED DIPLOMA OF ENGINEERING
(Principal Technical Officer) (Civil Stream)
(minimum of 600 hours required)

Code		Hours
ED046	Research Project A	40
ED047	Research Project B	40
ED048	Research Project C	40
ED062	Research Project D	20

ADVANCED DIPLOMA (Principal Technical Officer)
Level Technical And Non Technical Modules
(minimum of 240 hours in this group)
Civil Stream

EA852	Engineering Hydrology	40
EB073	Structural Masonary Design	40
EB353	Foundations 2	40
EB363	Civil Materials Concrete 2	40
EB367	Civil Materials Soils B	40
EB379	Commercial Building Construction	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam and Column Analysis	40
EB851	Environmental Engineering	40
EB852	Foundations 1	40
EB854	Storm Water Drainage	40
EB855	Structural Steel Design 1	40
EB856	Structural Timber Design	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB865	Municipal Design	40
EB866	Pavement Design	40
EB869	Land Information Systems	40
EB870	Engineering Surveying 1	40
EB872	Frame Analysis	40
EB874	Structural Steel Design 2	40

EB875	Drafting Reinforced Concrete 2	40
EB877	Drafting Precast & Prestressed Concrete Elements	40
EB878	Civil Engineering Computer Applications	40
ED049	Advanced Engineering Maths A	40
ED050	Advanced Engineering Maths B	40
VAB507	Concrete Technology and Applications	40
VAB919	Documentation and Supervision	40
VAB963	Drainage Design	40
VAC375	Fabrication Methods 1A	20
VAD292	Integrated Traffic	40
VAE670	Photogrammetry 2AB	40
VAE704	Physics A	40
VAE705	Physics B	40
VAE751	Planning and Administration	40
VAC376	Fabrication Methods 1B	20
VAF448	Road Design	40
VAF989	Structural Mechanics 2A	20
VAF990	Structural Mechanics 2B	20
VAF991	Structural Mechanics 2C	20
VAF992	Structural Mechanics 2D	20
VAF997	Structures 4	40
VAG505	Urban Road Design	40
ED043	Total Quality Management	60
ED053	Introduction to Environmental Management	60
ED055	Project Management	80
ED056	Customer/Client Relations	60
ED058	Introduction to Financial Management	60
ED059	Introduction to Marketing	60
ED060	Improving Workplace Performance	60
ED061	Managing Occupational Health & Safety in the Workplace	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Engineering Technology (20020VIC) [Civil]

incorporating

Diploma of Engineering Technology (20019VIC) [Civil]

Career Opportunities

Technical Officer, Engineering Assistant, Design Draftperson.

Course Objectives

This course is designed to be job orientated while still providing soundly based theoretical knowledge to equip students to work in an area of rapidly changing technology. Flexible structuring of this course caters for the needs and the interests of students and employers. Entrance requirements are also flexible and qualifications and experience gained in industry are taken into consideration.

The Advanced Diploma of Engineering(20020VIC) [Civil] is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant. Design Draftperson and similar classifications in Government departments, semi government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

Total course hours – 1200. The course is designed to be completed in two years of full-time study or approximately five years of part-time study.

Modules are selected according to structural or municipal stream selection requirements. The course provides the student with the opportunity to study a clearly defined stream that suits the particular needs and interests of both the student and the employer.

The Advanced Diploma of Engineering consists of 30 modules (21 EA modules and 9 EB modules).

Course Structure

Structural Stream

Year One – Common Modules

Code		Hours
EA002	Engineering Mathematics A	40
EA030	Workplace Communications	40
EA050	Engineering Computing	40
EA059	Statics	60
EA061	Engineering Graphics	40
EA064	Computer Aided Drafting A	40
EA065	Computer Aided Drafting B	40
EA071	Planning/Estimating and Costing	20
EA801	Civil Materials Concrete 1	20
EA804	Intro to Strength of Materials	40
EA805	Load Analysis	20
EA812	Drafting Reinforced Concrete 1	40
EA813	Drafting Roads 1	40
EA815	Drafting Steelwork 1	40
EA820	Survey Measurement 2	40
EA854	Geoscience Geology	40
EA855	Hydraulics Mechanics	20
EA856	Intro to Road Engineering	40
EA860	Survey Compulations	40
EA861	Survey Measurement 1	40

Year Two – Environmental Stream Modules

EA040	Occupational Health and Safety	20
EA065	Computer Aided Drafting B	40
EA066	Computer Aided Drafting C	40
EA070	Engineering Organisations	40
EA803	Civil Materials, Soils A	40
EA810	Drafting Pipelines	40
EA814	Drafting Roads 2	40
EA850	Civil Construction Techniques A	20
EA851	Civil Construction Techniques B	20
EA857	Pipe and Channel Flow	20
EA858	Site Investigation	40
EA868	Traffic Control	40
EB851	Environmental Engineering	40
EB854	Storm Water Drainage	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB861	Minor Civil Engineering Projects A	20
EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20

EB864	Minor Civil Engineering Projects D	20
EB866	Pavement Design	40
EB868	Municipal Design	40
EB870	Enginering Surveying	40
EB071	Project Management	40
EB878	Civil Engineering Computer Applications	40

Year Two – Structural Stream Modules

EA040	Occupational Health and Safety	20
EA066	Computer Aided Drafting C	40
EA067	Computer Aided Drafting D	40
EA070	Engineering Organisations	40
EA803	Civil Material, Soils A	40
EA850	Civil Construction Techniques A	40
EA851	Civil Construction Techniques B	40
EA858	Site Investigation	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam and Column Analysis	40
EB840	Advanced Strength of Materials	40
EB850	Civil Estimating	40
EB852	Foundations 1	40
EB853	Foundations 2	20
EB855	Structural Steel Design 1	60
EB856	Structural Timber Design	20
EB861	Minor Civil Engineering Projects A	20
EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20
EB864	Minor Civil Engineering Projects D	20
EB071	Project Management	40
EB874	Structural Steel Design 2	40
EB878	Civil Engineering Computer Applications	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Engineering Technology (11409VIC)

Delivery Mode

This course may be offered as Fee-for-Service or as a VET in Schools program.

Career Opportunities

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Objectives

The main aim of the Certificate I in Engineering Technology is designed to assist a person to develop competencies in Australian Qualifications Framework Level 1. The Learning outcomes provide a broad range of foundation studies preparing the student for employment and or leading to further pathways, for example a Traineeship, Apprentice or production training program.

Entry Requirements

The Certificate I in Engineering Technology is designed for participants with a minimum educational background of Year 9 and targeted for Year 10 to Year 12 male and female students. There are no barriers to entry in relation to age, gender, physical ability, social or educational background.

The Certificate I in Engineering Technology is not intended to be used for people currently employed in the metal and engineering industry.

Course Duration

400 nominal hours. Intakes in February, May and September.

Full-time – thirteen weeks.

This course may be offered on a fee for service basis and as a VET in Schools program.

Course Structure

The Certificate I in Engineering Technology is a one year, full-time course that involves 400 hours of provider-based training, consisting of 10 equivalent modules of 40 Hours. The course is designed as a broad based skilling program with the emphasis in preparing the student for a career in engineering, further study and the work environment. The Certificate I in Engineering Technology comprises 280 nominal hours of course modules plus 120 hours of elective modules and 10 days in work placement.

Compulsory Core Modules (equivalent to 7 full modules)

Code		Hours
EPC173	Functional Mathematics	20
NBB01	Communications and Industrial Relations	40
NBB02	Occupational Health and Safety	20
NBB05	Quality Concepts	20
NBB06	Machining	40
NBB07	Hand and Power Tools	40
NBB09	Welding and Thermal Cutting	40
NBB12	Engineering Drawing Interpretation	40
NBB14	Introduction to Electricity & Electronics	20

Elective Modules (equivalent to 3 full 40 hrs modules)

Select a minimum of 3 equivalent full 40 hrs modules from the following

EPC001	Production Technology/Systems 1	40
EPC005	Production Training 1	40
EPC071	Equipment Maintenance	20
EPC072	Equipment Operations	40
EPC075	Machine Monitoring	20
EPC085	Work Environment & Group Processes	40
EPC087	Measurement–Introduction	40
EPC118	Total Quality Management	40
EPC135	Statistical Process Control–Introduction	40
EPC174	Inventory Procedures	20
EPC185	Blaster Coaster–Surface Preparation 1	40
EPC186	Blaster Coaster–Surface Coatings	40
EPC189	First Aid	20
EPC190	Soldering	40
EPC191	Elective Components and Devices	40
EPC194	Component Testing	40
NBB000	Introduction to Work Planning	40
NBB003	Materials Handling	20
NBB004	Computing in Engineering	40
NBB008	Electrical Fundamentals	40
NBB010	Fabrication Techniques	40
NBB011	Mechanical Components	40
NBB013	Engineering Science	40
NBB015	Electrical Principles & Safety	40
NE01	DC Principles	40
NE03	AC Principles	40
NE14	Cords, Cables and Applications	40
NE20	Test Equipment	20
NE23	Non-Domestic Installations 1	20
NE31	Electrical Drawing Interpretation and Connection	40
NE125	Electrical Installation–Cable and Protection	40
NE160	Electrical Principles	20
NE184	Electronic Hand-Soldering Technology	40
NF01	Manual Arc Welding 1	40
NF03	AC Principles	40
NF04	Oxy-Acetylene Welding 1	20
NF13	Thermal Cutting and Associated Processes	20
NF15	Material Science	20
NF19	Fabrication Techniques 2	40
NF21	Computer Applications	40
NM01	Milling 1	40
NM05	Engineering Calculations	40
NM07	Principles of Machining	20
NM08	Engineering Materials	40

NM15	Fitting Techniques 1	40
NM16	Drills and Drilling Machines	40
NM19	Tool Sharpening Off-Hand	20
NM25	Turning 1–Parallel Turning	40
NM30	Fluid Power	40
NR01	Refrigeration Fundamentals	40
NR02	Refrigeration Procedures	40
NR03	Refrigerants	20
NR04	Refrigeration System Components	20
NR05	Fundamentals of Air Conditioning	20

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Requirements for the Credential

The Certificate I in Engineering will be awarded on satisfactory completion of the course outcomes (400 hours), plus a submission of a portfolio of evidence showing a minimum of ten (10) days of workplacement activities/projects be submitted.

Recognition of Credential

The course has the endorsement of the Engineering Industry Training Board (E.S.T.B).

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Engineering (Certificate I–III) [New Apprenticeships]

Career Opportunities

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Objectives

The courses leading to qualifications described in this brochure are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia.

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package qualifications

	Minimum points required	Industrial 'C' level outcome
Certificate I in Engineering(MEM10198)	16	C 13
Certificate II in Engineering (Production)(MEM20198)	32	C 12
Certificate II in Engineering (Production Technology)(MEM20298)	64	C 11
Certificate III in Engineering (Production Systems)(MEM30198)	96	C 10
Certificate III in Engineering (Mechanical Trade)(MEM30298)**	96	C 10
Certificate III in Engineering (Technician)(MEM30598)	Yr12+40	C 9
or AQF III+12		

** This course is offered to industry based clients only.

Entry Requirements

Certificate I in Engineering(MEM10198)

Certificate II in Engineering (Production)(MEM20198) *or* (Production Technology)(MEM20298)

Certificate III in Engineering (Production Systems)(MEM30198)

To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.

Certificate III in Engineering (Technician)(MEM30598)

Either Certificate III in Engineering (Production Systems)(MEM30198) *or* Year 12.

Certificate III in Engineering (Mechanical Trade)(MEM30298)

Year 11 or 12 and current employment as an apprentice.

Course Structure

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees.

Core Units – define competencies which are common and necessary across a range of classifications and positions in the Metal and Engineering Industry.

Specialisation Units – describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A – represents a range of competencies which may be used for career progression up to classification C8.

Band B–represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Foundation and Core Competencies

Foundation competency units

Code	
MEM1.1F	Undertake interactive workplace communication
MEM1.2F	Apply principles of occupational health and safety in a work environment
MEM1.3F	Apply quality procedures
MEM1.4F	Plan to undertake a routine task

Note:: Foundation units do not carry unit weight points

Core competency units – Band 1

At Certificate II in Engineering – Production (C12), the Foundation units and the C12 Core unit is needed.

The C12 Core unit is:		Unit Weight Points
MEM2.1C12	Apply quality systems	2
	Total Core points at C12 =	2

At Certificate II in Engineering – Production Technology (C11), the Foundation units, C12 Core unit and C11 Core units are required.

The C11 Core unit is:		Unit Weight Points
MEM2.2C11	Organise and analyse information	2
MEM2.3C11	Operate in a work based team environment	2
MEM2.4C11	Assist in the provision of on the job training	2
MEM2.5C11	Measure with graduated devices	2
	Add C12 Core points	2
	Total Core points at C11 =	10

At Certificate III in Engineering – Trade/Production (C10), the Foundation units, C12 Core unit, C11 Core units and C10 Core units are required.

The C10 Core unit is:		Unit Weight Points
MEM2.6C10	Plan a Complete Activity	4
MEM2.7C10	Perform Computations – Basic	2
MEM2.8C10	Perform Computations	2
MEM2.9C10	Perform Computer Operations	2
	Add C12 and C11 Core points	10
	Total Core points at C10 =	20

Core Competency Units – Band 2

Total of 16 points to be gained by C5 (see notes attached to qualifications above 96 points)

MEM2.10C5	Write Reports	2
MEM2.11C5	Research and Prepare Presentations and Reports	2
MEM2.13C5	Perform Mathematical Computations	4
MEM2.14C5A	Use Graphical Techniques & Perform Simple Statistical Computations	2
MEM2.15C5A	Operate in an Autonomous Team Environment	2
MEM2.16C5A	Interpret Quality Specifications and Manuals	4
	Total Core points in band 2 =	16

Note: C12, C11, C10 and C5 refer to industrial classifications

- For a complete list of the available Competency Standards refer to the Metal and Engineering Industry National Competency Standards – available through the teaching department.
- Competency standards units for Certificate III `Production' and `Trade' qualifications listed by Stream
- Units of at least 40 points value must be drawn from specified fields and/or units to obtain the particular stream outcome. Any combination may be selected from within a specified stream provided pre-requisite requirements are met.

Examples of Training Package Programs appropriate for a person working in Fitting and Machining

EXAMPLE ONE:

MEM30298 Certificate III in Engineering – Mechanical Trade

Foundation Units

Code		Hours
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply Principles OH&S in work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Core Units

MEM2.1C12	Apply quality systems	2
MEM2.2C11	Organise and analyse information	2
MEM2.3C11	Operate in a work based team environment	2
MEM2.4C11	Assist in the provision of on the job training	2
MEM2.5C11	Measure with graduated devices	2
MEM2.6C10	Plan a complete activity	4
MEM2.7C10	Perform computations – basic	2
MEM2.8C10	Perform computations Pre-requisites – 2.7C10	2
MEM2.9C10	Perform computer operations	2
MEM2.13C5	Perform mathematical computations Pre-requisites – 2.7C10, 2.8C10	4

Elective Units

MEM2.1C12	Apply quality systems	2
MEM5.12A	Perform routine M.A and/or G.M.A.W	2
MEM6.7AA	Perform basic heat/quench.,temp, and anneal.	2
MEM7.1AA	Operational maintance machines/equipment	2
MEM7.2AA	Perform precision shaping/planning/ slotting operation Pre-requisites – 7.5A, 9.2A, 18.1A	4
MEM7.5AA	Perform general machining Pre-requisites – 2.5C11, 9.2A, 18.1A	8
MEM7.6AA	Perform lathe operations Pre-requisites – 7.5A, 9.2A, 18.1A	4
MEM7.7AA	Perform milling operations Pre-requisites – 7.5A, 9.2A, 18.1A	4
MEM7.8AB	Perform grinding operations Pre-requisites – 7.5A, 9.2A, 18.1A	4
MEM7.9AA	Perform precision jig boring operations Pre-requisites – 9.2A, 12.3A, 7.5A, 7.7A, 18.1A	4
MEM7.10AA	Perform tool and cutter grinding operations Pre-requisites – 12.3A, 9.2A, 18.1A, 7.8A, 7.5A	4
MEM7.11AA	Complex milling operations Pre-requisites – 2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A	4
MEM7.12AA	Complex grinding operations Pre-requisites – 7.5A, 9.2A, 18.1A, 12.3A, 7.8A	4
MEM7.21AA	Perform Complex lathe operations Pre-requisites – 2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A	4
MEM9.1A	Draw and interpret sketch	2
MEM9.2A	Interpret technical drawing	4
MEM12.1A	Use comparison & basic measuring devices	2
MEM12.3AA	Precision mechanical measurement	2
MEM12.6A	Mark out/off (general engineering) Pre-requisites – 9.2A	4
MEM16.1BA	Give formal presentations & take part in meetings	2
MEM18.1AB	Use hand tools	2
MEM18.2AA	Use hand tools/hand held operations	2
MEM18.3AB	Use tools for precision work Pre-requisites – 18.2A	4
	Total Points	96

EXAMPLE TWO:

MEM30298 Certificate III in Engineering – Mechanical Trade (Maintenance & Fluid Power)

Foundation Units

Code		Hours
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply Principles OH&S in work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0
MEM2.1C12	Apply quality systems	2
MEM2.2C11	Organise and analyse information	2
MEM2.3C11	Operate in a work based team environment	2
MEM2.4C11	Assist in the provision of on the job training	2
MEM2.5C11	Measure with graduated devices	2
MEM2.6C10	Plan a complete activity	4
MEM2.7C10	Perform computations – basic	2
MEM2.8C10	Perform computations Pre-requisites – 2.7C10	2
MEM2.9C10	Perform computer operations	2
MEM2.13C5	Perform mathematical computations Pre-requisites – 2.7C10, 2.8C10	4

Elective Units

MEM5.12A	Perform routine M.A and/or G.M.A.W	2
MEM7.5A	Perform general machining Pre-requisites – 2.5C11, 9.2A, 18.1A	4
MEM7.6A	Perform lathe operations Pre-requisites – 7.5A, 9.2A, 18.1A	8
MEM7.7A	Perform milling operations Pre-requisites – 7.5A, 9.2A, 18.1A	4

MEM7.8	Perform grinding operations Pre-requisites – 7.5A, 9.2A, 18.1A	4
MEM9.1A	Draw and interpret sketch	2
MEM9.2A	Interpret technical drawing	4
MEM12.1A	Use comparison & basic measuring devices	2
MEM12.3A	Precision mechanical measurement	2
MEM12.6A	Mark out/off (general engineering) Pre-requisites – 9.2A	4
MEM18.1AB	Use hand tools	2
MEM18.2AA	Use hand tools/hand held operations	2
MEM18.3AB	Use tools for precision work Pre-requisites – 18.2A	4
MEM18.5AA	Bearings-fault Diagnose Installation & Removal Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A	4
MEM18.6AA	Dismantle/Repair/Replace/ Assemble & Fit Engineering Components Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A	6
MEM18.18AB	Maintain Pneumatic System Components Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	4
MEM18.19AA	Maintain and Repair Pneumatic Systems Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,1 8.55A, 18.18A	4
MEM18.20AB	Maintain Hydraulic System Components Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	4
MEM18.21AA	Maintain and Repair Hydraulic Systems Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,1 8.20A	4
MEM18.55AA	Dismantle, Replace & Assemble Engineering Components Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A	3
	Total Points	97

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Engineering Technology (20018VIC)

Career Opportunities

Supervisors, Technicians

Course Objectives

The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course, applicants must have completed the Certificate III in Engineering–Mechanical Trade(MEM30298) or Certificate III in Engineering–Fabrication Trade(MEM30398).

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a period of 360 nominal hours or part-time equivalent.

Course Structure

The course requires completion of a range of modules drawn from a number of streams including :

- Fabrication;
- Mechanical.

There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

The course consists of 9 modules, at nominally 40 hours per module.

Fluid Power Stream

Code	
EB714	Electro Fluid Power Control 2*
EB755	Fluid Power System Project
NBB08	Electrical Fundamentals
NBB09	Hand and Power Tools
NBB13	Engineering Science
NM30	Fluid Power
NM31	Pneumatics 1
NM32	Hydraulics 1
NM33	Fluid Power Control 1*
NM34	Air Compression and Distribution
NM57	Hydraulics 2
NM58	Hydraulics 3*
NM59	Hydraulics 4*
NM60	Pneumatics 2
NM61	Pneumatics 3*
NM62	Pneumatics 4*
NM63	Fluid Power Control 2*

Industrial Maintenance Stream

EA711	Mechanical Drive Components
EA760	Lubrication
EA762	Mechanical Equipment
EA763	Vibration Monitoring Condition
NBB11	Mechanical components
NM15	Fitting Techniques 1
NM22	Mechanical Repair and Installation
NM23	Plant Condition Monitoring*
NM28	Fitting Techniques 2
NM29	Mechanical Power Transmission
NM39	Engines 1
NM42	Water Pumping
NM43	Pumps Applications and Installation

Toolmaking Stream

NM45	Electrical Discharge Machining 1
NM46	Press Tool 1–Introduction
NM47	Press Tool 2–Blank and Pierce
NM48	Press Tool 3–Bend
NM49	Press Tool 4–Draw Dies
NM50	Press Tool 5–Progressive Dies
NM64	Press Tool Drawing
NM88	Press Tool Maintenance
NM96	Precision Fitting and Assembly

Numerical Control Stream

NM09	Computer Numerical Control Machining
NM10	Computer Numerical Control Turning
NM11	Computer Numerical Control Turning 2
NM12	Computer Numerical Control Milling 1
NM13	Computer Numerical Control Milling 2
NM81	CAM 1–Concepts*
NM82	CAM 2–2D Programming*
NM91	CAM 3–2D CNC Mill Operations*
NM92	CAM 4–CNC Lathe Operations*

* Dual status EA module, recognised as EA Level.

Note: Modules offered may vary from semester to semester. Students should consult the Department regarding availability of the above listed modules.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Engineering Technology (20020VIC)

incorporating:

Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing and Mechatronics]

Career Opportunities

Technical Officer, Engineering Assistant.

Course Objectives

The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198) or Certificate III in Engineering–Mechanical Trade(MEM30298) or Certificate III in Engineering–Fabrication Trade(MEM30398) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

Full-time – Two years (or 1 year after completion of Diploma)

Part time – Dependent on the number of modules undertaken each year.

Diploma – 600 hours

Advanced Diploma (Stages 1 and 2) – 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules. Basic Modules Recommended (Manufacturing and Mechanical)

Code		Hours
EA000	Basic Statistics	40
EA002	Engineering Maths A	40
EA003	Engineering Maths B	40
EA010	Materials Science	40
EA011	Science	40
EA027	Presenting Reports	20
EA030	Workteam Communications	40
EA032	Writing Technical Documents	20
EA040	OH&S for Supervisors	40
EA050	Engineering Computing	40
EA060	Engineering Design Concepts	20
EA061	Engineering Graphics	40
EA070	Engineering Organisations	40
EA080	Engineering Measurement	20
EA506	Gauge Design Concepts	40
EA701	Engineering Drawing (Detail)	40
EA710	Dimensional Metrology – Basic	40
EA741	Workshop Processes (Machine Shop)	40
EA775	Introduction to Metrology	40
EA790	Manufacturing Processes	40
NM14	Robotics 1	40

MANUFACTURING MODULES

Computer Numerical Control (CNC)

NM09	Computer Numerical Control Machining	40
NM10	Computer Numerical Control Turning 1	40
NM11	Computer Numerical Control Turning 2	40
NM12	Computer Numerical Control Milling 1	40
NM13	Computer Numerical Control Milling 2	40

Computer-Aided Manufacturing (CAM)

NM81	CAM 1–Concepts	40
NM82	CAM 2–2D Programming	40
NM91	CAM 3–2D CNC Mill Operations	40
NM92	CAM 4–CNC Lathe Operations	40
NM93	CAM 5–3D Programming	40
NM94	CAM 6–3D CNC Mill Operations	40

CAD/CAM Stage 1

EA069	Computer-Aided Drafting Systems	20
EA517	Computer Apps to Plastic Tool Design	40
EA518	CAD Tool Design Project	40
EA700	Computer-Aided Manufacturing Systems	40
EA705	Computer Based Modelling and App System	40

CAD/CAM Stage 2:

EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB722	Computer Based Modelling Design and Drafting Project:	40
EB050	Engineering Project	80

Computer-Aided Drafting (CAD) Stage 1

EA062	Computers and Apps to CAD	40
EA065	Computer-Aided Drafting B	40
EA066	Computer-Aided Drafting C	40
EA067	Computer-Aided Drafting D	40
EA068	Computer-Aided Drafting 3D	40
EA074	CAD Modelling Concepts	40
NM06	Computer-Aided Drafting A	40

Computer-Aided Drafting (CAD) Stage 2:

EB060	Managing CAD Systems	40
EB061	Managing CAD Utilities	40

Robotics

EB770	Robotics 2	40

Dimensional Metrology

EA710	Dimensional Metrology, Basic	40
EA773	Dimensional Metrology, Measuring and Testing	40
EB785	Dimensional Metrology, Advanced Tech.	40
EB786	Dimensional Metrology, Complex Forms	40

MECHANICAL MODULES

Engineering Design, Applied Mechanics

Code		Hours
EA001	Calculus	40
EA126	Introduction to Programming	40
EA703	Engineering Drawing (Structural and Mech)	40
EA706	Fluid Mechanics 1	40
EA711	Mechanical Drive Components	40
EA714	Thermodynamics 1	40
EA715	Mechatronics 1–Process Model	40
EA716	Mechatronics 2–PLC Automation	40
EA772	Introductory Dynamics	40

EA780	Design for Manufacture	40
EA804	Introductory Strength of Materials	40
EA805	Load Analysis	20
EA859	Statics	60
EB030	Advanced Quality Concepts	40
EB050	Engineering Project	80
EB650	Materials for Engineering	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Sythensis	40
EB709	Mechatronics 4–Analogue Automation	80
EB711	Thermodynamics 2	40
EB712	Plant Layout	40
EB720	Fluid Mechanics 2	40
EB771	Advanced Dynamics	40
EB832	Beam and Column Analysis	40
EB840	Advanced Strength of Materials	40
EB855	Structural Steel Design 1	40
EB874	Structural Steel Design 2	40

Fluid Power

Code		Hours
EA160	Advanced PLCs	40
EA706	Fluid Mechanics 1	40
EA708	Industrial Fluid Power 1	40
EA709	Industrial Fluid Power 2	40
EA904	Control Concepts	40
EB714	Electro Fluid Power Systems	40
EB723	Fluid Power Systems Concepts	40
EB724	Fluid Power Component Selection and Testing	40
EB725	Fluid Power Component Testing and System/ Space Analysis	40
EB755	Fluid Power Systems Project	80
NM33	Fluid Power Control 1	40
NM34	Air Compression Distribution	40
NM57	Hydraulics 2	40
NM58	Hydraulics 3	40
NM59	Hydraulics 4	40
NM60	Pneumatics 2	40
NM61	Pneumatics 3	40
NM62	Pneumatics 4	40
NM63	Fluid Power Control 2	40

Contact Department for details on Mechatronics stream.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)

[Streams in Mechanical, Manufacturing and Mechatronics]

Career Opportunities

Principal Technical Officer, Trainer, Supervisor, Coordinator.

Course Objectives

The Advanced Diploma of Engineering (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at, or aspiring, to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course, applicants must have:

- Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198)

or

- Certificate III in Engineering–Mechanical Trade(MEM30298)

or

- Certificate III in Engineering–Fabrication Trade(MEM30398)

or

- Certificate III in Engineering – Technician(MEM30598)

or

- industrial training/experience

or

- be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration

Full time – One year

Part time – Dependent upon number of modules undertaken each year.

Course Structure

The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of 15 modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma.

Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.

Research Project: 1–3 modules

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY MODULES:

Six maximum (240 hours)

Advanced Diploma Of Engineering

(Principal Technical Officer)(14309Vic)

(Mechanical, Manufacturing, Mechatronics and Civil Streams)

(minimum of 600 hours required)

Code		Hours
ED046	Research Project A	40
ED047	Research Project B	40
ED048	Research Project C	40
ED062	Research Project D	20

Advanced Diploma (Principal Technical Officer) Level Technical and Non Technical modules

(minimum of 240 hours in this group)

Mechanical/Manufacturing Stream

ED058	Intro to Financial Management	60
ED053	Intro to Environment Management	60
ED060	Improving Workplace performance	60
ED003	Design 3A–Prod and Mech Plant	60
ED008	Fluid Power Design 2	80
ED009	Installation and Commissioning	40
ED010	Product Liability & Product Recall Management	40
ED011	Reliability and Prototype Testing	40
ED043	Total Quality Management (TQM)	60
ED049	Advanced Engineering Maths A	60
ED055	Project Management	80
ED050	Advanced Engineering Maths B	60
ED051	Physics A	60
ED052	Physics B	60

ED054	Computer Applications	40
ED012	Applied Mechanics 3A	60
ED013	Applied Mechanics 3B	60
ED014	CADD Systems Engineering	60
ED001	Computer Aided Process Planning (CAPP)	80
ED006	Design 3B – Prod & Mech Plant	60
ED015	Flexible Manufacturing Systems (FMS) Design	60
ED016	Interchangeable Manufacture	80
ED056	Customer Client Relations	60
EB079	Introduction to Marketing	60
ED061	Managing Occupational Health & Safety in the Workplace	40

Mechatronics Stream

EA002	Mathematics A	40
EA010	Materials Science	40
EA032	Writing Technical Documents	20
EA050	Engineering Computing	40
EA061	Engineering Graphics	40
EA065	CAD B	40
EA068	CAD 3D	40
EA160	Advanced Programmable Logic Controllers	40
EA183	Microprocessor Fundamentals 1	40
EA184	Microprocessor Fundamentals 2	40
EA187	Introduction to 'C' Programming	40
EA711	Mechanical Drive Components	40
EA715	Mechatronics 1	40
EA716	Mechatronics 2 (PLC Automation)	40
EA722	Introductory Dynamics	40
EA804	Introductory Strength of Materials	40
EA859	Static's	60
EA929	SCADA	40
EB050	Engineering Project	80
EB160	PLC Applications	40
EB177	Microprocessor Applications 1	40
EB178	Microprocessor Applications 2	40
EB650	Materials for Engineering	40
EB704	Mechanical Design	40
EB709	Mechatronics 4 (Analog Automation)	80
EB724	Robotics 2	40
NUE052	Applied Electricity 1	40
NUE054	Applied Electricity 2	40
NE177	Programmable Logic Controllers 1	40
NE179	Digital Electronics 1	40
NM006	CAD A	40
NM014	Robotics 1	40
NM031	Pneumatics 1	40
NM033	Fluid Power Control 1	40
NM058	Hydraulics 3	40
VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60
EA762	Mechanical Equipment	40

Advanced Diploma Level Modules

(Maximum of 240 hours in this group)

Code		Hours
EA501	Production Planning and Control Main Function	20
EB031	Quality Management	40
EB040	Quality Control and Computing	20
EB041	Quality Manual Development Writing	40
EB060	Managing CAD Systems	40
EB070	Engineering Management	40
EB072	Critical Path and Project Analysis	40
EB073	Project Planning	20
EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB507	Production Planning and Control – Charting Techniques	20
EB508	Production Planning and Control Estimating and Planning Techniques	40
EB509	Production Planning and Control–Forecasting	40
EB520	Statistical Quality Control 1	40
EB521	Statistical Quality Control 2	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Synthesis	80
EB712	Plant Layout	40
EB714	Electro-Fluid Power Systems	40
EB720	Fluid Mechanics 2	40
EB770	Robotics 2	40
EB771	Advanced Dynamics	40
EB785	Dimensional Metrology–Adv Tech	40
EB786	Dimensional Metrology–Complex Forms	40
EB840	Advanced Strength of Materials	40
ED024	Instrumentation and Controls 1A	0
ED025	Instrumentation and Controls 1B	40
ED028	Total Quality Control	80
ED032	Industrial Maintenance 2A	40
ED033	Fluid Power Installation and Maintenance	80
ED039	Fluid Power Design 1	80
ED040	Computer Aided Drafting 1	80
ED041	Computer Aided Drafting 2	80
ED042	Statistics	40
ED053	Introduction to Environmental Management	60
ED058	Introduction to Financial Management	60
EA717	Human Factors	40
EB030	Advanced Quality Concepts	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Automotive Manufacturing(AUM20100)

Career Opportunities

Vehicle Manufacturing Industry.

Course Objectives

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 410 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

AUM9001A	Monitor and maintain workplace environment
AUM9002A	Receive and dispatch materials, equipment and tools
AUM9003A	Prepare and process materials and components
AUM9004A	Prepare and use/operate equipment, tools and/or machinery

AUM9005A Monitor and maintain continuous improvement of systems and processes
AUM9006A Monitor and maintain equipment, tools and machinery
AUM9007A Manage personal work priorities
AUM9008A Manage effective workplace relationships
AUM9009A Work effectively with others in teams.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Automotive Manufacturing – Frontline Management(AUM30100)

Career Opportunities

Vehicle Manufacturing industry.

Course Objectives

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over at least 240 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

A minimum of four units selected by the student, with the approval of the Head of Department, from -

BSXFMI301A Manage personal work priorities and professional development
BSXFMI302A Provide leadership in the workplace
BSXFMI303A Establish and manage effective workplace relationships
BSXFMI305A Manage operations to achieve planned outcomes
BSXFMI308A Develop and maintain a safe workplace environment;

A minimum of two units (together totalling at least 80 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

- Automotive Industry Manufacturing Training Package AUM00, Australian National Training Authority, 2000;
- Victorian Purchasing Guide AUM00 Automotive Industry National Training Package Manufacturing Sectors: Passenger Motor Vehicle, Bus, Truck & Trailer, Version 2, DEET, 2001.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Automotive Manufacturing – Frontline Management(AUM40100)

Career Opportunities

Vehicle Manufacturing Industry.

Course Objectives

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over at least 400 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

BSXFMI301A Manage personal work priorities and professional development
BSXFMI302A Provide leadership in the workplace
BSXFMI303A Establish and manage effective workplace relationships
BSXFMI305A Manage operations to achieve planned outcomes
BSXFMI308A Develop and maintain a safe workplace environment

A minimum of three units (together totalling at least 200 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

- Automotive Industry Manufacturing Training Package AUM00, Australian National Training Authority, 2000;
- Victorian Purchasing Guide AUM00 Automotive Industry National Training Package Manufacturing Sectors: Passenger Motor Vehicle, Bus, Truck & Trailer, Version 2, DEET, 2001.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Automotive Manufacturing – Manufacturing Maintenance(AUM40200)

Career Opportunities

Vehicle Manufacturing Industry.

Course Objectives

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over at least 694 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Nine units from –

(i) A maximum of six units from –

AUM1601A	Install plant, equipment or systems–Basic	50
AUM1701A	Test components of plant, tooling, equipment or systems – basic	40
AUM1801A	Test plant, tooling, equipment or systems – basic	70
AUM2101A	Maintain plant, tooling, equipment or systems – basic	80
AUM2201A	Repair plant, tooling, equipment or systems – basic	80

AUM2301A	Manufacture or modify plant, tooling, equipment or systems – basic	75
AUM2401A	Apply qualify assurance techniques – basic	60
AUM3201A	Plan, organise and coordinate work activities in a team – basic	40
AUM4601A	Monitor computers and computerized equipment using displays – basic	70
AUM6001A	Assess competence – basic	40
(ii) A minimum of three units from –		
AUM1602A	Install plant, equipment or systems–advanced	55
AUM1702A	Test components of plant, tooling, equipment or systems – advanced	60
AUM1802A	Test plant, tooling, equipment or systems – advanced	90
AUM2102A	Maintain plant, tooling, equipment or systems – advanced	90
AUM2202A	Repair plant, tooling, equipment or systems – advanced	75
AUM2302A	Manufacture or modify plant, tooling, equipment or systems – advanced	85
AUM2402A	Apply quality assurance techniques–advanced	60
AUM3202A	Plan, organise and coordinate work activities in a team – advanced	40
AUM4702A	Program and monitor PLCs, robots and other computerised equipment–advanced	60
AUM5802A	Communicate information–advanced	80
AUM6002A	Assess competence – advanced	40
(iii) a maximum of four units from–		
MEM18.18AA	Maintain pneumatic system components	60
MEM18.19AA	Maintain and repair pneumatic systems	90
MEM18.20AA	Maintain hydraulic components	80
MEM18.21AA	Maintain and repair hydraulic systems	70

which units are to be selected by the student with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Science and Food Technology

The Department of Science and Food Technology–TAFE conducts a wide range of courses that provide vocational education for a wide variety of occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates I to IV and Diploma courses offered by the Department are set out below.

Code	
12883VIC	Certificate II in Science Bridging (12883VIC)
12884VIC	Certificate III in Science Bridging (12884VIC)
QLD3757	Certificate III in Animal Technology (QLD3757)
2411ARC	Certificate IV in Animal Technology (2411ARC)
QLD3522	Diploma of Applied Science (Animal Technology) (QLD3522)
RUV20198	Certificate II in Animal Studies (RUV20198)
RUV30198	Certificate III in Animal Studies (RUV30198)
RUV40198	Certificate IV in Veterinary Nursing (RUV40198)
PML30199	Certificate III in Laboratory Skills (PML30199)
PML40199	Certificate IV in Laboratory Techniques (PML40199)
PML50199	Diploma of Laboratory Technology (PML50199)
PML50199	Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)
PML50199	Diploma of Laboratory Technology (Pathology Testing) (PML50199)
PML50199	Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
PML50199	Diploma of Laboratory Technology (Food Testing) (PML50199)
PML60199	Advanced Diploma of Laboratory Operations (PML60199)
RUH10198	Certificate I in Horticulture (RUH10198)
RUH20298	Certificate II in Horticulture (Arboriculture) (RUH20298)
RUH20398	Certificate II in Horticulture (Floriculture) (RUH20398)
RUH20498	Certificate II in Horticulture (Landscape) (RUH20498)
RUH20598	Certificate II in Horticulture (Nursery) (RUH20598)
RUH20698	Certificate II in Horticulture (Parks & Gardens) (RUH20698)
RUH20898	Certificate II in Horticulture (Production) (RUH20898)
RUH20798	Certificate II in Horticulture (Turf Management) (RUH20798)
RUH30198	Certificate III in Horticulture (RUH30198)
QLD1893	Certificate III in Occupational Health & Safety (QLD1893)
QLD1892	Certificate IV in Occupational Health & Safety (QLD1892)
QLD1891	Diploma of Occupational Health & Safety (QLD1891)
MTM40100	Certificate IV in Meat Processing (Leadership)(MTM40100)
MTM40300	Certificate IV in Meat Processing (Quality Assurance)(MTM40300)
MTM50100	Diploma of Meat Processing(MTM50100)
MTM60100	Advanced Diploma of Meat Processing(MTM60100)
LGA20200	Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)
LGA30200	Certificate III in Local Government (Environmental Health and Regulation)(LGA30200)
LGA50300	Diploma of Local Government (Environmental Health and Regulation)(LGA50300)
LGA60300	Advanced Diploma of Local Government (Environmental Health and Regulation)(LGA60300)
FDF10398	Certificate I in Food Processing (Plant Baking)(FDF10398)
FDF20398	Certificate II in Food Processing (Plant Baking)(FDF20398)
FDF30398	Certificate III in Food Processing (Plant Baking)(FDF30398)

PMA10198	Certificate I in Process Plant Skills(PMA10198)
FDF10198	Certificate I in Food Processing(FDF10198)
FDF10298	Certificate I in Pharmaceutical Manufacturing(FDF10298)
FDF20298	Certificate II in Pharmaceutical anufacturing(FDF20298)
PMA20198	Certificate II in Process Plant Operations(PMA20198)
FDF30198	Certificate III in Food Processing(FDF30198)
FDF30298	Certificate III in Pharmaceutical Manufacturing(FDF30298)
PMA30198	Certificate III in Process Plant Operations(PMA30198)
2506AKC	Diploma of Food Technology(2506AKC)
11893VIC	Certificate IV in Food Technology(11893VIC)
2212AMC	Diploma of Natural Resource Management(2212AMC)
2307AEC	Certificate III in Health (Hospital Pharmacy Technician)(2307AEC)
2411AGB	Certificate IV in Mortuary Science (Embalming)(2411AGB)
21010VIC	Courses in Lubrication(21010VIC)
BSZ40198	Certificate IV in Assessment and Workplace Training(BSZ40198)

In addition to these courses, the Department of Science and Food Technology – TAFE offers a range of short courses and training programs to meet the specific training needs of industry for example–Pharmaceutical Manufacturing, Food Processing, Meat Processing, Stockfeed Milling and many more.

Peter Thomson
Head, Department of Science and Food Technology–TAFE

Certificate II in Science Bridging (12883VIC)

Career Opportunities

Further Study

Course Objectives

This course aims to develop the knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

This course is offered on a full time basis over six (6) months or equivalent part time.

Course Structure

For the Certificate II in Science Bridging (12883VIC) a student must satisfactorily complete:

Code		Hours
NCS015	Presenting Reports	20
•VBD738	Preparatory Mathematics	20
VBD739	Introductory Mathematics for Science	20
VBD740	Mathematics 1	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	60

- A minimum of 80 hours of 2 of the 3 science streams (total of 160 hours).
- A minimum of 70 hours of modules from the third science stream, other mathematics, communications or computing stream modules to make up a total of at least 400 hours.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Science Bridging (12884VIC)

Career Opportunities

Further Study.

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

This course is offered on a full time basis over one year or equivalent part time.

Course Structure

For the Certificate III in Science Bridging (12884VIC), a student must satisfactorily complete:

Code		Hours
VBD738	Preparatory Mathematics	20
VBD739	Introductory Mathematics for Science	20
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	60
NCS015	Presenting Reports	20

- All modules in 2 of the 3 science streams (Chemistry, Physics and Biology – total of 320 hours)
- A minimum 140 hours of modules from the third science stream, mathematics extension modules, Job Seeking Skills or computing stream modules, for a total of at least 700 hours.

Chemistry Stream Modules		
VBD725	Atomic Structure	50
VBD726	Solution Chemistry and Stoichiometry	40
VBD727	Organic Chemistry and Properties of Materials	20
VBD728	Ionic Theory	50
Physics stream modules		
VBD729	S.I. Units and Measurement	10
VBD730	Waves and Optics	30
VBD731	Kinematics	40
VBD732	Dynamics and Energy	40
VBD733	Electricity	40
Biology stream modules		
VBD734	Cell Biology	40
VBD735	Human Anatomy and Physiology	40
VBD736	Introductory Genetics	40
VBD737	Environmental Science	40
Mathematics stream modules		
VBD738	Preparatory Mathematics	20
VBD739	Introductory Mathematics for Science	20
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD742	Mathematics Extension 1	50
VBD743	Mathematics Extension 2	50
VBD744	Mathematics Extension 3	50
Learning skills module		
VBD745	Study Skills	20
Communications stream modules		
NCS003	Job Seeking Skills	20
NCS015	Presenting Reports	20
VBD746	Reading and Writing for Science	60
Computer stream modules		
AAA630	Computer Fundamentals	25
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Animal Technology (QLD3757)

Career Opportunities

Animal Carer.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in a range of animal care facilities and environments associated with husbandry. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of animal carer.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

The course is offered on a part-time basis (three days per week) over 12 months.

Course Structure

Students are required to complete all 10 core subjects and 80 hours of electives.

Students intending to continue onto Certificate IV in Animal Technology(2411ARC) will also need to complete Introductory Mathematics and Bridging Science.

Code		Hours
AAA600	Science Industry Orientation	20
AAA601	Work Placement A	50
AAA630	Computer Fundamentals	25
AAA650	Laboratory Animal Husbandry	40
AAA651	Farm Animal Husbandry	40
AAA652	Companion Animal Husbandry	40
AAA653	Animal Facility Operation and Hygiene	40
AAA654	Animal Ethics and Welfare	25
AAA668	Animal Anatomy and Physiology	25
NCS002	Writing Skills for Work	20
Electives		
AAA640	Introductory Mathematics	50
AAA655	Practical Animal Breeding	40
NCS003	Job Seeking Skills	20
SB04	Customer Relations	20
SB05	Time Management	10
VAD065	Husbandry of Birds	20
VAF553	Bridging Science	50
VBA228	Husbandry of Native Animals	20
VBA229	Reptile and Amphibian Care	20
VBA230	Fish Health	20
VBA232	Dog and Cat Breeding	25
VBA233	Pet Shop Management	30
	Total course duration	405 hours
	Supervised work experience 160 hours	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Animal Technology (2411ARC)

Career Opportunities

Animal technical assistant, animal attendant.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career involving the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Assistant.

Entry Requirements

To qualify for admission to the course, applicants generally must have

- successfully completed an approved course of study at Year 12 level or
- equivalent with studies in English and Biology, or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration

The course is offered on a full-time basis over 12 months or part-time equivalent.

Course Structure

Students are required to complete all 21 core modules as well as any necessary introductory modules.

Code		Hours
AAA600	Science Industry Orientation	20
AAA601	Work Placement B	50
AAA603	Occupational Health and Safety	40
AAA620	Principles of Instrumentation	50
AAA630	Computer Fundamentals	25
AAA641	Laboratory Mathematics	50
AAA650	Laboratory Animal Husbandry	40
AAA651	Farm Animal Husbandry	40
AAA652	Companion Animal Husbandry	40
AAA653	Animal Facility Operation & Hygiene	40
AAA654	Animal Ethics and Welfare	25
AAA655	Practical Animal Breeding	40
AAA656	Animal Laboratory Techniques	40
AAA657	Animal Health	40
AAA702	Biological Techniques B	50
AAA709	Anatomy and Physiology I	45
AAA710	Anatomy and Physiology II	45
AAA751	Chemical Principles	50
AAA752	Chemical Laboratory Techniques	50
NCS006	Writing Workplace Documents	20
NCS015	Presenting Reports	20
	Total course duration	750 hours
	Supervised work experience 160 Hours	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Applied Science (Animal Technology) (QLD3522)

Career Opportunities

Senior Technical Officer, animal house manager.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Officer.

On completion of the Diploma graduates may apply for positions as Senior Technical Officers and/or Animal House Managers.

Entry Requirements

Entry prerequisites for this course are, completion of Certificate IV in Animal Technology and evidence that the applicant has access to adequate industry experience to complete the course. This may be paid or voluntary work.

Course Duration

The course is usually offered over two years part-time post Certificate IV in Animal Technology.

Course Structure

Core Modules

Code		Hours
AAA601	Work Placement C	50
AAA604	Practical Project	50
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25
AAA642	Statistics and Methods of Sampling	40
AAA658	Animal Behaviour	40
AAA659	Animal Surgical Techniques	60
AAA660	Animal House Management	60
AAA661	Animal Nutrition	40
AAA667	Animal Practical Skills Book	10
AAA712	General Microbiology	40
NCS005	Dealing with Conflict	20
NCS009	Negotiation Skills	20

Elective Modules

AAA643	Statistics and Methods of Quality Assurance	40
AAA662	Husbandry of Less Common Species	40
AAA663	Artificial Breeding Techniques	40
AAA664	Animal House Design	30
AAA665	Animal Disease	40
AAA666	Barrier Maintained Animals	40
AAA705	Biochemistry 1	40
AAA711	Genetics	40
AAA720	Vertebrate Zoology	50
AAA721	Invertebrate Zoology	50
AAA724	Ecological Principles	50
AAA725	Ecological Techniques	50
AAA854	First Aid	25

A maximum 100 hours of other suitable electives at an appropriate level.

Total Core	500 Hours
Total Electives (minimum)	210 Hours
Total Course Duration	710 Hours
Supervised Work Experience	160 Hours

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Animal Studies(RUV20198)

Career Opportunities

Veterinary receptionist, animal attendant

Course Objectives

The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Course Duration

This course may be offered on a part-time basis over 16 weeks (152 nominal hours).

Course Structure

Students are required to complete all eight competencies.

RUVVEN201A	Carry out reception duties	20
RUVVEN202A	Carry out daily clinic routines	20
RUVVEN203A	Carry out surgery preparations	20
RUVVEN204A	Follow clinic occupational health and safety procedures	20
RUVVEN205A	Use hazardous substances safely	20
RUVVEN206A	Communicate in the workplace	20
RUVVEN207A	Act to minimize emergencies and respond to a variety of situations	20
RUVVEN208A	Plan daily work routines	12

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Animal Studies(RUV30198)

Career Opportunities

Veterinary receptionist, animal attendant

Course Objectives

The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed the Certificate II in Animal Studies(RUV20198) or equivalent. Applicants must be working in a veterinary clinic.

Course Duration

This course may be offered on a part-time basis over 16 weeks (220 nominal hours).

Course Structure

Students are required to complete all seven modules.

RUVVEN301A	Carry out patient admission and discharge	40
RUVVEN302A	Apply radiographic routines	30
RUVVEN303A	Apply clinic pathology support procedures	15
RUVVEN304A	Provide clinic and administration support	10
RUVVEN305A	Carry out surgical nursing routines	40
RUVVEN306A	Provide animal care	65
RUVVEN307A	Apply specific clinic routines	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Veterinary Nursing(RUV40198)

Career Opportunities

Veterinary nurse

Course Objective

The aim of this course is to provide vocational training for people providing nursing care for a range of animals on a daily basis in a veterinary clinic.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed Certificate III in Animal Studies(RUV30198) or equivalent. Applicants must be working in a veterinary clinic.

Course Duration

This course is offered on a part-time basis over 16 weeks (170 nominal hours).

Course Structure

Students are required to complete all five modules.

Code		Hours
RUVVEN401A	Apply haematology and blood chemistry tests, radiography and other test procedures	30
RUVVEN402A	Coordinate theatre routines	20
RUVVEN403A	Carry out nursing procedures for non-routine surgery	30
RUVVEN404A	Implement clinic office routines	20
RUVVEN405A	Provide specific animal care advice	70

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Laboratory Skills(PML30199)

Career Opportunities

Laboratory assistant

Course Objectives

The course aims to provide participants with the skills and knowledge required to function effectively in the role of a laboratory assistant in a science laboratory setting.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

The course is offered on a part-time basis over 12 months (435-540 nominal hours).

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process and record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL300A	Contribute to the achievement of quality objectives	30
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST302A	Calibrate testing equipment and assist with its maintenance	50

Elective Modules

Four electives selected by the student, with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Laboratory Techniques(PML40199)

Career Opportunities

Technical assistant

Course Objectives

The course aims to provide participants with the skills and knowledge required to function effectively in the role of a technical assistant in a science laboratory setting.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 3 or equivalent.

Course Duration

This course is offered on a full-time basis over 12 months (920-1080 nominal hours) or part-time equivalent.

Course Structure

The structure of the course as follows:

Core Modules

Code		Hours
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process and record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system and continuous improvement processes	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST302A	Calibrate testing equipment and assist with its maintenance	50
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise and use solutions	100

Elective Modules

Five electives selected by the student, with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Laboratory Technology(PML50199)

Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199)

Diploma of Laboratory Technology (Pathology Testing)(PML50199)

Diploma of Laboratory Technology (Biological and Environmental Testing)(PML50199)

Diploma of Laboratory Technology (Food Testing)(PML50199)

Career Opportunities

Laboratory Technician

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course is offered on a full-time basis over 2 years (1090–1645 nominal hours) or part-time equivalent.

Core Modules

Code		Hours
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process and record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system and continuous improvement processes	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise and use solutions	100
PMLTEST500A	Calibrate and maintain instruments	100
PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data and report results	80
PMLDATA501A	Use laboratory application software	60

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Laboratory Technology(PML50199)

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a science laboratory setting.

Course Structure

Core Modules

Students must complete all core modules as listed above.

Elective Modules

Seven electives selected by the student, with the approval of the Head of Department.

Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199)

Career Opportunities

Manufacturing Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a process manufacturing testing science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Code		Hours
PMLTEST300A	Perform basic tests	60
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLSAMP400A	Obtain representative samples in accordance with a sampling plan	40
PMLTEST506A	Apply spectrometric techniques	200
PMLTEST507A	Apply chromatographic and electropheretic techniques	200

Elective Modules

Two electives selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Laboratory Technology (Pathology Testing)(PML50199)

Career Opportunities

Medical Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a pathology testing science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Code		Hours
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST502A	Perform haematological tests	135
PMLTEST503A	Perform histological tests	150
PMLTEST504A	Perform chemical pathology tests	130

Elective Modules

One elective selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook..

Diploma of Laboratory Technology (Biological and Environmental Testing)(PML50199)

Career Opportunities

Biological Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological and environmental science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Code		Hours
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST506A	Apply spectrometric techniques	200
PMLTEST507A	Apply chromatographic and electrophoretic techniques	200

Elective Modules

Two electives selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Laboratory Technology (Food Testing)(PML50199)

Career Opportunities

Quality Assurance Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a food testing science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Code		Hours
PMLTEST300A	Perform basic tests	60
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLQUAL400A	Contribute to ongoing development of HACCP plans	60
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140

Elective Modules

Two electives selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Laboratory Operations(PML60199)

Career Opportunities

Senior technical officer, laboratory technician, laboratory supervisor

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as senior technical officers, laboratory technicians or laboratory supervisors responsible for planning, allocation of tasks, coordination, quality assurance, and the recording and reporting of laboratory outputs in a science laboratory setting.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed one of the following:

- Diploma of Laboratory Technology(PML50199),
- Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199),
- Diploma of Laboratory Technology (Pathology Testing)(PML50199),
- Diploma of Laboratory Technology (Biological and Environmental Testing)(PML50199),
- Diploma of Laboratory Technology (Food Testing)(PML50199),
- or equivalent.

Course Duration

This course may be offered on a full-time basis over 1 year (460-520 nominal hours) or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
PMLCOM500A	Provide information to customers	30
PMLCOM600A	Develop and maintain laboratory documentation	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLOHS600A	Implement and monitor risk management processes associated with OHS and environmental policies and procedures	60
PMLORG600A	Supervise laboratory operation in work/ functional area	60
PMLORG601A	Maintain registration and statutory or legal compliance in work/functional area	50
PMLQUAL600A	Maintain quality system and continuous improvement processes within work/functional area	50
PMLTEAM600A	Manage and develop teams	40

Elective Modules

Four electives are selected by the student with the approval of the Head of Department.

Note: Electives offered will be selected by the Department and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Horticulture (RUH10198)

Career Opportunities

This course aims to provide vocational training for people working under supervision in the horticulture industry.

Course Objective

The Certificate I in Horticulture(RUH10198) aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course is offered on a part-time basis over 110-114 nominal hours.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
RUHCORE1A	Meet Industry requirements	10
RUHCORE2A	Meet Workplace health & safety requirements	10
RUHCORE3A	Use hazardous substances safely	10
RUHCORE4A	Cooperate in the workplace	10
RUHCORE5A	Act in an emergency	10
RUHCORE6A	Plan daily work routine	10

Plus 5 points (50–54 nominal hours) in total at AQF levels 1 or 2 from Horticulture units of competency selected by the student, with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Horticulture (Arboriculture)(RUH20298)

Certificate II in Horticulture (Floriculture)(RUH20398)

Certificate II in Horticulture (Landscape)(RUH20498)

Certificate II in Horticulture (Nursery)(RUH20598)

Certificate II in Horticulture (Parks & Gardens)(RUH20698)

Certificate II in Horticulture (Production)(RUH20898)

Certificate II in Horticulture (Turf Management)(RUH20798)

Career Opportunities

This course aims to provide vocational training for people working under supervison in the horticulutre industry.

Course Objectives

The Certificate II in Horticulture(RUH20298-RUH20798) aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements

Access to the course is not limited on the basis of age, gender, social or educational background. However, participants should have an interest in the horticulture industry.

Course Duration

The course is offered on a part-time basis over 390 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
RUHCORE1A	Meet Industry Requirements	10
RUHCORE2A	Meet Workplace Health & Safety Requirements	10
RUHCORE3A	Use Hazardous Substances Safely	10
RUHCORE4A	Cooperate in the workplace	10
RUHCORE5A	Act in an Emergency	10
RUHCORE6A	Plan Daily Work Routines	10

Plus 24 points of units of competency listed below selected by the student with the approval of the Head of Department, from the following sector streams:

- Nursery
- Production
- Arboriculture
- Floriculture
- Landscape
- Park & Gardens
- Turf Management

Plus an additional 6 points from other Horticulture or Agriculture units of competency (at any level) chosen by the student with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Horticulture (RUH30198)

Career Opportunities

This course aims to provide vocational training for people working with minimal supervison in the horticulutre industry.

Course Objective

The Certificate III in Horticulture(RUH30198) aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course is offered on a full-time basis over 740–885 nominal hours or part-time equivalent.

Course Structure

Core Units

Code		Hours
HRTCORE1	Meet Industry requirements	10
HRTCORE2	Meet Workplace health & safety requirements	10
HRTCORE3	Use hazardous substances safely	10
HRTCORE4	Cooperate in the workplace	10
HRTCORE5	Act in an emergency	10
HRTCORE6	Plan daily work routine	10

Elective Units

(i) Plus 30 points (650–695 nominal hours) in total at AQF levels 3 or 4 from the Horticulture units of competency selected by the student, with the approval of the Head of Department, from one, or amongst more than one, of the following streams:

- Arboriculture
- Floriculture
- Landscape

- Nursery
- Parks and Gardens
- Turf Management
- Production

(ii) Plus 6 points (30–130 nominal hours) in total at any AQF level from other Horticulture or Agriculture units of competency selected by the student, with the approval of the Head of Department having regard to the relevant units listed in the RUH98 Horticulture Training Package, Australian National Training Authority, 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Occupational Health & Safety (QLD1893)

Career Opportunities

Occupational Health and Safety representative.

Course Objective

This course aims to provide participants with an overview to a range of skills within the area of Occupational Health and Safety.

Entry Requirements

To qualify for admission to the course, applicants generally must have had current or previous experience in an industrial setting and have an appreciation of occupational health and safety in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration

The course is offered on a one-year part-time basis. Recognition of prior learning may be granted for certain subjects.

Course Structure

Code		Hours
ABD500	Occupational Health and Safety Fundamentals	60
ABD501	Occupational Hygiene 1	40
ABD502	Rehabilitation and Workers Compensation 1	20
ABD503	Hazardous Substances	30
ABD504	Occupational Health and Safety Law	20
ABD505	Workplace Health-Human Body [Elective]	40
ABD506	Industrial Placement 1 [Elective]	40
NCS005	Dealing with Conflict	20
NCS007	Presenting Information	20
	Total Core Hours	210
	Total Elective Hours	140
	Total Course Hours	350

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Occupational Health & Safety (QLD1892)

Career Opportunities

Occupational Health and Safety officer.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in the area of Occupational Health and Safety.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate III in Occupational Health & Safety(QLD1893).

Course Duration

The course is offered on a part-time basis over two semesters, post Certificate III in Occupational Health and Safety(QLD1893).

Course Structure

Code		Hours
ABD530	Occupational Hygiene 2	40
ABD531	Engineering Controls	30
ABD532	Resolution of Occupational Health & Safety Issues	20
ABD533	Occupational Health & Safety Statistics	20
ABD534	Fire Safety Management [Elective]	40
ABD535	Ergonomics 1 [Elective]	40
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
	Total Core Hours	150
	Total Elective Hours	100
	Total Course Hours	250
	(Above Certificate III Level)	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Occupational Health & Safety (QLD1891)

Career Opportunities

Occupational Health and Safety manager.

Course Objective

This course aims to provide participants with a multi-disciplinary approach to occupational health and safety in the workplace.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety(QLD1892).

Course Duration

The course is offered on a part-time basis over three semesters, post Certificate IV in Occupational Health and Safety(QLD1892).

Course Structure

Code		Hours
ABD560	Occupational Hygiene 3	40
ABD561	Occupational Health & Safety Management Systems	40
ABD562	Risk Management	40
ABD563	Management of Hazardous Substances	30
ABD564	Action Research Project	40
ABD565	Industrial Placement 2	100
ABD566	Rehabilitation and Workers Compensation 2[Elective]	40
ABD567	Workplace Health and Safety Programs[Elective]	40
ABD568	Ergonomics 2[Elective]	40
NBB05	Quality Concepts [Elective]	20
	Total Core Hours	290
	Total Elective Hours	100
	Total Course Hours	390
	(Above Certificate IV Level)	

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Meat Processing (Leadership)(MTM40100)

Career Opportunities

Manager in a traditional micro meat retailing establishment.

Course Objectives

The course aims to provide vocational training for individuals wishing to pursue a career as a manager in a traditional micro meat retailing establishment.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

This course is offered on a part time basis over 500-700 nominal hours.

Course Structure

The structure of the course is:

Core units (300 nominal hours)

Code		Hours
MTMCOR401A	Manage own work performance	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP1B	Maintain personal equipment	20
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP6B	Overview the meat industry	20
MTMMP70B	Participate in occupational health & safety risk control process	20
MTMMP72B	Facilitate hygiene and sanitation performance	30

Eight units (200–500 nominal hours) of which –

- a minimum of seven units may be taken from the Leadership units listed at Australian Qualifications Framework Level 4;
- a maximum of one unit may be undertaken from any other Industry Training Package, endorsed by the Australian National Training Authority at Australian Qualifications Framework Level 4 or Level 5;
- units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant Meat Industry Training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Meat Processing (Quality Assurance)(MTM40300)

Career Opportunities

Quality assurance officer or manager in a meat processing enterprise.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a quality assurance officer or manager in a meat processing enterprise.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

This course is offered on a part time basis over 660 nominal hours.

Course Structure

The structure of the course is:

Core units (280 nominal hours)

Code		Hours
MTMCOR401A	Manage own work performance	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP6B	Overview the meat industry	20
MTMMP70B	Participate in occupational health & safety risk control process	20
MTMMP72B	Facilitate hygiene and sanitation performance	30

Eight units (380 nominal hours) of which –

- five units must be undertaken from the quality assurance units listed at Australian Qualifications Framework Level 4; and
- three units must be undertaken from the technical units listed at Australian Qualifications Framework Level 4;
- units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in –
- MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
- MTM00 Australian Meat Industry Training Package, Victorian Implementation Guide, Version 2, DEET. 2001.
- Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Meat Processing(MTM50100)

Career Opportunities

Manager or production manager in the meat processing industry.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a small meat processing establishment or as a production manager of a medium to large meat processing establishment

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 5 or equivalent.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

This course is offered on a part time basis over 600 – 860 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP70B	Participate in OH&S risk control process	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP72B	Facilitate hygiene and sanitation performance	30
MTMCOR401A	Manage own work performance	20

Six units (together totalling at least 340 nominal hours) of which –

- a minimum of 5 units must be undertaken from the technical units listed at Australian Qualifications Framework Level 5; and
- a maximum of 1 unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
  - MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
  - MTM00 Australian Meat Industry Training Package, Victorian Implementation Guide, Version 2, DEET. 2001;
  - any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Meat Processing(MTM60100)

Career Opportunities

Manager or production manager in the meat processing industry.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a medium to large meat processing establishment.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 6 or equivalent.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

This course is offered on a part time basis over 990–1250 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP70B	Participate in OH&S risk control process	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP72B	Facilitate hygiene and sanitation performance	30
MTMCOR401A	Manage own work performance	20

Ten units (together totalling at least 730 nominal hours) of which –

- a minimum of nine units must be undertaken from the technical units listed at Australian Qualifications Framework Level 6; and
- a maximum of one unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant Training Package

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)

Career Opportunities

Ranger, Pound Assistant

Course Objective

The course aims to provide students with the skills and training required by a person working as a ranger in a Local Government setting.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 216–560 nominal hours or part-time equivalent.

Course Structure

The course consists of 9 units as follows:

Core Units:

Code		Hours
LGACORE101A	Access learning opportunities	20
LGACORE102A	Follow defined OHS policies and procedures	20
LGACORE103A	Provide service to customers in a local government environment	20
LGACORE104A	Work effectively in local government context	60
LGACORE105A	Work with others in local government	40
	Four elective units (56–400 nominal hours)	

At least three units may be selected from any of the Local Government general elective units pertaining to this qualification and/or from any other Local Government specialization elective units listed at AQF level 2 from any other Local Government qualification pathway.

Up to one unit from any Local Government pathway packaged at AQF level 3 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Local Government (Environmental Health and Regulation)(LGA30200)

Career Opportunities

Ranger, Pound Assistant

Course Objective

The course aims to provide students with the skills and training required by a person working in a range of Local Government areas including ranger, pound manager or residential amenity officer.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 235-490 nominal hours or part-time equivalent.

Course Structure

The course consists of 13 units as follows –

Core Units:

Code		Hours
LGACORE101A	Access learning opportunities	20
LGACORE102A	Follow defined OHS policies and procedures	20
LGACORE103A	Provide service to customers in a local government environment	20
LGACORE104A	Work effectively in local government context	60
LGACORE105A	Work with others in local government	40
	Eight elective units (75-330 nominal hours)	

At least five units may be selected from any of the Local Government specialisation elective units and general elective units specified for this qualification and/or from any other Local Government specialisation elective units listed at AQF level 3 from any Local Government qualification pathway.

Up to two units from general electives and/or electives from any other Local Government pathway packaged at AQF level 2 may be selected to construct the qualification content.

Up to one unit from general electives and/or electives from any other Local Government pathway packaged at AQF level 4 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Local Government (Environmental Health and Regulation)(LGA50300)

Career Opportunities

Health Officer, Ranger, Pound Manager.

Course Objective

The course aims to provide students with the skills and training required by a person working as an environmental health officer in a Local Government setting.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 552–920 nominal hours or part-time equivalent.

Course Structure

The course consists of 14 units as follows –

Core Units:

Code		Hours
LGACORE102A	Follow defined OHS policies and procedures	20
LGACORE104A	Work effectively in local government context	60
LGACORE501A	Provide quality and timely advice to council	40
BSXFMI502AA	Provide Leadership in the Workplace	60
BSXFMI504A	Participate in, Lead and Facilitate Work Teams	60
BSXFMI505A	Manage Operations to Achieve Planned Outcomes	60
	Eight elective units (252-620 nominal hours)	

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 5.

One elective unit packaged at AQF level 6 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Local Government (Environmental Health and Regulation)(LGA60300)

Career Opportunities

Health Officer, Program Co-ordinator

Course Objective

The course aims to provide students with the skills and training required by a person working as a program coordinator in the areas of environmental health and regulation in a Local Government setting.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 440–810 nominal hours or part-time equivalent.

Course Structure

The course consists of 12 units as follows:

Core Units

Code		Hours
LGACORE102A	Follow defined OHS policies and procedures	20
LGACORE501A	Provide quality and timely advice to council	40
LGACORE601A	Develop, implement and review operational plans	40
LGACORE602A	Promote and facilitate organisational performance	60
LGACORE603A	Promote council's mission and services	40
	Seven elective units (240-610 nominal hours)	

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 6.

One elective unit packaged at AQF level 5 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Food Processing (Plant Baking)(FDF10398)

Career Opportunities

Machine Operator.

Course Objectives

The course aims to allow employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices and also aims to provide the opportunity to integrate on-the-job training with understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality productivity.

Entry Requirements

There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 18 months.

Course Structure

The structure of the course consists of core, optional and specialist units.

Core units

Code	
FDFCORCOM1A	Communication in the workplace
FDFCORNUM1A	Apply basic mathematical concepts
FDFCOROHS1A	Apply safe work procedures
FDFCORQA1A	Apply basic quality assurance practices
FDFCORFS1A	Apply basic food safety practices

Three units from the Specialist/Optional units selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to the units in the Food Processing Industry Training Package FDF 98 ANTA 1998 and the following criteria:

- the selection of specialist and optional units, including enterprise-specific, will vary according to the particular requirements of the enterprise and the individual student, taking into account his/her work requirements, industrial agreements and career paths; and
- for qualification purposes a maximum of one enterprise-specific unit approved by the National Food Industry Training Council may be included as an optional unit.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Food Processing (Plant Baking)(FDF20398)

Career Opportunities

Machine Operator.

Course Objectives

The course aims to enable production and packaging employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate I in Food Processing (Plant Baking) will be given advanced standing in the course.

Applicants will generally be currently employed in the food processing industry but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of three years.

Course Structure

The course consists of 17 units as follows:

(a) nine core units, and

(b) eight specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –

  (i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;

  (ii) the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and

  (iii) the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORFS1A	Apply basic food safety practices	20
FDFCORCOM2A	Collect, present & apply workplace information	30
FDFCOROHS2A	Implement OH&S principles and procedures	30
FDFCORQA2A	Implement the quality system	30
FDFCORFS2A	Implement the food safety plan	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Food Processing (Plant Baking)(FDF30398)

Career Opportunities

Leading Hand, Shift Manager.

Course Objectives

The course aims to enable employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as gaining a range of competencies that focus on quality, productivity and management.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing (Plant Baking) will be given advanced standing in the course.

Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 5 years.

Course Structure

The course consists of 25 units as follows –

(a) 13 core units, and

(b) 12 specialist and optional units, (including a minimum of 3 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –

(i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;

(ii) the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and

(iii) the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core Units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORFS1A	Apply basic food safety practices	20
FDFCORCOM2A	Collect, present & apply workplace information	30
FDFCOROHS2A	Implement OH&S principles & procedures	30
FDFCORQA2A	Implement the quality system	30
FDFCORFS2A	Implement the food safety plan	30
FDFCORCOM3A	Analyse and convey workplace information	40
FDFCOROHS3A	Monitor the implementation of OH&S	40
FDFCORQA3A	Monitor the implementation of the quality system	40
FDFCORFS3A	Monitor the implementation of the food safety plan	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Process Plant Skills(PMA10198)

Career Opportunities

Chemical Operator.

Course Objectives

The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements

Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 1 year.

Course Structure

Core competencies

Code		Hours
PMACOM100A	Relay and respond to information	10
PMAENV100A	Identify and minimize environmental hazards	20
PMAOHS100A	Follow OH&S policies and procedures	20
PMAPLAN100A	Follow established work plan	10
PMAPROC101A	Make measurements	15
PMAPROC102A	Undertake housekeeping operations	15
PMAQUAL100A	Contribute to quality processes	20

Process competencies

PMAPROC100A	Apply procedures to equipment operation.	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Food Processing(FDF10198)

Career Opportunities

Machine Operator in Food Processing Industry.

Course Objectives

The course aims to allow employees in the following sectors of the food processing industry – aerated waters, biscuits, confectionery, dairy processing, edible oils and fats, flour milling, fruit and vegetable, general foods, pastry, pet-food, poultry, stockfeed and milling and tea and coffee – to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements

There are no formal education requirements for entry into the course. Applicants will primarily be those currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 18 months.

Course Structure

The course consists of 8 units as follows –

- five core units, and
- three specialist and optional units (including a minimum of 1 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
- the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
- the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORFS1A	Apply basic food safety practices	20.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Pharmaceutical Manufacturing(FDF10298)

Career Opportunities

Machine Operator in Pharmaceutical Industry.

Course Objectives

The course aims to allow employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training, and gain an understanding of various operations and principles inherent in the relevant workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements

There are no formal educational requirements for entry into the course. Applicants will primarily be those currently employed in the pharmaceutical manufacturing industry but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 18 months.

Course Structure

The course consists of 8 units as follows:

- five core units, and
- three specialist and optional units (including a minimum of 1 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
- the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
- the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORGMP1A	Apply basic good manufacturing practices	50

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Pharmaceutical Manufacturing(FDF20298)

Career Opportunities

Quality Assurance Officer, Machine Operator.

Course Objectives

The course aims to enable employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate I in Pharmaceutical Manufacturing will be given advanced standing in the course.

Applicants will generally be currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 3 years.

Course Structure

The course consists of 17 units as follows –

- nine core units, and
- eight specialist and optional units (including a minimum of 2 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
- the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
- the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORGMP1A	Apply basic good manufacturing practices	50
FDFCORCOM2A	Collect, present & apply workplace information	30
FDFCOROHS2A	Implement OH&S principles and procedures	30
FDFCORQA2A	Implement the quality system	30
FDFCORFS2A	Implement the food safety plan	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Process Plant Operations(PMA20198)

Career Opportunities

Shift Supervisor, Chemical Operator.

Course Objectives

The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements

Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of two years.

Course Structure

The course consists of 16 competencies as follows –

Nine core competencies –

Code		Hours
PMACOM100A	Relay and respond to information	10
PMAENV100A	Identify and minimize environmental hazards	20
PMAOHS100A	Follow OH&S policies and procedures	20
PMAPLAN100A	Follow established work plan	10
PMAPROC101A	Make measurements	15
PMAPROC102A	Undertake housekeeping operations	15
PMAQUAL100A	Contribute to quality processes	20
PMACOM200A	Process and record information	20
PMAHAZ200A	Respond to an emergency situation	20;

- At least 4 process competencies selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the competencies listed in 'Chemical, Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'; and
- At least 2 process support competencies, or 2 additional process competencies, selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the competencies listed in 'Chemical, Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'; and
- Not more than one other competency, which may be selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the process, process support or business support competencies listed in 'Chemical, Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Food Processing(FDF30198)

Career Opportunities

Shift Supervisor, Machine Operator

Course Objectives

The course aims to enable employees in the food processing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing will be given advanced standing in this course.

Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of five years.

Course Structure

The course consists of 25 units as follows:

- 13 core units, and
- 12 specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
- the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
- the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORFS1A	Apply basic food safety practices	20
FDFCORCOM2A	Collect, present and apply workplace information	30
FDFCOROHS2A	Implement OH&S principles & procedures	30
FDFCORQA2A	Implement the quality system	30
FDFCORFS2A	Implement the food safety plan	30
FDFCORCOM3A	Analyse and convey workplace information	40
FDFCOROHS3A	Monitor the implementation of OH&S	40
FDFCORQA3A	Monitor the implementation of the quality system	40
FDFCORFS3A	Monitor the implementation of the food safety plan	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Pharmaceutical Manufacturing(FDF30298)

Career Opportunities

Shift Supervisor, Team Leader in Pharmaceutical Industry

Course Objectives

The course aims to allow employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices., gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Pharmaceutical Manufacturing will be given advanced standing in this course.

Applicants will generally be those currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of five years.

Course Structure

The course consists of 25 units as follows –

- 13 core units, and
- 12 specialist and optional units (including a minimum of 3 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
- the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
- the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Code		Hours
FDFCORCOM1A	Communication in the workplace	20
FDFCORNUM1A	Apply basic mathematical concepts	20
FDFCOROHS1A	Apply safe work procedures	50
FDFCORQA1A	Apply basic quality assurance practices	20
FDFCORGMP1A	Apply basic good manufacturing practices	20
FDFCORCOM2A	Collect, present and apply workplace information	30
FDFCOROHS2A	Implement OH&S principles & procedures	30
FDFCORQA2A	Implement the quality system	30
FDFCORFS2A	Implement the food safety plan	30
FDFCORCOM3A	Analyse and convey workplace information	40
FDFCOROHS3A	Monitor the implementation of OH&S	40
FDFCORQA3A	Monitor the implementation of the quality system	40
FDFCORFS3A	Monitor the implementation of the food safety plan	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Process Plant Operations(PMA30198)

Career Opportunities

Shift Supervisor, Team Leader in the Chemical Industry

Course Objectives

The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements

Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

Applicants who have completed the Certificate II in Process Plant Operations may be granted advanced standing in this course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over a period of 3 years.

Course Structure

The course consists of 21 competencies as follows:

Ten core competencies –

Code		Hours
PMACOM100A	Communication 100	10
PMACOM100A	Relay and respond to information	10
PMAENV100A	Identify and minimize environmental hazards	20
PMAOHS100A	Follow OH&S policies and procedures	20
PMAPLAN100A	Follow established work plan	10
PMAPROC101A	Make measurements	15
PMAPROC102A	Undertake housekeeping operations	15
PMAQUAL100A	Contribute to quality processes	20
PMACOM200A	Process and record information	20
PMAHAZ200A	Respond to an emergency situation	20
PMAQUAL300A	Initiate continuous improvement	40

- at least 2 process competencies selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the competencies listed in 'Chemical Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'; and
- at least 5 process support competencies (or additional process competencies) selected by the student in consultation with his/her employer with the approval of Head of Department having regard to the competencies listed in 'Chemical Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'; and
- not more than 4 other competencies, which may be selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the process, process support or business support competencies listed in 'Chemical, Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Food Technology(2506AKC)

incorporating

Certificate IV in Food Technology(11893VIC)

Career Opportunities

Technical assistant in the Food Industry.

Course Objectives

The Certificate IV in Food Technology(11893VIC) aims to provide general training to a level required for people entering the food industry as a technical assistant.

The Diploma of Food Technology(2506AKC) aims to provide training to a level of competency required of a technical officer in the food industry, including competencies within specialisations.

Entry Requirements

To qualify for admission to the course an applicant generally must have satisfactorily completed an approved course of study at VCE level or equivalent, preferably including English, Mathematics, Biology, Chemistry and Physics.

Students with backgrounds other than VCE, such as mature age, will be eligible for admission to the course if they are competent in English, both verbally and in writing, they can use arithmetical processes to perform basic numerical manipulations and calculations and they have a basic understanding of scientific methodology and endeavour.

To qualify for admission to the Diploma of Food Technology(2506AKC) applicants must have successfully completed the Certificate IV in Food Technology(11893VIC).

Recognition of prior learning may be available based on skills and knowledge already acquired by a person from previous study, as in articulation, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure

The structure of the course is as follows:

This course has specialisations – students are required to complete 22 core modules (578 hours) and a further 272 hours from the four other specified groups.

Core modules

First Year

Code		Hours
AAA640	Introductory Mathematics	50
AAA750	Introductory Chemistry	50
AAA600	Introductory Physics	50
AAA610	Science Industry Orientation	20
NOS222	Wordprocessing Introduction	20
ABD569	Occupational Health & Safety in the Food Industry	40
AAA712	General Microbiology	60
AAA752	Chemical Laboratory Techniques	50
VBF181	Introduction to Quality Management	12
VBF195	Introduction to Sensory Analysis	12
VBF163	Principles of ISO Accreditation and Quality Audit	12
VBF196	Hygiene and Sanitation	12
VBF197	Principles of Hazards Analysis and Critical Control Points	12
VBF164	Food Packaging	36
VBF166	Food Biology	30
VBF198	Introduction to Food Technology	12
VBF199	Principles of Food Spoilage and Control	12
VBF200	Unit Operations	12
VBF201	Low Temperature Preservation	12
VBF207	High Temperature Preservation	12
VBF281	Fermentation/Concentration/Drying	12
AAA807	Waste Management	40

Specified hours are to be chosen from the following groups:

Management Level 1 – 40 hours must be completed

NGMS101	Managing Information	20
NGMS102	Managing Operations–Customer Service	20
NGMS103	Managing Operations – Productivity	20
NGMS104	Managing Operations–Innovation	20
NGMS105	Managing Operations – Change	40
NGMS106	Managing Effective Working Relationship	40
NGMS107	Managing and Developing Teams	40
NGMS108	Managing & Organising Work for Goal Achievement	40
NGMS109	Managing Performance and Goal Achievement	40
NGMS110	Managing Grievances and Disputes	20
NGMS111	Managing People–Workplace Practices	20
NGMS112	Managing People–Recruitment, Selection & Induction	40
NGMS113	Managing Finance–Setting and Achieving Budgets	40
NGMS114	Managing Finance – Performance	40
NGMS115	Managing Finance–Cost and Efficiency	40
NGMS116	Managing Finance–Operating & Capital Expenditure	40
NGMS117	Managing Group Problem Solving & Decision Making	40
NGMS118	Managing People–Training and Development	40

Generic Electives – 142 hours must be completedd

AAA601	Work Placement B	50
AAA702	Biological Techniques B	40
AAA756	Physical Chemistry	40
AAA757	Organic Chemistry	50
VBF167	Thermal Processing 1	36
VBF188	Process Control	40
AAA805	Nutrition	20
VBD382	Career Planning and Skills Assessment	20

NOS216	Spreadsheet Fundamentals	20
NOS215	Database Fundamentals	20

Food Technology 2 – 90 hours must be completed

VBF168	Meat and Meat Processing	18
VBF169	Dairy Processing	18
VBF170	Fruit and Vegetable Processing	18
VBF171	Fish and Seafood Processing	18
VBF172	Poultry and Egg Processing	18
VBF173	Edible Fats and Oils	18
VBF174	Confectionery and Sugar Technology	18
VBF177	Nuts, Pulses and Other Grains	18
VBF178	Food Additives	18

or

Dairy Technology 1 – 90 hours must be completed

VBF179	Dairy Production and Industry	40
VBF180	Liquid Products	50.

Students who satisfactorily complete the 22 core modules (578 hours), 40 hours of Management Level 1 modules, 142 hours of Generic electives and 90 hours of either Food Technology 2 or Dairy Technology 1 modules will be eligible to graduate with the Certificate IV in Food Technology.

Second Year

Students are required to complete:

- 10 Generic Core Modules (302 hours) plus 40 hours from Management Level 1 or 2.
- 160 hours from Generic (Optional) modules and 338 hours from Specialisation modules of which 108 is from Food Technology 3 and 230 hours in Food Technology 4.

Generic Core Modules

Code		Hours
AAA802	Food and Hygiene Microbiology	50
AAA757	Organic Chemistry	50
AAA801	Food Analysis	40
AAA756	Physical Chemistry	40
VBF282	Sampling	18
VBF283	Statistical Process Control	18
VBF279	Applied Hazards Analysis and Critical Control Point	18
VBF280	Product Recall	18
VBF182	Statistics 20	
AAA808	Sensory Analysis	30

Management Levels 1 and 2

A further 40 hours (from those modules listed under Certificate IV in Technology (Food) or from those listed below.)

NGMS201	Entrepreneuring and Innovating	40
NGMS202	Forecasting Futures	40
NGMS203	Analysing Environments and Organisations	40
NGMS204	Managing Strategically	40
NGMS205	Managing Ambiguity and Change	40
NGMS206	Taking Difficult Decisions	20
NGMS207	Leading and Visioning	40
NGMS208	Developing Business Overseas	40
NGMS209	Managing Self	20
NGMS210	Managing Operations and Logistics	40
NGMS211	Managing Risk	40
NGMS212	Managing for Quality	40
NGMS213	Management Projects	40
NGMS214	Managing Cultural Diversity	40
NGMS215	Advocacy and Influence	20
NGMS216	Tactical Marketing	40

Generic (optional)–170 hours

VBF183	Thermal Processing 2	36
VBF184	Packaging Materials	20
VBF188	Process Control	40
AAA758	Applied Organic Chemistry	60
AAA601	Work Placement C	50
VBF189	Dairy Plant Management	40
VBF190	Engineering Applications	30
VBF191	Dairy Engineering 1	40

Specialisation Electives–338 hours including:

Food Technology 3 – 108 hours (must complete the 6 modules not already covered in Certificate IV in Food Technology)

Code		Hours
VBF168	Meat and Meat Processing	18
VBF169	Dairy Processing	18
VBF170	Fruit and Vegetable Processing	18
VBF171	Fish and Seafood Processing	18
VBF172	Poultry and Egg Processing	18
VBF173	Edible Fats and Oils	18
VBF174	Confectionery and Sugar Technology	18
VBF175	Beverages	18
VBF176	Cereal and Baking Technology	18
VBF177	Nuts, Pulses and Other Grains	18
VBF178	Food Additives	18

Food Technology 4 – 230 hours from any of the following specialisations:

Food Research and Development Specialisation

VBF192	Food Product Research and Development	125

Food Analysis Specialisation

VBF193	Food Analysis–Non Instrumental	40
VBF284	Food Analysis – Instrumental	40
VBF285	Food Analysis Project	45

Food Engineering Specialisation

VBF286	Food Engineering Fundamentals	32
VBF287	Fluid Flow Fundamentals	32
VBF288	Heat and Heat Transfer Fundamentals	32
VBF289	Concentration and Dehydration Fundamentals	29

Marketing Specialisation

NMRK441	Selling Process	50
NMRK632	International Marketing	50
VAD950	The Marketing Concept	50

Fish Specialisation

AF249	Legal Awareness	18
AF251	Food Processing Accreditation	18
AF252	Overview–The Australian Fishing Industry	18
AF253	Fish Physiology	18
AF254	Legislation and Documentation	18
AF256	Fish Handling Techniques	18

Confectionery Specialisation

Raw Materials (RM1)	27
Confectionery Technology (CT1)	18
High Boiled Candy (PC1)	18
Low Boils (Toffee, Caramel, Fudge) (PC2)	12
Jellies and Gums (PC3)	18
Chocolate Confection (PC4)	24
Aerated Confection (PC5)	15
Lozenges and Tabletting (PC6)	6
Panning (PC7)	12

Dairy Specialisation

Overview of the Dairy Industry (AF243)	10
Market Milk (AF244)	16
Dairy products (AF245)	16
Concentrated and Dried Milk Products (AF246)	16
Cheese (AF247)	16
Dairy Engineering 2 (AF248)	16
Legal Awareness (AF249)	18
Legislation and Documentation – Dairy (AF250)	16
Food Processing Accreditation (AF251)	16

Bakery/Pastry Cooking Specialisation

Advanced Baking/Pastrycooking (ABP)	70
Environmental Control (EC)	15
Communication II (CS2)	30

Recruiting and Training (RT)		20
Process Management and Optimisation (PMO)		25
Beverage Specialisation		
VBF163	Fruits and Growing Areas	10
VBF165	Fruit Receival Procedures	10
VBF185	Fruit Extraction Procedures	20
VB 186	Fruit Juice Processing Techniques	15
VBF 187	Fruit Juice Products	15
VBF290	Manufacture of Beverage Products	25
VBF291	Fruit Juice Conversion Processes	25
VBF292	Quality Testing Techniques	20
Nutrition Specialisation		
VBE838	Nutritional Biochemistry	45
VBE839	Applied Nutrition for the Food Technologist	80
Dairy Technology 2		
VBF202	Frozen Dairy Products	40
VBF203	Milk Fat Products	40
VBF204	Membrane Technology	40
Dairy Technology 3		
VBF205	Fermented Milk Products	80
VBF206	Concentrated and Dried Dairy Products Stream	80
VBF192	Food Research and Development Dairy Stream	125
Specialisation Elective Modules		
AAA756	Physical Chemistry	
AAA778	Qualitative Organic Analysis	
AAA758	Applied Organic Chemistry	
AAA766	Electronanalytical Techniques I	
AAA753	Introductory Spectrophotometry	
AAA760	UV/Visible Spectrophotometry	
AAA761	Infrared Spectrophotometry	
AAA764	Flame Spectrophotometry	
AAA765	Furnace Spectrophotometry	
AAA759	Introductory Chromatography and Electrophoretic Techniques	
AAA762	Gas Chromatography	
AAA763	High Performance Liquid Chromatography	
Chemistry Laboratory General Elective Modules –		
AAA771	Environmental Chemistry	
AAA806	Environmental Analysis	
AAA768	Chemical Processing	
AAA769	Industrial Chemistry	
AAA770	Industrial Analysis	
AAA621	Introductory Interfacing	
AAA622	Advanced Interfacing	
AAA623	Data Acquisition	
AAA767	Polarographic Techniques	
AAA779	Emission Spectroscopy	
AAA774	Mineral Chemistry	
AAA773	X-Ray Analysis	
AAA775	Introductory Assaying	
AAA776	Advanced Assaying	
AAA777	Introductory Fire Assaying.	

Modules may be taken as electives from this or other streams within the Scitech framework or other courses relevant to the learner's vocational requirements.

In addition to modules needed for the Certificate IV in Food Technology(11893VIC0, students who satisfactorily complete 10 Generic Core Modules (302 hours), 40 hours from Management Level 1 or 2, 160 hours from Generic (optional) modules and 338 hours from Specialisation modules, of which 103 hours must be from Food Technology 3 and 230 hours remaining from Food Technology 4, will be eligible to graduate with the Diploma of Food Technology(2506AKC).

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Natural Resource Management(2212AMC)

Career Opportunities

Natural Resource Management.

Course Objective

The primary objective of this course is the provision of knowledge and skills currently required by field staff such as rangers, land protection or fisheries and wildlife officers, who wish to gain employment or are employed in various government departments, private sector, contractors, and other agencies responsible for the management of natural resources.

Entry Requirements

Satisfactory completion of VCE or satisfactory completion of Year 11, plus satisfactory completion of other relevant courses in TAFE amounting to at least one year's equivalent full-time study, or be of mature age and assessed by the School as being capable of successfully completing the course.

Course Duration

This course is run two year full-time or equivalent part-time.

Course Structure

The course consist of:

A set of core and elective subjects which constitute a minimum of 1504 hours.

A practical placement program in which students will undertake 280 hours of industry work.

Core Modules

Code		Hours
1.12A	Wildfire Behaviour 1	4
AAA601	Work Placement 1	50
AAA630	Computer Fundamentals	25
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25
AAA604	Practical Project	50
AAA722	Plant Identification	50
AAA724	Ecological Principles	50
AAA725	Ecological Techniques	50
AAA727	Soil Science	60
ABD507	Occupational Health & Safety for the Natural Resource Management Industry	20
NCS005	Dealing with Conflict	20
NCS006	Writing Workplace Documents	20
NCS009	Negotiation Skills	20
NCS010	Team Building	20
NCS015	Present Reports	20
NCS018	Dealing with Customers and Clients	20
NGMS113	Managing Finance–Setting & Achieving Budgets	20
VBB335	Orientation to the Natural Resource Management Industry	60
VBB336	Biology	40
VBB337	Environmental Law	30
VBB338	Geology	45
VBB339	Animal Identification	40
VBB340	Coastal and Catchment Aquatic Management	50
VBB341	Resource Assessment	50
VBB342	Resource Management Planning	20
VBB343	Natural Resources Mapping Systems	20
VBD250	Work Placement 2	75
Electives		
1.12B	Wildfire Suppression 1	40
2.28	Wildfire Behaviour 2	30
2.29	Wildfire Suppression 2	40
AAA641	Laboratory Mathematics	50
AAA642	Statistics and Methods of Sampling	40

AAA728	Hydrology	60
AAA751	Chemical Principles	50
AAA752	Chemical Laboratory Techniques	50
NCS007	Presenting Information	20
NCS012	Meetings	20
NCS014	Speaking in Public	20
NGMS108	Managing and Organising Work for Goal Achievement	40
VBB344	Advanced Mapping Systems	40
VBB345	Aquatic Science	80
VBB346	Catchment and Land Management	80
VBB348	Cultural Resource Management	50
VBB349	Fire in Resource Management	30
VBB350	Fisheries Management	80
VBB353	Hydrogeology	40
VBB354	Hydrography	50
VBB355	Introduction to Wildlife Management	40
VBB357	Pest Animal Management	50
VBB358	Pest plant Management	20
VBB359	Project Management	40
VBB364	Weed Identification and Control	30

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Health (Hospital Pharmacy Technician)(2307AEC)

Career Opportunities

Hospital Pharmacy Technician.

Course Objectives

This course aims to develop the knowledge and skills of students wishing to undertake a career in Hospital Pharmacy.

Entry Requirements

To qualify for admission to this course students must have completed VCE or satisfactory completion of Year 11, plus satisfactory completion of another relevant course in TAFE amounting to at least one year's equivalent full-time study. For mature age students, evidence of ability to undertake studies at this level is required.

Students able to show disadvantage will be supported to gain entry to the course. These students may be required to complete some bridging modules either before entry, or concurrently with the course.

Course Duration

This course is offered on a part time basis, one day per week.

Course Structure

All modules must be completed.

Generic modules

Code		Hours
VBA334	Student Induction	6
NCS001	Workplace Communication	40
AAA630	Computer Fundamentals	25
VBA335	Hospital Computing	10
AAA640	Introductory Mathematics	50
VBA336	Occupational Health & Safety	40

Health Industry Modules

VBA337	Hospital Environment	20
AAA709	Anatomy & Physiology I	45
AAA710	Anatomy & Physiology II	45
VBA338	Medical Terminology	10

Hospital Pharmacy Modules

VBA339	Basic Pharmaceutics & Pharmacology	20
VBA340	Laws, Regulations & Ethics	10
VBA341	Stock Control & Impresting	40
VBA342	Non-Sterile Manufacturing	30
VBA343	Sterile Manufacturing	40
VBA344	Cytotoxic drugs	10
VBA345	Dispensing	26
VBA346	Hospital Pharmacy Tour	26
VBA359	Workplace Exchange	20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Mortuary Science (Embalming)(2411AGB)

Career Opportunities

Embalmer.

Course Objectives

The course aims to provide vocational training for individuals wishing to pursue a career as an embalmer in the funeral service industry.

Entry Requirements

To qualify for admission to the course, applicants must have –

(a) satisfactorily completed an approved course of study at Year 10 level or equivalent, preferably including English and Science; or

(b) be of mature age, have a basic understanding of the funeral service industry, and able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course is offered on a part time basis over 920 nominal hours.

Course Structure

The structure of the course is as follows:

Code		Hours
NCS006	Writing workplace documents	20
NCS007	Presenting information	20
NCS005	Dealing with conflict	20
VBA268	Funeral service	40
VBA891	Training on the job	30
VBA582	OH&S	20
VBA684	Personal grief management in the workplace	30
VBA269	Introduction to embalming	20
VBA270	Embalming chemicals	60
VBA271	Death: Agonal and post mortem changes	40
VBA272	Anatomy I	40
VBA273	Anatomy II	40
VBA274	Anatomy III	40
VBA275	Anatomical considerations & sites for embalming	40
VBA276	Case analysis: chemical distribution	80
VBA277	Case analysis: autopsied and non-autopsied	40
VBA278	Cavity embalming	40
VBA279	Practicum	300

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Courses in Lubrication(21010VIC)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Lubrication products.

Course Objectives

The course aims to provide an accredited training program for Mobil staff and customers involved in the sales, application and usage of lubrication products.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can read, write, comprehend and discuss printed information in English.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 21–28 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

VBG553 Fundamentals of Lubrication
VBG554 Safety, Health and Environment;

Elective Modules

Four modules selected by the student from one of the following specialist streams:

(i) Automotive
(ii) Commercial Vehicle
(iii) Industrial
(iv) Mining;

in consultation with his/her employer, with the approval of the Head of Department, having regard to Course in Lubrication Curriculum Document published by Mobil Oil Australia – New Zealand, January, 2000.

Certificate IV in Assessment and Workplace Training(BSZ40198)

Career Opportunities

Workplace Trainer

Course Objectives

The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:

- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements

There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Course Duration

This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure

The course consists of the following 8 units:

- Plan Assessment
- Conduct Assessment
- Review Assessment
- Train Small Groups
- Plan and Promote a Training Program
- Plan a Series of Training Sessions
- Deliver Training Sessions
- Review Training

School of Further Education and Employment Services

The School of Further Education and Employment Services is responsible for delivery of all Further Education Programs within the TAFE Division of Victoria University. These programs, and an associated range of self-access services, provide Access courses for adults and youth returning to study, with particular emphasis on developing language, literacy, numeracy, study skills and learning support. These services also support the students in vocational departments in achieving their academic requirements. As well, the School is responsible for delivery of performing arts, music, and professional writing and editing courses. Courses are delivered at Footscray Nicholson, St Albans, Werribee, Melton, Sunbury, South Melbourne, City King and Flinders, and Sunshine campuses.

The School consists of the following teaching departments and programs:

Adult Literacy and Work Education Department consisting of Work Education Programs, Adult General Education Programs, Concurrent Assistance and Communication Skills servicing across the TAFE Division, as well as the management of educational centres: Maths Learning Centre, Literacy Learning Centre and Study Labs. The department offers a broad range of Adult Literacy, Numeracy and return to study programs including the Certificates in General Education for Adults; Certificate IV in Further Education, VCAL and the Certificate I in Work Education.

Arts and Preparatory Programs Department includes the following program areas: Adult VCE offering Units 1 to 4 and Pre VCE/VET for 15-17 year olds; VCAL; Liberal Arts and Preparatory Programs which include Preparation for Tertiary Studies and Science for Nurses; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Writing and Performance courses, including Diploma of Professional Writing and Editing and Diploma of Small Companies and Community Theatre. Most courses can be undertaken either on a part time or full time basis. Modules in some of the courses are available in flexible mode.

Music Programs offered at the Sunbury Campus include Certificate IV and Diploma of Contemporary Performance, Music Business and Technical Production. The Head of Department, Music Programs is also responsible for managing the Bachelor of Music Degree program in accord with the University's affiliation with the Melba Conservatorium of Music, in addition to ensuring the expansion of Music Programs including liaison with the Melba Conservatorium of Music, Higher Education Division Faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

Employment and Training Services Department has responsibility for managing a number of significant Service Contracts funded by the Commonwealth Government. These include: New Apprenticeships Support Services (NASS) managed through the Department's Jobs Plus New Apprenticeships Centre (NAC); Employment Services delivered through the Jobs Plus Employment Services unit; and the Work for the Dole Program Community Work Coordinator (CWC) delivered by the Community Initiatives Program team. The Department's assessment team service University contracts with the Victorian Taxi Directorate, Victoria Police and others together with offering language, literacy and numeracy assessments to a range of enterprises. The Department focuses on identifying new employment initiatives as they are developed at local, state and federal levels and responding to these opportunities to ensure the University plays a key role in assisting employment growth in the community and enhancing the employability of its clients.

Language Studies Department offers a broad range of English Language Programs. The department's Language and Literacy Self Access Centres provide unique opportunities for students within the TAFE Division to access individual learning support using self-paced learning packages. The department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by AEMP sources. The department is also recognized for its expertise in the delivery of programs to disadvantaged youth and pathways to mainstream TAFE and Higher Education courses. Bridging programs into VET mainstream courses (Aged Care, Hospitality) and a new Clinical Bridging program for Overseas Qualified Medical Practitioners are also being offered. Languages Other Than English (LOTE) are offered as short courses on a fee-paying basis.

A major role of the School is the provision of specialised educational services to the TAFE Division and Industry. These include the provision of student learning support (concurrent assistance) and general preparatory programs through well-equipped Language and Literacy Self Access Centres and Literacy and Maths Learning Centres. As well, specialised tuition is provided to students in all main stream departments in literacy, numeracy and study skills, which supports the University's PASII Policy. The School's Language and Literacy Industry consultant provides an advisory service regarding language, literacy and communication skills' tuition and training. A major role of the consultant is to promote the Language and Literacy Services provided by the School within industry and the community, and consequently negotiates contracts for industry based delivery of the School's services on an ongoing basis.

It is important for the School to continue with the development of innovation in delivery and development of programs, to ensure that it retains its status as a provider of quality education and training. The provision of a Pre VCE/VET for 15-17 year olds in 2001and 2002 is an example. The expansion of music performance and technology programs at Sunbury Campus by the School with the commencement of the Bachelor of Music in affiliation with the Melba Conservatorium of Music continues to support the University's strategic plan for the establishment of a major Music Education Complex at the campus.

The School ensures that its educational initiatives provide a model of best practice in flexible delivery and use of new learning technologies. The establishment of a multi-media centre utilising learning technologies in the Women's Education Programs; the launch of the Certificates in General Education for Adults (CGEA) Online Assessment and Moderation Home Page; the development of a web-site Maths Connexions for Adults (Online) as well as a Home Page for the Adult General Education Programs, are examples of initiatives undertaken by the School.

The School, as part of its commercial operations, has a history of tendering for a broad range of government funded projects and programs to complement and enrich its recurrently funded program profile. Successful tenders include: ANTA–Innovative Adult Literacy Projects; OTTE development of on-line modules within the Diploma of Liberal Arts; DEWR for Job Network services and Work for the Dole Programs; and DEST for New Apprenticeships Services; Department of Human Services with the Futures program for people with special needs and preliminary VET in Schools initiatives relevant to year 10 students not yet ready for the conventional VETIS.

A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School's further education programs. The School is the only provider in the Western Region of Melbourne to be delivering Music Performance and Technology Programs which commenced in 1999 at the Sunbury Campus, and Performing Arts courses at both Footscray Nicholson and Sunbury Campuses. These courses provide young people with an opportunity to commence training for employment in the Performing Arts Industry.

Nel Cook
Associate Director
Head, School of Further Education & Employment Services

Department of Adult Literacy & Work Education

The Department of Adult Literacy and Work Education – TAFE conduct a wide range of courses from entry level to Certificate level in the fields of language, literacy, access and preparatory to serve the communities of the central and western metropolitan region of Melbourne.

Many Adult Literacy and Work Education courses are designed to build on the existing skills and experience of adults who wish to return to study or enter/re-enter the paid workforce. They offer alternative entry pathways into TAFE and Higher Education, Certificate, Diploma and degree courses at Victoria University of Technology or other Institutes and Universities.

Many programs operate as preparatory or bridging programs into TAFE or Higher Education, through a re-orientation to study and/or skill development in the general areas of language, literacy and numeracy and/or in specific vocational/academic areas.

Code	
21249VIC	Certificate I in General Education for Adults (Introductory) (21249VIC)
21250VIC	Certificate I in General Education for Adults (21250VIC)
21251VIC	Certificate II in General Education for Adults (21251VIC)
21252VIC	Certificate III in General Education for Adults (21252VIC)
15598VIC	Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)
21015VIC	Diploma of Further Education(21015VIC)
21014VIC	Certificate IV in Further Education (21014VIC)
21108VIC	Certificate I in Work Education (21108VIC)
15494VIC	Certificate I in Transition Education(15494VIC)
21204VIC	Course in Concurrent Study(21204VIC)
LMT10800	Certificate I in Laundry Operations (LMT10800)
LMT21400	Certificate II in Laundry Operations (LMT21400)
LMT31100	Certificate III in Laundry Operations (LMT31100)
LMT11000	Certificate I in Dry Cleaning Operations (LMT11000)
LMT21500	Certificate II in Dry Cleaning Operations (LMT21500)
LMT31200	Certificate III in Dry Cleaning Operations (LMT31200)

Daryl Evans
Head, Department of Adult Literacy and Work Education – TAFE

Adult General Education Courses

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities

Further education and training.

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM685	Reading and Writing–Introductory	100
VBM686	Numeracy and Mathematics – Introductory	100

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM563	Oral Communications–Introductory	80
VBM687	General Curriculum Options – Introductory	80

or

160 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in General Education for Adults (21250VIC)

Career Opportunities

Further education and training.

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults(21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM688	Reading & Writing 1	100
VBCM689	Numeracy & Mathematics 1	100

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM564	Oral Communications 1	80
VBM670	General Curriculum Options 1	80

or

160 Hours of Elective Modules at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in General Education for Adults (21251VIC)

Career Opportunities

Further education and training.

Career Objectives

The course aims to provide learners with:

- an accredited general education course at AQF level II
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM691	Reading and Writing II	100
VBM692	Numeracy and Mathematics II	100

80 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM565	Oral Communications II	80

or

VBM693	General Curriculum Options II	80

or

80 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in General Education for Adults (21252VIC)

Career Opportunities

Further education and training.

Course Objectives

The course aims to provide learners with:

- an accredited general education course at AQF level III
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

All applicants who wish to study within the Certificate III in General Education for Adults(21252VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 260 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM694	Reading and Writing III	100
or		
VBM695	Numeracy and Mathematics III	100

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Core modules

VBM566	Oral Communications III	80
VBM696	General Curriculum Options III	80

or

160 Hours of Elective Modules at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)

Career Opportunities

Further education and training, traineeships and apprenticeships

Course Objective

The course aims to provide students who have specific learning difficulty or disability with basic vocational education and training. Students are assisted through case management and individualised programs to develop the social and personal skills necessary for transitioning to work or further education. It provides knowledge and skills for students to make informed choices about vocational and career paths, and enhances employment prospects across a range of occupations.

Entry Requirements

To qualify for admission to the course, applicants must be 16 years and over, have specific learning difficulty, and are able to travel independently. Student must be able to demonstrate their commitment to employment or further education.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Additional Information

Certificate 1 in Vocational Studies (Transport and Distribution) participants may move onto Certificate II Vocational Studies, Certificate II in General Education for Adults, or Vocational Courses at AQF levels 1 & 2

Students completing the Certificate 1 in Vocational Studies (Transport and Distribution) will concurrently complete qualifications within the Course in Planning for Employment and Training (21109VIC) and Transport and Distribution (Warehousing) Training Package.

Course Duration

The course may be offered on a full-time basis over 240-250 nominal hours or part-time equivalent

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
VBH722	Career Planning	40
VBH723	Industry Familiarisation	40
VBH724	Workplace Skills	40

Stream Units

Warehousing Stream

TDTD197	Shift Material Safely	
TDTD297	Use Manual Safely	

Electives

80 hours of elective units selected from the following:

VBK137	Personal Effectiveness	30
VBK138	Orientation to Learning	25
VBK139	Orientation to Work	25
NCS001	Workplace Communication	40
NCS003	Job Seeking Skills	20
VBH726	Workplace Research Project	40
NOS118	Computer Operations – Data Operations	10
NOS143	Computer Operations – Fundamentals	5
VBM687	General Curriculum Options (Driver Education)	
VBC858	Numeracy and Mathematics 1	80

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Further Education(21015VIC)

Certificate IV in Further Education (21014VIC)

Career Opportunities

TAFE Entry.

Course Objectives

This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances means that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. The Diploma of Further Education(21015VIC) is a nested framework curriculum in which there is an exit point at Certificate IV(21014VIC). Through its core modules, it provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements

Applicants should be 16 years and over. Adults who have left school without a Year 12 pass are particularly suitable.

Additionally, applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults(21251VIC). Skills equivalent to Certificate III in General Education for Adults (21252VIC) are preferable.

Course Duration

This course is offered on a full-time basis over one year (total of 420 hours). To achieve the Diploma in Further Education(21015VIC) an additional 600 hours will need to be undertaken in a second year.

Course Structure

Certificate IV in Further Education

Core Modules

Code		Hours
BBJ506	Reflective Learning and Practice 1A	70
BBJ507	Reflective Learning and Practice 1B	70

Negotiated Modules [some stream examples may include]

(at least four modules to be completed at AQF level 4 or higher)

Oral Communication	40
Written Communication	40
Interpersonal Skills	40
Use of Internet	40
Computing Skills	40
Mathematical Skills	40
Specific Skills (needed for Adult Entry into targeted course)	40
Study Skills	40

Elective Modules

(to be selected from currently accredited VET modules or endorsed units of competency)

120

420 hours

Diploma of Further Education

Core Modules

Code		Hours
BBJ508	Reflective Learning and Practice 2A	60
BBJ509	Reflective Learning and Practice 2B	60

Elective Modules

(To be selected from currently accredited VET modules or endorsed units of competency and may include at least one higher education subject).	480 hours
Elective modules may be taken from the framework or from any accredited course.	600 hours

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Work Education (21108VIC)

Career Opportunities

Various or further study.

Course Objective

This is a post secondary course designed to prepare people with a range of special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.

The course introduces students to full-time adult learning in a valued, mainstream setting.

Course aims are:

- To develop confidence in a university and industry based valued learning environment;
- To develop effective communication skills through a range of verbal and non-verbal strategies;
- To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
- To develop personal organisational skills related to employment and vocational education and training

Entry Requirements

- Minimum age 16
- Have special learning needs (associated with intellectual, learning, psychological disability)
- Have potential and motivation for employment
- Have the support of his or her family or advocate

Course Duration

This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBC858	Numeracy and Mathematics 1	80
VBK156	Induction	10
VBK157	Individual Vocational Plan	80
VBK158	Interpersonal Communication Skills	30
VBK159	Workplace Communication Skills	30
VBK160	Team Work	30
VBK161	Personal Management Skills	65
VBK162	Community Skills	95
VBK163	Career Planning	80
VBK164	Workplace Education	300
VBK165	Vocational Electives	400

Electives

An additional 400 hours of electives is offered over the two-year period.

Students select trade electives from a range of areas. Electives may be chosen from areas such as Horticulture, Carpentry and Joinery, Automotive, Commercial Cleaning, Retail Skills, Office Skills, Mailhousing and Kitchen Attending, but not inclusive.

Practical Placement

Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transition Education(15494VIC)

Career Opportunities

Further Education and Training

Course Objective

The course aims to provide young people who have special leaning needs (associated with intellectual and learning disability) with the skills to access a preferred option/s such as:

- Further education and/or training
- Entry into paid employment or voluntary work

or

- Other adult service providers

Entry Requirements

To qualify for admission to the course, applicants must be post school age (18+ of age and eligible Futures Funding) and must be able to demonstrate to the satisfaction of the Head of Department that they are in search of an adult option/s.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Additional Information

Certificate 1 in Transition Education participants may move onto Certificate 1 in Work Education, Certificate 1 in General Education for Adults (Foundation), or Vocational Course at AQF levels 1 & 2

Course Duration

The course is offered on a full-time basis over 900 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows

Core units (450 nominal hours)

Unit Code	Hours	
VBG758	Individual Learning Plan	100
VBG759	Personal Development	100
VBG760	Travel, Orientation and Mobility	100
VBG761	Exploring Adult Options	150

450 Hours of Electives units

VBG762	Functional Communication and Numeracy Skills	50
VBG764	Technology for Life	50
VBG766	Driver Permits	50
VBG767	Community Access	100
VBG 768	Recreation and Leisure	50
VBG 769	Creative Options	50
VBG 774	Formal Letters	25
NOS250	Introduction to the Internet	25

or

Any modules/electives units at AQF level I and II selected by the student with the approval of the Head of Department drawn from other accredited vocational courses or Training Packages.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Concurrent Study(21204VIC)

Career Opportunities

Further Study.

Course Objective

The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training and who have identified a need to gain extra generic skills while undertaking their study.

Entry Requirements

To qualify for admission to the course the learner should be enrolled in a program of vocational or other further education study at Victoria University.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered up to 200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

VBJ717	Concurrent Study 1	50
VBJ718	Concurrent Study 2	50
VBJ719	Concurrent Study 3	50
VBJ720	Concurrent Study 4	50

Upon successful completion of any unit students will be eligible to receive a statement of attainment.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Laundry Operations (LMT10800)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Laundry Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as an assistant under direct supervision in a sector of the laundry industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 230 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures
LMTPRLA01A	Collect, receive and sort product

Elective Unit

one unit (100 nominal hours) from a relevant production field, which unit is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Laundry Operations (LMT21400)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Laundry Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as a standard operator in a sector of the laundry industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 440 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures
LMTPRLA01A	Collect, receive and sort product;

Elective Units

(i) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and

(ii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Laundry Operations (LMT31100)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Laundry Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as a leading hand/supervisor in the laundry industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures
LMTPRLA01A	Collect, receive and sort product;
BSXFMI304A	Participate in, lead and facilitate work teams;

Elective Units

(i) three units (together totalling 310 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;

(ii) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and

(iii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Dry Cleaning Operations (LMT11000)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Dry Cleaning Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as a trainee under direct supervision in the dry cleaning industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures;

Elective Units

Two units (together totalling 200 nominal hours) from a relevant production field, which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Dry Cleaning Operations (LMT21500)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Dry Cleaning Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as a machine operator in the dry cleaning industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 490 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures;

Elective Units

(i) two units (together totalling 220 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and

(ii) two further units (together totalling 200 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Dry Cleaning Operations (LMT31200)

Delivery Mode

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities

Dry Cleaning Operations.

Course Objectives

The course aims to provide students with the practical and theoretical knowledge required to work as an owner-operator or manager in the dry cleaning industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core Units

LMTQAGN01A	Apply quality standards
LMTHRGN08A	Follow defined OH&S policies and procedures;

Elective Units

(i) four units (together totalling 300 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;

(ii) two units (together totalling 220 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and

(iii) two further units (together totalling 200 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Arts & Preparatory Programs

The Department of Arts and Preparatory Studies – TAFE conduct a wide range of courses which provide vocational education for a variety of Arts and Preparatory occupations ranging from pre-employment through to para-professional level.

Code	
21052VIC	Diploma of Arts (Small Companies and Community Theatre) (21052VIC)
21123VIC	Certificate IV in Professional Writing and Editing (21123VIC)
21124VIC	Diploma of Arts (Professional Writing and Editing)(21124VIC)
21047VIC	Certificate I in English Language Literacies(21047VIC)
21048VIC	Certificate II in English Language Literacies(21048VIC)
31132100KFM	Access Course for Women(31132100KFM)
31132290HZB	Gateway to Nursing and the Health Sciences (31132290HZB)
31132200LZO	Preparation for Tertiary Studies (Arts)(31132200LZO)
14378VIC	Certificate I in ESL Access (14378VIC)
14379VIC	Certificate II in ESL Access (14379VIC)
21249VIC	Certificate I in General Education for Adults (Introductory) (21249VIC)
21250VIC	Certificate I in General Education for Adults (21250VIC)
21251VIC	Certificate II in General Education for Adults (21251VIC)
21220VIC	Diploma of Liberal Arts (21220VIC)
21219VIC	Certificate IV in Liberal Arts (21219VIC)
2200LZV	Victorian Certificate of Education (2200LZV)

Virginia Saint-James
Head, Department of Arts and Preparatory Programs – TAFE

Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

Career Opportunities

Stage actor/performer, circus performer, stage director/manager, performing arts manager

Course Objectives

The course aims to provide the knowledge and skills required for employment in all areas of the performing arts industry including festivals and community theatres. It is appropriate for multi-skilled theatre workers who have some performance and technical skills. The course is designed to enable students to develop, manage and perform in productions for small companies, community theatres, festivals and events.

Entry Requirements

To qualify for admission to the course, applicants must have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996).

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over two years or part-time equivalent (1849 nominal hours).

Course Structure

The structure of the course is as follows:

Code		Hours
VBJ300	Acting 1	75
VBJ301	Voice 1	50
VBJ302	Movement 1	50
VBJ303	Improvisation 1	50
VBJ304	Australian Theatre	50
VBJ305	Australian Community theatre	50
VBJ306	Script Writing	50
CUELGT5A	Operate Lighting	50
CUESOU3A	Operate Sound Equipment	80
CUESMT2A	Prepare for Rehearsal	140
CUESMT3A	Co-ordinate Rehearsals	140
CUESMT4A	Co-ordinate Final Production Process	140
CUESMT5A	Manage the Performance	120
CUEEVT1A	Plan and Manage Events	100
CUESMTIA	Assist in Stage Managing the Production	65
CUESET5A	Assist in Making Sets	65
CUEMAR3A	Undertaking Marketing Activities	40
BSXFMI503A	Establish and Manage Effective Workplace Relationships	60
CUETHTCORO2A	Work in a Socially Diverse Environment	10
THHGHSO3B	Provide First Aid	24
CUEIND1A	Apply Organisation & Industry Knowledge	10
CUECOR2A	Work With Others	15
CUETHTCORO31	Follow Health, Safety & Security Procedures	5

Elective Modules

350 nominal hours of elective modules offered as follows:

Sunbury Campus enrolment (Theatre Events):

VBJ311	Acting 2	50
VBJ312	Voice 2	50
VBJ313	Movement 2	50
VBJ314	Improvisation 2	50
VBJ316	Music in performance	50

Footscray Nicholson Campus enrolment (Festival Events):

VBJ311	Acting 2	50
VBJ313	Movement 2	50
VBJ314	Improvisation 2	50
VBJ308	Circus skills	50
VBJ310	Puppetry	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Professional Writing and Editing (21123VIC)

Career Opportunities

Creative writing, journalism, editing and publishing

Course Objectives

The course aims to:

- provide participants with a theoretical base and practical skills in technical, business and/or creative writing, to pursue either para-professional level employment or further tertiary study
- promote writing as a vocation, with the development of suitable communication skills which are transferable either within industry or freelance.
- improve participants' writing skills and awareness of industry standards and demands, developing communication and cultural skills and adding to the cultural productivity in the community.
- provide participants with pathways to formal graduate and post graduate courses

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing and a statement of interest before being selected for an interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

The structure of the course is as follows:

Core modules

Code		Points
VAC474	Industry Overview 1	1
VBK382	Computer Skills for Writers & Editors	1
VBK383	Editing 1A	1
VBK384	Editing 1B	1

Elective Modules

At least two points from (i). The remaining six points may be chosen from (i), (ii) and modules with asterisk * as indicated. Electives to be selected by the student with the approval of the Head of Department:

(i) at least two points must be selected from the following group

VAA408	Applied Writing for Public Relations 1	1
VAA409	Applied Writing for Public Relations 2	1
VAE344	Corporate Writing 1A	1
VAN041	Corporate Writing 1B	1
VBK385	Introduction to Fiction Writing 1	1
VAE272	Non Fiction 1A	1
VAN037	Non Fiction 1B	1
VAE281	Novel 1A	1
VAN039	Novel 1B	1
VAE831	Poetry 1A	1
VAN043	Poetry 1B	1
VAE863	Popular Fiction 1A	1
VAN044	Popular Fiction 1B	1
VAN042	Screenwriting 1B	1
VAE552	Screenwriting 1A	1
VBK386	Script Writing 1A	1
VBK387	Script Writing 1B	1
VAN045	Short Story 1B	1
VAE913	Short Story 1A	1
VBK388	Writing for Children (Young Readers) A	1*
VBK389	Writing for Children (Young Readers) B	1*
VBK390	Writing for Radio	1*

(ii)

VAC412	Desktop Publishing 1	1*
VAD964	Design and Layout	1*
VAC391	Internet Skills for Writers & Editors	1*
VBK392	Literature for Writers A	1*
VBK393	Literature for Writers B	1*
VBK394	Photography for Writers	1*
VAE919	Practical Placement	1*
VBK395	Role of the Editor	1*
VAG831	Writer and Research	1*

Notes: – One point equals nominal duration 68 hours
– Modules with asterisk after points may be undertaken as part of a Certificate IV *or* Diploma.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Arts (Professional Writing and Editing)(21124VIC)

Career Opportunities

Creative writing, journalism, editing and publishing.

Course Objectives

The course aims to:

- provide student with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor.
- promote students' analytical and problem solving skills in relation to both written work and communication aspects of the industry
- develop skills in the and application of research, design and implementation principles within both freelance and industry projects.
- provide a knowledge of the process of following through more detailed and lengthy projects to successful conclusion.

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing before being selected for an interview. Pre-requisite for the course is the Certificate IV in Professional Writing and Editing(21123VIC).

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (544 nominal hours).

Course Structure

The structure of the course is as follows:

Elective Modules

At least two points from (i) the remaining four points may be chosen from (i) or (ii) and modules with asterisk * as indicated. Electives to be selected by the student with the approval of the Head of Department:

(i) At least two points must be selected from the following group:

(ii)

Code		Points
VAC412	Desktop Publishing 1	1*
VAD964	Design and Layout	1*
VAC391	Internet Skills for Writers & Editors	1*
VBK392	Literature for Writers A	1*
VBK393	Literature for Writers B	1*
VBK394	Photography for Writers	1*
VAE919	Practical Placement	1*
VBK395	Role of the Editor	1*
VAG831	Writer and Research	1*
VBK388	Writing for Children (Young Readers) A	1*
VBK389	Writing for Children (Young Readers) B	1*
VBK390	Writing for Radio	1*

At least 5 points must be selected from the following group

VAA209	Advanced Novel 2	1
VBK397	Authoring a Multimedia Product 2	1
VAA410	Applied Writing for Public Relations 3	1
VAA411	Applied Writing for Public Relations 4	1
VBK396	Advanced Screenwriting Project 2	1
VAA910	Corporate Writing 2A	1
VAN028	Corporate Writing 2B	1
VAA980	Desktop Publishing 2A	1
VAN029	Desktop Publishing 2B	1
VAD728	Editing 2A	1

VAN035	Editing 2B	1
VBK398	Industry Overview 2	1*
VBK399	Literary Non Fiction Project 2	1
VAB933	Myths & Symbols A	1*
VAN031	Myths & Symbols B	1*
VAE273	Non Fiction Project 2A	1
VAN038	Non Fiction Project 2B	1
VAE282	Novel 2A	1
VAN040	Novel 2B	1
VAC389	Performance Workshop 2	1
VAD260	Playwriting 2A	1
VAN034	Playwriting 2B	1
VBK400	Poetry 2A	1
VBK401	Poetry 2B	1
VAE544	Scientific/Technical Writing 2	1
VBK402	Screenwriting 2A	1
VBK403	Screenwriting 2B	1
VAF066	Short Story 2A	1
VAN046	Short Story 2B	1
VAF128	Small Press Publishing 2	1
VAM123	Writing Histories 2A	1
VAM131	Writing for Young Adults A	1*
VAN048	Writing Histories 2B	1
VAN050	Writing for Young Adults B	1*
VBK404	Writing for Children (Older Readers) A	1*
VBK405	Writing for Children (Older Readers) B	1*
VBK406	Writing an Interactive Multimedia Sequence 2	1

The 3 remaining elective points may be selected from paragraph (i) and/or (ii), as indicated by asterisk *. Electives to be selected by the student with the approval of the Head of Department.

Notes: 1 point equals nominal duration 68 hours

modules with asterisk after points may be undertaken as part of a Certificate IV OR Diploma.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in English Language Literacies(21047VIC)

Career Opportunities

Various – further study.

Course Objective

The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course is offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
VBJ 707	Oral Communication 1B	40
VBJ 708	Reading & Writing 1B	40
VBJ 709	Numeracy 1B	40
VBJ 710	Electronic Texts 1B	40
VBJ 711	Diagrammatic Texts 1B	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in English Language Literacies(21048VIC)

Career Opportunities

Various – further study

Course Objective

The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course is offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
VBJ 712	Oral Communication 2	80
VBJ 713	Reading & Writing 2	80
VBJ 714	Numeracy 2	80
VBJ 715	Electronic Texts 2	80
VBJ 716	Diagrammatic Texts 2	80

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Access Course for Women(31132100KFM)

Career Opportunities

Various – further study.

Course Objective

The course is an access course and will provide a pathway for women who are returning to study or upgrading their skills before re-entering the workforce.

Entry Requirements

There are no formal entry requirements for the course but students would be expected to have basic literacy skills.

Course Duration

The course is offered on a part-time basis with students selecting modules, according to their own needs, with the approval of the Head of Department. The minimum number of nominal hours for the course would range from 40 hours (2 hours per week for one semester) to a maximum of 234 hours for students selecting the maximum number of modules.

Course Structure

The course is comprised of the following module/units:

BSBCMN107A	Operate a personal computer	20
BSBCMN108A	Develop keyboard skills	40
BSBCMN213A	Produce simple word processed documents	60
BSBCMN214A	Create and use simple spreadsheets	20
BSBADM306A	Create electronic presentations	20
BSBADM305A	Create and use databases	20
WE226	Desktop Publishing	20
WE189	Introduction to Learning to Learn	2
WE212	Stories Online	72
WE209	Work Preparation	90

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Gateway to Nursing and the Health Sciences (31132290HZB)

This is an internally accredited course.

Career Opportunities

This is a bridging course that leads to nursing and other health sciences.

Course Objectives

This course is designed to enable mature age applicants to achieve the minimum entry requirements into the Bachelor of Health Science, Bachelor of Nursing or Acupuncture, or Certificate IV in Health (Nursing)(2407ADC) at Victoria University.

Entry Requirements

Students should be able to demonstrate a high level of competency in reading and writing equivalent to National Report System level 4. Students whose reading and writing skills need further development would be advised to take an English for Academic Purposes course or a Certificate in General Education for Adults course.

Course Duration

Twelve hours per week for 17 weeks. This course is normally conducted in second semester.

Course Structure

Core Units

Code		Hours
VMB510	Learning to Learn	90
TFG1092	Human Biology	70

Elective Units

The following modules are to be completed by students who intend applying for Bachelor of Nursing or Bachelor of Health Science courses.

TFG1091	Health Calculations	50
TFG1093	Chemistry for the Life Sciences	40

Assessment

Assessment is based on attendance, completion of essays and reports and tests.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Preparation for Tertiary Studies (Arts)(31132200LZO)

Career Opportunities

This is a bridging course leading into Arts Degrees.

Course Objective

This course will provide a pathway for students wishing to study in the Humanities, Education and Community Development fields. It is designed to equip students with the language and literacy skills required to undertake both certificate and undergraduate courses. It also provides introductory content in a range of disciplines within the Humanities.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate competency in speaking, reading and writing at a minimum of Level 3 of the Certificate of General Education for Adults or Level 3 Certificate in English as a Second Language (Academic Purposes)(14373VIC).

Applicants seeking mid-year entry to the Preparation for Tertiary Studies (Arts)(31132200LZO) program must be able to demonstrate competency in speaking, reading and writing at a minimum Level 4 of the Certificate of General Education for Adults or Level 4 of the Certificate in English as a Second Language (Academic Purposes)(14374VIC).

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 180 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

VBM510	Learning to Learn	90
VBM 511	Inquiry and Presentation	54

(b) Elective Modules 36 nominal hours of an elective module, comprising the following: Lecture Program Practicum

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

English as a Second Language Access

Certificate I in ESL Access (14378VIC)

Certificate II in ESL Access (14379VIC)

Career Opportunities

Various further study.

Course Objective

The ESL Access courses aim to provide participants from non English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure

Certificate I – Compulsory

Code		Hours
VBH475	Oral Communication 1	100
VBH476	Listening Skills 1	100
VBH477	Writing Skills 1	100
VBH478	Reading Skills 1	100

Two or more electives

Certificate II – Compulsory

VBH482	Oral Communication 2	50
VBH483	Listening Skills 2	50
VBH484	Writing Skills 2	100
VBH485	Reading Skills 2	100

Two or more electives

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources and appropriacy.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificates in General Education for Adults

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities

Further education and training.

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM685	Reading and Writing–Introductory	100
VBM686	Numeracy and Mathematics – Introductory	100

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM563	Oral Communications–Introductory	80
VBM687	General Curriculum Options – Introductory	80

or

- 160 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in General Education for Adults (21250VIC)

Career Opportunities

Further education and training.

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults(21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM688	Reading and Writing 1	100
VBM689	Numeracy and Mathematics 1	100

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM564	Oral Communications 1	80
VBM670	General Curriculum Options 1	80

or

- 160 Hours of Elective Modules at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in General Education for Adults (21251VIC)

Career Opportunities

Further education and training.

Course Objectives

The course aims to provide learners with:

- an accredited general education course at AQF level II
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBM691	Reading and Writing II	100
VBM692	Numeracy and Mathematics II	100

80 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

VBM565	Oral Communications II	80

or

VBM693	General Curriculum Options II	80

or

- 80 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Liberal Arts (21220VIC)

Incorporating

Certificate IV in Liberal Arts (21219VIC)

Career Opportunities

Further studies.

Course Objectives

This course aims to develop skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults(21252VIC). Applicants may be interviewed and may be required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration

This course will be offered over 1228 nominal hours or part time equivalent.

Course Structure

The structure of the course is as follows:

Stage One Certificate IV

Core Modules

Code		Hours
VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54

Stream Modules

BSBCMN107A	Operate a personal computer	10
BSBCMN108A	Develop Keyboard skills	10
BSBCMN213A	Produce simple wordprocessed documents	10
BSBCMN306A	Produce business documents	10
VBM512	Public Life–Past and Present	90
VBM513	Stories Cultures Tell Themselves	90
VBM514	Nature and its Human Transformations	90
VBM515	Economy and Society	90
VBM516	Text and Culture I	72
	Total	616

*Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Stage Two Diploma

Core Module

Code		Hours
VBM517	Tradition and Modernity	180
VBM518	Research Project	90

*Stream Modules**

VBM519	History and Sociology of Human Relationships	90
VBM520	Urban Studies	90
VBM521	Introduction to Theories of Human Personality	90
VBM522	Text and Culture II	72
	Total	612

Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Victorian Certificate of Education (2200LZV)

Career Opportunities

Various, Further Education.

What is VCE?

VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Institutes.

The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course.

The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

How do I qualify for VCE?

Satisfactory Completion

The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study.

Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year

Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year.

Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

Definition of 'Adult'

BOS considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.

Course Duration

Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

Course Structure

For full-time secondary students, the VCE is a two-year award for Years 11 and 12. It comprises four semesters (of half-year length) of study. Full-time secondary students may study up to 24 units over the two-year course.

Units are broken into two levels: Units 1 and 2 levels correspond to the old Year 11. Units are of a semester (half-year) length. One or both units can be studied at this level. Units 3 and 4 levels are of equivalent standard to the old Year 12. Students have to do both units sequentially at this level. Adult students returning to study can gain their VCE by completing 8 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level.

If students intend to undertake tertiary study in the future they would be well advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure.

VCE DAY CLASS CODES

Year 11

Code		Hours
VA020	English 1	72
VA020	English 2	72
VA028	Information Technology 1	72
VA028	Information Technology 2	72
VA030	Physics 1	72
VA030	Physics 2	72
VA032	Chemistry 1	72
VA032	Chemistry 2	72
VA034	Biology 1	72
VA034	Biology 2	72
VA036	History 1	72
VA036	History 2	72
VA038	Accounting 1	72
VA038	Accounting 2	72
VA046	Psychology 1	72
VA046	Psychology 2	72
VA054	English (ESL) 1	108
VA054	English (ESL) 2	108
VA060	Legal Studies 1	72
VA060	Legal Studies 2	72
VA253	General Maths 1	72
VA253	General Maths 2	72
VA255	Maths Method I	72
VA255	Maths Method 2	72
VA402	Health & Human Development 1	72
VA402	Health & Human Development 2	72

Year 12

VA052	Business Management 3	68
VA052	Business Management 4	68
VA056	English (ESL) 3	102
VA056	English (ESL) 4	102
VA210	English 3	68
VA210	English 4	68
VA221	Accounting 3	68
VA221	Accounting 4	68
VA223	Biology 3	85
VA223	Biology 4	85
VA225	Chemistry 3	85
VA225	Chemistry 4	85
VA231	Health & Human Development 3	68
VA231	Health & Human Development 4	68
VA239	Legal Studies 3	68
VA239	Legal Studies 4	68
VA241	Physics 385	
VA241	Physics 485	
VA245	Psychology 3	68
VA245	Psychology 4	68
VA247	Australian History 3	68
VA247	Australian History 4	68
VA249	Information Technology 3 (IP & M)	85
VA249	Information Technology 4 (IP & M)	85
VA257	Further Maths 3	68
VA257	Further Maths 4	68
VA259	Maths Method 3	68
VA259	Maths Method 4	68

VCE EVENING CLASS CODES

Year 11

VA285	Information Technology 1	72
VA285	Information Technology 2	72

Year 12

VA249	Information Technology (IP&M)	68
VA249	Information Technology (IP&M)	68
VA271	English Literature 3	59.5
VA271	English Literature 4	59.5
VA289	Specialist Maths 3	59.5
VA289	Specialist Maths 4	59.5

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Music Programs

TAFE Music currently offers 5 courses in the areas of music Performance/Composition, Sound Production and Business. These vocational courses provide education and training to equip students with industry standard skills.

Course Codes

CUS40101	Certificate IV in Music(CUS40101)
CUS40201	Certificate IV in Music Industry (Technical Production)(CUS40201)
CUS50201	Diploma of Music Industry (Technical Production) (CUS50201)
CUS50101	Diploma of Music (CUS50101)
CUS40301	Certificate IV in Music Industry (Business) (CUS40301)
CUS50301	Diploma of Music Industry (Business)(CUS50301)

Jennifer Turner
Manager, Music Programs

Certificate IV in Music (CUS40101)

Career Opportunities

Career opportunities in the music recording and publishing industries; management of artists/events/venues; promotion and marketing; small business.

Course Objectives

This course aims to meet the needs of the contemporary music industry in the preparation of musicians capable of being employed in a variety of workplace environments.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. An interview and audition are also required for this course. All applicants must lodge a completed Victoria University Supplementary Information form.

Course Duration

This course is offered on a full-time basis for 1 year, over a nominal duration of 560 hours.

Course Structure

To attain the Certificate IV in Music 14 units of competency must be achieved. All units in Group A, at least seven units in Group B and four other units selected from Group B and the Certificate IV Unit Bank. Selection of units will be made by the school.

Group A

Code	
CUSADM08A	Address copyright requirements
CUSSAF02A	Follow health, safety and security procedures in the music industry
CUSBGE17A	Maintain and apply music industry knowledge

Group B

CUSMCP02A	Compose a simple song or tune
CUSMPF08A	Contribute to backup accompaniment for a performance
CUSMCP03A	Create a simple accompaniment for a song or tune
CUSMPF03A	Develop and maintain stagecraft skills
CUSMPF10A	Develop and practise improvisation
CUSMPF09A	Evaluate and extend performance technique
CUSMGE12A	Maintain and expand music knowledge and critical listening skills
CUSMPF15A	Perform music as a soloist
CUSMPF11A	Perform music as part of a group
CUSMPF12A	Plan, prepare and present a live audition program
CUSMPF04A	Prepare self for performance
CUSMGE14A	Read Music for performance and analysis
CUSMGE10A	Use MIDI devices or software to compose music

Certificate IV Unit Bank

Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Music Industry (Technical Production) (CUS40201)

Career Opportunities

Live performance sound production, assistant studio engineer.

Course Objectives

This course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields, or as practitioners in medium to large post-production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements

The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. An interview is also required. All applicants must lodge a completed Victoria University Supplementary information form.

Course Duration

This course is offered on a full time basis for one year, over a nominal duration of 560 hours.

Course Structure

To attain the Certificate IV in Music Industry (Technical Production) (CUS40201) 14 units of competency must be achieved. At least five units in Group A, five units in Group B and four other units from group A or B and/or the unit bank for Certificate IV. Selection of units will be made by the school.

Group A

Code	
CUSTGE01A	Supervise technical operations
CUETEM3A	Establish and manage resources and technical requirements
CUEOHS1A	Implement workplace health, safety and security procedures
CUSADM03A	Manage a project
THHGLE16A	Manage physical assets
CUETEM2A	Manage systems
BSXFM1404A	Participate in, lead and facilitate work teams

Group B

CUSSOU14A	Breakdown soundtracks
CUSSOU12A	Edit sound using digital systems
CUSSOU05A	Install, align and test sound equipment
CUSMGE12A	Maintain and expand music knowledge and critical listening skills
CUSSOU11A	Operate sound mixing console
CUSSOU08A	Operate sound reinforcement system
CUESOU1A	Repair and maintain sound equipment
CUSSOU23A	Specify sound systems

Certificate IV Unit Bank

Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Music Industry (Technical Production) (CUS50201)

Career Opportunities

Live performance sound production, assistant studio engineer.

Course Objectives

This course provides the framework for the student to:

- Work solo in a local live environment or under supervision in an international live sound production work environment.
- Operate a non-commercial studio intended for personal & project production.
- Work as an engineer in a professional studio.
- Operate as part of a team engaged in audio post-production
- Work in a sound production hire company.
- Operate as part of a team in producing multimedia product.
- Produce audio products for the Internet.
- Obtain an overview of the contemporary music industry, its history and future directions.
- Determine how the music industry is structured and how it generates income.
- Analyse commercial music and evaluate ways in which contemporary music can be produced to meet its specific goals and reach its target audience.
- Make judgements about the selection, use and purchase of recording & production equipment.
- Manage a small business by being able to:
  - Set up and maintain financial records
  - Develop business plans
  - Undertake marketing and sale promotion
  - Establish and maintain customer relations
  - Apply time management principles
  - Hire and manage staff
  - Monitor the performance of the business
  - Work effectively with a wide range of people in the music industry and use techniques to resolve conflicts and conduct negotiations with individuals or groups.
  - Plan, organise and supervise the work of staff.

Entry Requirements

An interview is required for entry to this course. Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants without sound production experience or formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information Form.

Course Duration

The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure

To attain the Diploma of Music Industry (Technical Production) (CUS50201) 14 units of competency must be achieved. All units in Group A, at least four units in Group B and eight other units selected from the Unit bank for Diploma or another endorsed industry training Package at Diploma level. Selection of units will be made by the school.

Group A

Code

CUEOSH1A Implement workplace health, safety and security procedures
CUSBGE17A Maintain and apply music industry knowledge

Group B

CUSMGE13A Apply music knowledge and artistic judgement
CUSSOU15A Create a final sound balance
CUSSOU16A Develop sound design
CUSSOU17A Develop and implement sound production for a recording
CUESMT6A Follow scores
CUSSOU22A Implement sound design
CUSSOU23A Specify sound systems

Diploma Unit Bank

Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Music (CUS50101)

Career Opportunities

Freelance performer.

Course Objective

The Diploma of Music (CUS50101) focuses on building the technical, business, compositional and performance skills of the contemporary artist, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements

The entry requirements for this course are by interview and audition.

Applicants for the Diploma of Music (CUS50101) are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants without formal educational qualifications may apply and in such cases entry to the course may be granted after interview and audition, having regard to the applicants prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information Form.

Course Duration

The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure

To attain a Diploma of Music (CUS50101) 16 units of competency must be achieved. All of the units in Group A plus at least seven other units from Group B and the unit bank for Diploma or from another endorsed industry training package at Diploma level. Selection of units will be made by the school.

Diploma Unit Bank

Group A

CUSADM08A Address copyright requirements
CUSSAF02A Follow health, safety and security procedures in the music industry

Group B

CUSMGE13A Apply music knowledge and artistic judgment
CUSMGE07A Analyse harmony
CUSMGE04A Analyse music
CUSMCP08A Arrange music for a brief
CUSMCP06A Compose music for screen using electronic media
CUSMCP04A Compose songs or tunes in a range of styles
CUSMGE02A Develop self as artist
CUSMPF17A Develop technical skills and expand repertoire
CUSMPF14A Perform accompaniment
CUSMPF16A Perform improvisation for audience
CUSMPF13A Plan and prepare a program for performance
CUSLRN01A Provide musical leadership in performance

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Music Industry (Business) (CUS40301)

Career Opportunities

Music industry.

Course Objective

This course aims to provide learners with a wide range of business skills necessary for successful participation in the music industry.

Entry Requirements

An interview is required for entry into this course.

Course Duration

The course is offered on a full-time basis for one year.

Course Structure

To attain the Certificate IV in Music Industry (Business)(CUS40301) 14 units of competency must be achieved. All units in Group A, at least six units from Group B and four other units, and/or the unit bank for Certificate IV, or from another endorsed industry training package at Certificate IV level. Selection of units will be made by the school.

Group A

Code		Hours
CUSADM08A	Address copyright requirements	20
CUSADM07A	Establish and maintain work and contractual relationships	70
CUSSAF02A	Follow health, safety and security procedures in the music industry	10
CUSBGE17A	Maintain and apply music industry knowledge	85

Group B

CUSBAD13A	Assess performing and recording deals	35
CUSBFI12A	Calculate, collect and distribute publishing income	35
CUSBGE16A	Maintain self or group in business	35
CUSADM03A	Manage a project	50
CUSBMA14A	Manage, promote and negotiate licensing on published works	35
BSXFMI404A	Participate in, lead and facilitate work teams	50
CUSBGE11A	Plan a career in music	35
CUSMAR01A	Promote products and services	85
CUEMAR3A	Undertake marketing activities	40

Certificate IV Unit Bank

Selection from this Unit Bank to be made by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Music Industry (Business)(CUS50301)

Career Opportunities

Music Industry.

Course Objective

The course aims to provide learners with a wide range of skills necessary for successful participation as an artist's manager or agent in the music business sector of the industry.

Entry Requirements

Applicants for the Diploma in Music are expected to have attained the general competencies set out for the Certificate IV level before undertaking the Diploma program. Applicants will be required to attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered on a full-time basis over 855 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core units (250 nominal hours)

Code		Hours
CUSADM09A	Address legal and administrative requirements	50
CUSSAF02A	Follow health, safety and security procedures in the music industry	10
CUSBAD13A	Assess performing and recording deals	35
CUSADM10A	Establish and manage contracts	70
CUSBGE17A	Maintain and apply music industry knowledge	85

Elective units (605 nominal hours)

A minimum of six units from the following -

CUSMGE13A	Apply music knowledge and artistic judgment	85
CUEFIN1A	Develop a budget	30
CUSADM06A	Develop and implement an operational plan	70
CUSBRA19A	Develop artists and repertoire	70
CUEFIN2A	Manage a budget	30
CUSBAD18A	Manage artists and their careers	35
CUSBAD15A	Manage risk and crises for an act or show	35
CUSMAR01A	Promote products and services	85
CUEMAR3A	Undertake marketing activities	40

Two units selected by the student with the approval of the Head of Department, from the units listed in paragraph 4 (b)(i) and/or the unit bank for Diploma as listed in the Music Industry Training Package CUS01, Australia National Training Authority, 2001.

Three units to be selected by the student with the approval of the Head of Department having regard to the units listed in the unit bank for Diploma in the Music Industry Training Package CUS01or from any other training package endorsed by the Australian National Training Authority at Diploma level.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Language Studies

The Department of Language Studies – TAFE offers an extensive range of courses to develop English language proficiency and socio-cultural knowledge of Australia to a level sufficient to access work and/or further education or training.

Code	
14372VIC	Certificate II in ESL (Academic Purposes)(14372VIC)
14373VIC	Certificate III in ESL (Academic Purposes)(14373VIC)
14373VIC	Certificate III in ESL (Academic Purposes)(14373VIC) [English for Health Professionals]
14374VIC	Certificate IV in ESL (Academic Purposes)(14374VIC)
14375VIC	Certificate II in ESL (Vocational Purposes)(14375VIC)
14376VIC	Certificate III in ESL (Vocational Purposes)(14376VIC)
14376VIC	Certificate III in ESL (Vocational Purposes)(14376VIC) [Aged Care Work]
14377VIC	Certificate IV in ESL (Vocational Purposes)(14377VIC)
14378VIC	Certificate I in ESL Access (14378VIC)
14379VIC	Certificate II in ESL Access (14379VIC)
14380VIC	Certificate III in ESL Access (14380VIC)
14381VIC	Certificate IV in ESL Access (14381VIC)
21204VIC	Course in Concurrent Study(21204VIC)

Margaret Cook
Head, Department of Language Studies – TAFE

English as a Second Language (Academic Purposes)

Certificate II in ESL (Academic Purposes)(14372VIC)

Certificate III in ESL (Academic Purposes)(14373VIC)

Certificate III in ESL (Academic Purposes)(14373VIC) [English for Health Professionals]

Certificate IV in ESL (Academic Purposes)(14374VIC)

Career Opportunities

Further study.

Course Objective

The courses on the ESL for Academic Purposes courses aim to provide participants from non English speaking backgrounds with:

The knowledge and English language skills to study in higher education in Australia.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent.

Certificate IV is 600 nominal hours.
Certificate II and III are 450 nominal hours.

Course Structure

Certificate II – Compulsory

Code		Hours
VBH445	Oral Communication and Listening Skills 2	150
VBH446	Academic Writing 2	150
VBH447	Academic Reading 2	100

One or more electives

Certificate III – Compulsory

VBH449	Oral Communication and Listening Skills 3	150
VBH450	Academic Writing 3	150
VBH451	Academic Reading 3	100

One or more electives

Certificate IV – Compulsory

VBH453	Oral Communication and Listening Skills 4	150
VBH454	Academic Writing 4	200
VBH455	Academic Reading 4	200

One or more electives

Elective modules may be taken from the framework or from any accredited course.

Note: Electives offered will be selected by the Department and depend upon the availability of suitable teaching resources and appropriacy.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

English as a Second Language (Vocational Purposes)

Certificate II in ESL (Vocational Purposes)(14375VIC)

Certificate III in ESL (Vocational Purposes)(14376VIC)

Certificate III in ESL (Vocational Purposes)(14376VIC) [Aged Care Work]

Certificate IV in ESL (Vocational Purposes)(14377VIC)

Career Opportunities

Various.

Course Objective

The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:

- the knowledge and English language skills needed to obtain employment within their occupational fields;
- the knowledge and skills to function effectively in a work environment in Australia;
- an understanding of the Australian workplace and culture;
- a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate II and III courses are 450 nominal hours, Certificate IV is 600 nominal hours.

Course Structure

Certificate II – Compulsory

Code		Hours
VBH457	Communication in the Workplace 2	100
VBH458	Job Seeking Skills 2	100
VBH459	Language of Problem Solving in the Workplace 2	100

One or more electives

Certificate III – Compulsory

VBH463	Communication in the Workplace 3	100
VBH464	Job Seeking Skills 3	100
VBH465	Language of Problem Solving in the Workplace 3	100

One or more electives

Certificate IV – Compulsory

VBH469	Communication in the Workplace 4	100
VBH470	Job Seeking Skills 4	100
VBH471	Language of Problem Solving in the Workplace 4	100

One or more electives

These elective modules may be taken from the framework or from any accredited course.

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources and appropriacy.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

English as a Second Language Access

Certificate I in ESL Access (14378VIC)

Certificate II in ESL Access (14379VIC)

Certificate III in ESL Access (14380VIC)

Certificate IV in ESL Access (14381VIC)

Career Opportunities

Various further study.

Course Objective

The ESL Access courses aim to provide participants from non English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure

Certificate I – Compulsory

Code		Hours
VBH475	Oral Communication 1	100
VBH476	Listening Skills 1	100
VBH477	Writing Skills 1	100
VBH478	Reading Skills 1	100

Two or more electives

Certificate II – Compulsory

VBH482	Oral Communication 2	50
VBH483	Listening Skills 2	50
VBH484	Writing Skills 2	100
VBH485	Reading Skills 2	100

Two or more electives

Certificate III – Compulsory

VBH489	Oral Communication 3	50
VBH490	Listening Skills 3	50
VBH491	Writing Skills 3	100
VBH492	Reading Skills 3	100

Two or more electives

Certificate IV – Compulsory

VBH496	Oral Communication 4	50
VBH497	Listening Skills 4	50
VBH498	Writing Skills 4	100
VBH499	Reading Skills 4	100

Two or more electives

Elective modules may be taken from the framework or from any accredited course.

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources and appropriacy.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Concurrent Study(21204VIC)

Career Opportunities

Various.

Course Objective

The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training and who have identified a need to gain extra generic skills while undertaking their study.

Entry Requirements

To qualify for admission to the course the learner should be enrolled in a program of vocational or other further education study at Victoria University.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered up to 200 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
VBJ717	Concurrent Study 1	50
VBJ718	Concurrent Study 2	50
VBJ719	Concurrent Study 3	50
VBJ720	Concurrent Study 4	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Employment & Training Services

The Department of Employment & Training Services conducts the following courses.

Code	
RUH10198	Certificate I in Horticulture(RUH10198)
RUH20298–RUH20798	Certificate II in Horticulture (RUH20298–RUH20798)
21109VIC	Course in Planning for Employment and Training(21109VIC)

Maree Wheelens
Head, Department of Employment and Training Services – TAFE

Certificate I in Horticulture (RUH10198)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations on a Fee for Service basis.

Career Opportunities

This course aims to provide vocational training for people working under supervision in the horticulture industry.

Course Objective

The Certificate I in Horticulture aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course is offered on a part-time basis over 110-114 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
HRTCORE1	Meet Industry requirements	10
HRTCORE2	Meet Workplace health & safety requirements	10
HRTCORE3	Use hazardous substances safely	10
HRTCORE4	Cooperate in the workplace	10
HRTCORE5	Act in an emergency	10
HRTCORE6	Plan daily work routine	10

Plus five points (50–54 nominal hours) in total at AQF levels 1 or 2 from Horticulture units of competency selected by the student, with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Horticulture (RUH20298–RUH20798)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations on a Fee for Service basis.

Career Opportunities

This course aims to provide vocational training for people working under supervision in the horticulture industry.

Course Objective

The course aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements

There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course is offered on a full-time basis over 390 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

HRTCORE1	Meet Industry requirements
HRTCORE2	Meet Workplace Health & Safety Requirements
HRTCORE3	Use hazardous substances safely
HRTCORE4	Co-operate in the Workplace
HRTCORE5	Act in an Emergency
HRTCORE6	Plan daily work routine

Elective Units

12 units (264 nominal hours) in total selected by the student, with the approval of the Head of Department, from one, or amongst more than one, of the following streams:

(A) Nursery
(B) Production
(C) Arboriculture
(D) Floriculture
(E) Landscape
(F) Parks and Gardens
(G) Turf Management;

(ii) 66 nominal hours selected by the student, with the approval of the Head of Department, from any other horticulture or agriculture units of competency.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Planning for Employment and Training(21109VIC)

Delivery Mode

This course is generally offered as workplace based delivery to industry/corporations on a Fee for Service basis.

Career Opportunities

Further training.

Course Objectives

The course aims to improve the training and employment outcomes of disadvantaged, long term unemployed people by providing them with:

- an orientation to work and related training
- information on training and employment options
- the opportunity to identify and enhance personal skills and apply them to a training and/or work context.

Entry Requirements

There are no formal entry requirements for this course. Entry to the course is not restricted on the basis of age, gender, social or educational background.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 80 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
VBK137	Personal Effectiveness	30
VBK138	Orientation to Learning	25
VBK139	Orientation to Work	25

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

School of Human Services, Art and Multimedia

The School of Human Services, Art & Multimedia consists of four departments, the Child Studies, Sport & Recreation, Art, Design & Multimedia and Social & Community Studies Departments together with the Health Services Unit and Library Studies Unit. The School offers a broad range of courses developed in consultation with industry and the community to ensure that training is up to date and relevant to employment.

School of Human Services, Art & Multimedia courses are delivered at the St Albans, Sunbury, Melton, Werribee, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses of the University. A significant number of courses are also delivered in industry settings. The School is the biggest provider of Health Services training in Victoria with a major facility at the Sunbury campus, is the biggest provider of Aged Care training in Victoria, and is a major provider of Sport & Recreation training and Art & Multimedia training.

Programs are also delivered on-the-job in a broad range of enterprises including hospitals, nursing homes and aged care facilities, sporting clubs, child care centres and libraries including the State Library. The School of Human Services, Art & Multimedia develops and delivers both accredited and non-accredited training to meet specific training needs and has developed a range of flexible approaches to the delivery of training which include CD ROM interactive and distance education using a range of strategies and media.

The School of Human Services, Art & Multimedia is also involved in industry consultancy and research. During 2001-2002 the School continues to be involved in research and development projects in aged care, community work, youth work, and disability work.. Sport & Recreation continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship.

The School of Human Services, Art & Multimedia is working continually to develop the industry and training expertise of its staff. All staff are involved in curriculum and learning materials development and the development of materials and approaches to support the flexible delivery of programs. A number of staff from the School are involved in the development of Internet based courses and learning materials. The School also offers programs leading to awards with partners in Hong Kong and Korea.

Continuous professional development of staff is a high priority for the TAFE Division and the School. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year and participate in a broad range of professional development programs.

Anne Jones
Associate Director
Head, School of Human Services, Art & Multimedia

Department of Art, Design and Multimedia

The Department of Art, Design and Multimedia – TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

Code	
12862VIC	Advanced Diploma of Arts (Graphic Design)(12862VIC)
12861VIC	Diploma of Arts (Graphic Arts)(12861VIC)
15727VIC	Certificate IV in Arts (Applied Design)(15727VIC)
CUF60501	Advanced Diploma of Multimedia(CUF60501)
CUF50701	Diploma of Multimedia(CUF50701)
12857VIC	Diploma of Arts (Visual Art)(12857VIC)

In addition to these courses, the Department of Art, Design and Multimedia – TAFE conducts training courses for Industry.

John Barmby
Head, Department of Art, Design and Multimedia – TAFE

Advanced Diploma of Arts (Graphic Design)(12862VIC)

Career Opportunities

Graphic Design, Web Design and production, Graphic Art.

Course Objectives

Upon completion of the Diploma of Arts (Graphic Art) successful graduates are eligible to enter into the Advanced Diploma of Graphic Design.

A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production.

The course promotes development of skills in design for interactive and print based media with a focus on:

- visual design,
- interface design; and
- information design.

Whilst technical prepress expertise is consolidated, graduates are also equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly "industry-ready".

Entry Requirements

Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) course.

Applicants will be required to apply directly to the University and submit a folio representing all major components of the course; ie: typography, pre-press, design, illustration, electronic media.

At interview preference will be given to students demonstrating a professional attitude to personal growth in the areas of design and new media.

Campus Location

City-South Melbourne.

Course Duration

The course is offered on a full-time basis over one year.

Course Structure

All modules are compulsory. The structure of the course is as follows:

Generic Modules

Code		Hours
VBS644	Drawing Level 2	48
VBS647	Life Drawing Level 2	32
VBS758	History of Design	48
VBS759	Design Process Level 2	96
VBS760	Design Process Level 3	96
VBS761	3D Studies	48
VBS762	Design for New Media	96
VBS763	Vocational Studies	96
VBS764	Critical Analysis	48
Elective Modules		
VBD266	Research Project: Specialisation 1	48
VBS689	Electronic Design Level 2	48
	Total course hours	704

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Arts (Graphic Arts) (12861VIC)

Career Opportunities

Graphic Art.

Course Objectives

The Diploma of Arts (Graphic Art) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements.

Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows.

These strong industry links allow our Graphic Art students the benefit of a well-established and extensive Work Placement program.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Campus Location

City-South Melbourne and St Albans

Course Duration

This course is offered on a full-time basis over two years.

Course Structure

All modules are compulsory. The course consists of the following:

Generic Modules

Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practices	16
VBS637	Focus on Industry	16
VBS638	Design Principles & Elements	48
VBS639	Contemporary Art and/or Design	32
VBS640	Computer Aided Design	32
VBS641	Drawing	48
VBS642	Life Drawing	32
Compulsory Modules		
VBS744	Design Process Level 1	48
VBS688	Electronic Design Level 1	48
VBS746	Reprographics & Prepress Level 1	128
VBS747	Reprographics & Prepress Level 2	128
VBS748	Finished Art Level 1	80
VBS749	Finished Art Level 2	80
VBS750	Finished Art Level 3	80
VBS752	Technical Colour Applications	32
VBS753	Technical Illustration	80
VBS754	Commercial Product Illustration	32
VBS755	Typography Level 1	80
VBS756	Typography Level 2	80
VBS757	Extended Practical Placement	224
Electives		
VBS633	Drawing for Illustration	48
VBS643	Photography	48
	Total course hours	1476

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Arts (Applied Design) (15727VIC)

Career Opportunities

Further education opportunities – TAFE and Higher Education.

Course Objective

This course is designed to develop the entry level skills necessary for further education in Graphic Arts, Graphic Design and Multimedia at the Diploma level. The content has been tailored to bridge the gap that exists between Year 12 and the Diploma level courses. This preliminary year of study is a combination of practical and theory based modules.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course. Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year.

Campus Location

City-South Melbourne and St Albans

Course Structure

This course consists of the following:

Core Modules

Code		Hours
VBH330	Design Principles & Elements	48
VBH331	Presenting Information	20
VBH332	Thematic Studies in Art & Design	48
VBH336	Consumer Psychology & Marketing	16
VBH337	Drawing	48
VBH338	3D Studies	48
VBH339	Design Principles & Elements 2	48
VBH340	Design Law	16
VBH341	Design & the Environment	16

VBH342	Colour	48
VBH333	Introduction to the Design Process	48
VBH334	Occupational Health & Safety	16
VBH335	Focus on Industry	16
Elective Modules		
VBH343	Illustration Elements & Techniques	48
VBH347	Typography Elements & Techniques	48
VBH352	Introduction to Photography	48
VBH354	Introduction to Computers	48
	Total course hours	628

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Multimedia (CUF60501)

incorporating

Diploma of Multimedia (CUF50701)

Accreditation for the Advanced Diploma of Electronic Design and Interactive Media ceases in 2002. Prospective students for 2003 will be able to apply for the Advanced Diploma of Multimedia (CUF60501).

Career Opportunities

Studio based art practice, web design and development, animation and special effects production.

Course Objectives

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- Designing multimedia products
- Managing major projects
- Coordinating the production of multimedia products
- Business management
- Evaluating multimedia products
- Managing the design process for multimedia
- Managing multimedia projects
- Writing for multimedia
- Undertaking instructional design
- Editing on-line
- Designing games
- Testing games
- Designing for multimedia
- Producing animation
- Designing web sites/pages

Entry Requirements

Applicants will be required to attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry.

Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

The Advanced Diploma of Multimedia is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 month. The courses are also offered part-time. (The Advanced Diploma of Arts Electronic Design and Interactive Media is no longer offered and is replaced by the Film, Television, Radio Multimedia Industry Training Package).

Campus Location

City-South Melbourne and St. Albans.

Course Structure

Code		Hours
CUFGEN01A	Develop And Apply Industry Knowledge	15
CUEOHS1A	Implement Workplace Health, Safety and Security Procedures	10
CUFMEM09A	Apply Principles Of Game Design to a Multimedia Product	30
CUFMEM08A	Apply Principles Of Instructional Design to a Multimedia Product	40
CUFMEM06A	Design a Multimedia Product	50
CUFRAD02A	Develop and Implement Designs	50
CUFIMA06A	Develop and Implement Visual Effects Designs	100
CUFRAD01A	Originate and Develop the Concept	60
CUFMEM02A	Author a Multimedia Product	50
CUFIMA05A	Create 3D Digital Models and Images	75
CUFMEM10A	Design and Create a Multimedia Interface	70
CUFMEM11A	Design the Navigation for a Multimedia Product	70
CUFMEM03A	Integrate And Use Scripting Language in Authoring a Multimedia Product	60
CUFEDT01A	Make Creative and Technical Editing Decisions	60
ICPMM61DA	Prepare Multimedia for Different Platforms	50
CUFMEM04A	Test A Multimedia Product	40
CUFWRT07A	Write An Interactive Sequence for Multimedia	50
CUSADM08A	Address Copyright Requirements	20
CUFPOP09A	Conduct A Briefing	30
CUSFIN01A	Finance A Project	70
THHGLE16A	Manage Physical Assets	40
CUFADM01A	Prepare A Proposal	50
CUFMEM07A	Apply Principals of Visual Design and Communication to the Development of a Multimedia Product	40
CUFEDT05A	Operate a Non-linear Editing System	50
ICAITB075A	Use Library Pre-Existing Components	20
CUFIMA07A	Create Titles for Screen Production	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Arts (Visual Art) (12857VIC)

Career Outcomes

Visual Artist.

Course Objectives

This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects.

The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants will be required to attend an interview and submit a folio of recent art work.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted during the day.

Campus Location

City-South Melbourne.

Course Structure

All modules are compulsory.

Generic Modules

Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practice	16
VBS637	Focus on Industry	16
VBS639	Contemporary Art and/or design	32
VBS641	Drawing	48
VBS642	Life Drawing	32
Compulsory Modules		
VBS644	Drawing Level 2	48
VBS645	Drawing Level 3	48
VBS646	Drawing Level 4	48
VBS647	Life Drawing Level 2	32
VBS648	Art Business Level 2	32
VBS649	Art Business Level 3	32
VBS650	Contemporary Art Studies Level 2	32
VBS651	Contemporary Art Studies Level 3	32
VBS652	Context & Culture Level 2	48
VBS653	Context & Culture Level 3	48
VBS654	Context & Culture Level 4	48
VBS655	Studio & Materials Studies	96
VBS656	Context & Culture Level 1	48
Stream Options – Painting		
VBS657	Painting Level 1	48
VBS658	Painting Level 2	48
VBS659	Painting Minor Study 1	96
VBS660	Painting Minor Study 2	96
VBS661	Painting Major Study 1	144
VBS662	Painting Major Study 2	144
Electives		
VBS663	Printmaking Level 1	48
VBS664	Printmaking Level 2	48
VBD259	Electronic Imaging 1	48
VBD264	Electronic Imaging 2	48

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Child Studies

The Department of Child Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, Werribee and industry based locations.

Child Studies Department offers courses which provide vocational education for a variety of Child Studies occupations ranging from pre-employment through to para-professional level.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector.

Code	
CHC60399	Advanced Diploma of Community Services (Children's Services)(CHC60399)
CHC50399	Diploma of Community Services (Children's Services)(CHC50399)
CHC40399	Certificate IV in Community Services (Children's Services)(CHC40399)
CHC30399	Certificate III in Community Services (Children's Services)(CHC30399)
CHC20399	Certificate II in Community Services (Children's Services) (CHC20399)

These courses are also available as traineeships.

In addition to these courses, the Department of Child Studies – TAFE conducts training courses for Industry and research and consultancies for local government and children's services programs.

Sue Dovey
Head, Department of Child Studies – TAFE

Advanced Diploma of Community Services (Children's Services)(CHC60399)

Career Opportunities

Qualified worker, leadership and management roles in the children's services industry.

Course Objective

This course aims to equip students with leadership and management skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Admission will be restricted to applicants who hold a recognised two-year minimum early childhood qualification. These applicants will usually complete Core Units plus some Electives, dependent upon the content of their previous qualification.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration

The course may be offered on a full-time basis over 1760 nominal hours or part-time equivalent.

The course will be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
CHCCD3A	Meet information needs of the community	70
CHCCD7A	Support community resources	30
CHCCOM4A	Develop, implement and promote effectivecommunication techniques	75
CHCINF2A	Maintain organisation's information systems	50
CHCORG5A	Maintain an effective work environment	50
CHCORG7A	Manage workplace issues	75
CHCORG11A	Lead and develop others	90
CHCORG17A	Implement and monitor occupational health and safety policies, procedures and programs	60
CHCORG19A	Develop and maintain the quality of service outcomes	90
CHCPR10A	Facilitate the design of programs of the service	70
CHCPR12A	Monitor and evaluate programs	70
CHCPR13A	Facilitate the development of programs for children with additional needs	40
CHCRF11A	Work in partnership with families to care for the child	70
CHCRF23A	Respond to problems and complaints about the service	40
CHCSD12A	Act as a resource to workers	40

Elective and Optional Units

12 elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Personnel

Prerequisites are required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Children's Services)(CHC50399)

Career Opportunities

Qualified worker, management of a range of children's services.

Course Objective

This course aims to assist students to develop the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve. They also work closely with parents in fostering children's development.

This course combines both classroom teaching and supervised workbased techniques. Students gain "hands-on" experience working with infants and young children in children's centres, kindergartens, and other relevant settings. Great importance is attached to the student's performance during workbased teaching which constitutes about thirty per cent of the course.

This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the Department as being capable of successfully completing the course.

Applicants who have successfully completed the Certificate of Occupational Studies (SACS) course, Certificate II in Community Services (Community Work)(CHC20499), Certificate III in Community Services (Children's Services)(CHC30399), Certificate IV in Community Services (Children's Services)(CHC40399) or who are of mature age or possess relevant work experience, are eligible for special consideration.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

All applicants must:

- Attend a central test/information sessions/open days and interview conducted by the University.
- Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration

This course may be offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangement may include off-campus study, workshops or workplace facilitation.

Course Structure

Compulsory Units of Competency, common to all streams

Core

Code		Hours
CHCCHILD2A	Support the Rights and Safety of Children within Duty of Care Requirements	70
CHCCN10A	Support the Emotional Needs of Children	20
CHCCN11A	Guide the Establishment and Maintenance of a Safe Environment	40
CHCCN8A	Plan Care Routines	70
CHCFC5A	Foster Children's Cognitive Development	40
CHCFC6A	Foster Children's Language Development	40
CHCFC7A	Foster Children's Aesthetic and Creative Development	40
CHCIC10A	Establish Plans for Developing Responsible Behaviour	40
CHCIC11A	Implement and Promote Inclusive Policies and Practices	40
CHCIC12A	Plan the Inclusion of Children with Special Needs	40
CHCIC14A	Facilitate Children's Communication Skills	40
CHCPR4A	Provide Opportunities and Experiences to enhance Children's Development	70
CHCPR5A	Enhance Children's Play and Leisure	70
CHCPR9A	Use Observations and Records	70
CHCSD10A	Develop New Approaches for providing Service	40

Elective and optional units

Thirteen elective units and one optional unit selected from the following four specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care – Care Providers
- Family Day Care – Field Workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Community Services (Children's Services)(CHC40399)

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Course Objective

This course aims to equip students with the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration

The course may be offered over one year on a full-time basis for 760 nominal hours or part-time equivalent.

The course will normally be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
CHCFC2A	Foster the physical development of children	40
CHCFC3A	Foster the social development of children	40
CHCFC4A	Foster the emotional and psychological development of children	40

Elective and Optional Units -

Nine elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Community Services (Children's Services)(CHC30399)

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

This course has 3 specialist streams:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Workers

Course Objective

The Certificate III in Children's Services, is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings.

This course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

No formal qualifications are required, but applicants must be: at least 16 years of age on the first day of course commencement; and have successfully completed Year 11 or equivalent.

Special consideration will be given to certain groups of applicants who fit into the following categories:

- Persons working in Children's Services who have worked the equivalent of six months full-time or who have had substantial voluntary work;
- Persons from a non-English-speaking background;
- Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based, Certificate in Occupational Studies Social and Community Services.
- Persons who are of mature age;

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

All applicants must: ttend an interview and testing before undertaking workplace training.

Course Duration

This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Compulsory units of competency (common to all streams)

Code		Hours
CHCCN4A	Respond to Illness, Accidents and Emergencies	30
CHCCN6A	Travel with Children Safely	10
CHCCN7A	Foster Children's Self Help Skills	20
CHCFC1A	Support the Development of Children in the Service	30
CHCIC1A	Interact Positively with Children	30
CHCIC2A	Guide Children's Behaviour	30
CHCIC4A	Work Collaboratively with Children	20
CHCORG3A	Participate in the Work Environment	20
CHCPR1A	Facilitate Play and Leisure	30
CHCPR2A	Organise Experiences for Children	30
CHCPR3A	Observe Children	20
CHCRF1A	Communicate with Family Members about their Child	20

Children's Services Specialisation Electives

Code		Hours
CHCAL7A	Fulfil Family Day Care Administration Requirements ##	20
CHCCN3A	Prepare Food ##	20
CHCCN5A	Support the Emotional Wellbeing of Babies/Infants**	20
CHCCN10A	Support Emotional Needs of Children	20
CHCCNAA	Support Babies Needs ##**	20
CHCFC2A	Foster the Physical Development of Children	40
CHCFC3A	Foster the Social Development of Children ++	40
CHCFC4A	Foster the Emotional and Psychological Development of Children	40
CHCGROUP2A	Support Group Activities ++	20

Compulsory units of competency (common to all streams)

CHCCN1A	Maintain a Healthy & Safe Environment	20
CHCCN2A	Provide Physical Care	30
CHCICAA	Communicate with Children	30
CHCORG4A	Follow the Organisation's OH&S Policies	30

**compulsory units for Centre Based care workers
++compulsory units for Out of School Hours Care workers
##compulsory units for Family Day Care workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999.

Note: Electives offered will be selected by the Department and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Community Services (Children's Services)(CHC20399)

Career Opportunities

Childcare worker, childcare assistant level I, kindergarten assistant and family day care worker.

Course Objective

The course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

There are no formal entry requirements but applicants must have successfully completed Year 11 or equivalent and be at least 16 years of age when they start the course.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a period of one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The course consists of a total of 10 units of competency, 7 compulsory 2 electives and 1 option. Electives may be chosen from the Children's Services specialisation electives, the common competency elective, options may be chosen from elective or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Additional prerequisite units may be required for some core, elective and optional units.

Compulsory competencies

Code		Hours
CHCCN1A	Maintain a Healthy and Safe Environment	30
CHCCN2A	Provide Physical Care	30
CHCICAA	Communicate with Children	30
CHCCHILD1A	Work within Legislative and Ethical Requirements	30
CHCORG4A	Follow the Organisation's Occupational Health and Safety Policies	30
CHCORG2A	Work with Others	15
CHCCOM1A	Communicate with People Accessing the Services of the Organisation	15

Children's Services Specialisation electives

CHCFC1A	Support the Development of Children in the Service	30
CHCCNAA	Support Babies Needs **	20
CHCCN4A	Respond to Illness, Accidents and Emergencies	30
CHCCN7A	Foster Children's Self Help Skills	20
CHCIC1A	Interact Positively with Children	30
CHCIC2A	Guide Children's Behaviour	30

Common competency elective

CHCADMIN1A	Undertake Basic Administrative Duties	15

**compulsory unit for centre based care workers.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Health Services Unit

The Health Services Unit conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

Code	
2407ADC	Certificate IV in Health (Nursing)(2407ADC)
HLT30101	Certificate III in Pathology Specimen Collection(HLT30101)

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Sue Philpott
Head of Health Services Unit – TAFE

Certificate IV in Health (Nursing)(2407ADC)

Career Opportunities

There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health setting.

Course Objective

The course is designed to provide a broad-based training program for students to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course. All applicants will be required to sit an English literacy/numeracy test and achieve a passing grade of 80% in order to be eligible to enrol in the course.

Course Duration

The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

Campus Location

This course is available at Sunbury Campus.

Course Structure

Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Code	Competency
VBM 585	Work effectively as a professional nurse
HLTCOM4A	Communicate effectively with clients/patients
CHCORG4A	Follow the organization's Occupational Health and Safety policies
BSBCMN205A	Use business technology
VBM 587	Undertake client assessment
VBM 588	Deliver nursing care to clients
VBM 589	Develop research skills to support nursing practice
VBM 591	Implement infection prevention and undertake simple wound management
VBM 590	Apply professional nursing practice to client care in residential aged care facilities
VBM 592	Provide individualised health education to clients
VBM 593	Contribute to the health and wellbeing of clients (Rehabilitation and Community)
VBM 594	Participate in providing palliative care
VBM 595	Participate as a preceptor in a work team
CHCDIS3A	Provide services to people with disabilities
VBM 596	Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders
HLTIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Pathology Specimen Collection (HLT30102)

For further information on this course please contact the Health Services Unit on 9218 3231.

Library Studies Unit

The Library Studies Unit offers a range of courses to train students to become Library Assistants and Library Technicians who work under the direction and guidance from an experienced Technician or Librarian. The courses are recognised by the Australian Library and Information Association.

Code	
CUL50199	Diploma of Library and Information Services (CUL50199)
CUL30199	Certificate III in Library and Information Services (CUL30199)

Ian Rogers
Head of Unit, Library Studies– TAFE

Diploma of Library and Information Services (CUL50199)

Incorporating:

Certificate III in Library and Information Services (CUL30199)

Career Opportunities

Library assistant, library technician.

Course Objective

These courses aim to train students to become Library Assistants and Library Technicians who work under the direction of a Librarian – performing a variety of tasks and requiring a combination of clerical and library skills. The course is recognised by the Australian Library and Information Association.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course at Year 12 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non English speaking background.

Course Duration

These courses may be offered on a full-time or part-time basis over one year 400 maximum nominal hours – Certificate III or two years 1155 maximum nominal hours – Diploma or by non campus flexible delivery.

Course Structure

The structure of the course is as follows –

Certificate III in Library & Information Services (CUL30199)

Code		Hours
CULLB201A	Assist Clients to use an Information Service Effectively	40
CULLB202A	Assist with the Maintenance of Service Area	40
CULLB203A	Develop own Information Literacy Skills	20
CULLB204A	Manage own Work Performance and Learning	40
CULLB205A	Prepare, Process and Store Resources	30
CULLB301A	Participate in a Work Team	40
CULLB302A	Use Bibliographic Methods	40
CULLB307A	Use Multimedia Equipment	40
BSZ404A	Train Small Groups	30
Elective Units		
CULLB303A	Accession and Process Resources	20
CULLB304A	Contribute to Promotional Programs and Activities for Clients	30
CULLB305A	Process Orders	30

Note: The Certificate II in Library and Information Services(CUL20199) is nested within the Certificate III in Library and Information Services(CUL30199).

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Library and Information Services (CUL50199)

Core Units

Code		Hours
CULLB401A	Contribute to Client Access to Information	60
CULLB402A	Contribute to Effective Working Relationships	60
CULLB403A	Develop and apply own Information Literacy Skills in Working with Clients	60
CULLB405A	Manage own Work Development and Learning	50
CULLB406A	Organise and Coordinate Work Activities	50
CULLB407A	Use Networked Services Effectively to Provide Access to Information	50
CULLB501A	Contribute to the Organisation and Coordination of the Work of Others	60
CULLB502A	Deliver Information Literacy Programs for Clients	80
CULLB503A	Organise Information for Client Access	100
CULLB504A	Provide Clients with Access to Required Information	80
CULLB307A	Use Multimedia Equipment	40
BSZ404A	Train Small Groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
Elective Units		
CULLB505A	Analyse and Describe Material	50
CULLB506A	Catalogue and Classify Material	50
CULLB507A	Contribute to Collection Development	50
CULLB508A	Develop and Improve Systems and Processes to Increase Access to Information	50
CULLB509A	Coordinate Selection & Acquisition of Information	50
CULLB510A	Establish and Maintain Consultation with, and Promotion to, Client Groups	50
CULLB511A	Lead a Team	50
CULLB512A	Maintain and Modify Technological Applications in the Library	50
CULLB411A	Provide Promotion and Programs and Activities for Clients	30
CULLB513A	Manage Maintenance of Physical Resources and Environment	50
CULLB514	A Provide Assistance for Research and Projects	50
CULMS501A	Apply Basic Preservation Techniques	60
ICAITU006B	Operate Computing Packages	60

Note: The Certificate IV in Library and Information Services(CUL40199) is nested within the Diploma of Library and Information Services(CUL50199).

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Social and Community Studies

The Department of Social and Community Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses.

The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support, Community Services and Health Management. Also available are Certificate II, III and IV level courses as well as a range of certificate courses aimed to meet the needs of local industry.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector with government and non-government agencies.

The provision of social and community studies programs is influenced by the multicultural nature of the western region, the youthful and rapidly growing population centres and the emphasis on implementing social justice strategies essential to redress traditional socio-economic disadvantage in the region. Social and Community Studies courses at TAFE level have direct articulation links with degree programs in all higher education fields of study and especially in Education and Humanities.

Code	
CHC30799	Certificate III in Community Services (Disability Work) (CHC30799)
CHC40799	Certificate IV in Community Services (Disability Work) (CHC40799)
CHC50799	Diploma of Community Services (Disability Work) (CHC50799)
CHC20499	Certificate II in Community Services (Community Work) (CHC20499)
CHC30699	Certificate III in Community Services (Community Work) (CHC30699)
CHC50699	Diploma of Community Services (Community Work) (CHC50699)
CHC30199	Certificate III in Community Services (Aged Care Work) (CHC30199)
CHC40199	Certificate IV in Community Services (Aged Care Work) (CHC40199)
2507ABC	Diploma of Community Services (Welfare Studies) (2507ABC)
3113GWD40	Diploma in Counselling (3113GWD40)
21214VIC	Advanced Diploma of Justice (21214VIC)
21213VIC	Diploma of Justice (21213VIC)
21212VIC	Certificate IV in Justice (21212VIC)
CHC50999	Diploma of Community Services (Youth Work) (CHC50999)
2504AIC	Diploma of Business (Community Services and Health Management)(2504AIC)
CHC50299	Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)
21186VIC	Certificate II in Home Support Cleaning(21186VIC)
3113GWD50	Course in Palliative Care Awareness(3113GWD50)
PRM20198	Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

In addition to these courses, the Department of Social and Community Studies – TAFE conducts Labour market programs, VET in Schools and training courses for industry.

Wayne Butson
Head, Department of Social and Community Studies – TAFE

Certificate III in Community Services (Disability Work)(CHC30799)

Career Opportunities

Human services, intellectual disability, residential services, visual and physical disability.

Course Objectives

This course aims to provide students with the knowledge, skills and attitudes required to assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas; residential settings, day centres, employment services and community centres.

Entry Requirements

All applicants are required to attend a selection interview. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training and employment options.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over one year or part-time equivalent.

Course Structure

This course consists of a total of 13 units, 6 compulsory and 7 electives.

Compulsory Units

Code		Hours
CHCDIS1A	Orientation to disability work	47
CHCCOM2A	Communicate appropriately with clients and colleagues	20
CHCCS1A	Deliver and monitor service to clients	20
CHCINF1A	Process and provide information	20
CHCORG3A	Participate in the work environment	20
CHCORG4A	Follow the organisation's occupational health and safety policies	30

Elective Units

One unit selected from the disability specialisation stream by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in the

- Victorian Implementation Guide, Community Services Training Package (published June 1999)
- Community Services Training Package CHC99 (published 1999)
- Community Services Training Package CHC99 Disability Works competency standards (published 1999)

Six units selected from the-

- disability specialisation Stream
- common elective Stream
- any other unit from within the Community Services Training Package

selected by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in the

- Victorian Implementation Guide, Community Services Training Package (published June 1999)
- Community Services Training Package CHC99 (published 1999)
- Community Services Training Package CHC99 Disability Works Competency Standards (published 1999)

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Community Services (Disability Work)(CHC40799)

Career Opportunities

Human services, intellectual disability, residential services, visual and physical disability.

Course Objective

This course aims to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas: residential settings, day centres, employment services and community centres.

Entry Requirements

All applicants must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to communicate effectively.

Successful applicants will be selected on the basis of:

- Social awareness and commitment to working with people.
- Relevant paid or unpaid work experience and life experience.
- Group, interpersonal skills.
- Flexibility and openness to change.
- Age requirement.
- Appropriate English language, literacy and numeracy skills.

All applicants are required to:

- attend a group/individual interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course requires one year of full-time study or part-time equivalent.

Course Structure

This course consists of a total of 14 competencies, 9 compulsory and 5 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Units

Code		Hours
CHCCOM3A	Utilise specialist communication skills	50
CHCCS2A	Deliver and develop client service	50
CHCDIS1A	Orientation to disability work	50
CHCDIS2A	Maintain an environment designed to empower people with disabilities	90
CHCDIS3A	Provide services to people with disabilities	50
CHCINF2A	Maintain organisation's information systems	50
CHCNET2A	Maintain effective networks	50
CHCORG4A	Follow the organisation's OH&S policies	30
CHCORG5A	Maintain an effective work environment	50

Disability Specialisation Units

CHCDIS4A	Design procedures for support	90
CHCDIS6A	Plan and implement community integration	90
CHCDIS7A	Design and adapt surroundings to group requirements	90
CHCDIS9A	Maximise participation in work by people with disabilities	100

Common Unit Electives

CHCAD1A	Advocate for clients	20
CHCADMIN3A	Undertake administrative work	50
CHCCD1A	Support community participation	50
CHCCD2A	Provide community education programs	70
CHCCD3A	Meet the information needs of the community	70
CHCCD4A	Develop and implement community programs	150
CHCCD5A	Develop community resources	90
CHCCMZA	Establish and Monitor a Case Plan	50
CHCCS6A	Assess and deliver services to clients with complex needs	50
CHCGROUP3A	Plan and conduct group activities	50
CHCP&R2A	Contribute to policy development	50
CHCP&R3A	Undertake research activities	50
BSZ404A	Train small groups	40
**BSZ405A	Plan and promote a training program	50
**BSZ406A	Plan a series of training sessions	30
**BSZ407A	Deliver training sessions	50
**BSZ408A	Review training	15

**These four competencies are co-requisites and count for one elective option.

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Disability Work)(CHC50799)

Career Opportunities

Human services, intellectual disability, residential services, visual and physical and early intervention.

Course Objective

The objective of the course is to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people form the following areas; residential settings, day centres, employment services and community centres.

Entry Requirements

To qualify for Entry to the Diploma applicants must be deemed to be of mature age, and preferably have had paid or unpaid experience in the field.

All applicants are required to have successfully completed the Certificate IV in Community Services (Disability Work) (CHC40799).

Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 or equivalent. Intending applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

This course consists of a total of 16 competencies, 9 compulsory and 7 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Code		Hours
CHCADMIN3A	Undertake administrative work	50
CHCCOM3A	Utilise specialist communication skills	50
CHCCOM4A	Develop, implement and promote effective communication techniques	75
CHCCS3A	Coordinate the provision of services & programs	75
CHCDIS11A	Coordinate work in the disability sector	150
CHCINF5A	Meet statutory and organisational information requirements	90
CHCNET3A	Develop new networks	75
CHCORG6A	Coordinate the work environment	90
CHCORG17A	Implement and monitor occupational health and safety policies, procedures and programs	60

Disability Specialist Electives

CHCDIS2A	Maintain an environment designed to empower people with disabilities	90
CHCDIS4A	Design procedures for support	90
CHCDIS7A	Design and adapt surrounding to group requirements	90
CHCDIS9A	Maximise participation in work by people with disabilities	100

Common Competency Electives

CHCAD1A	Advocate for clients	20
CHCADMIN4A	Manage the organisation's finances, accounts and resources	90
CHCCD2A	Provide community education programs	70
CHCCD4A	Develop and implement community programs	150
CHCCD5A	Develop community resources	90
CHCCM3A	Develop, facilitate and monitor all aspects of case management	75
CHCCS7A	Coordinate the assessment and delivery of services to clients with particular needs	75
CHCGROUP3A	Plan and conduct group activities	50
CHCINF3A	Coordinate information systems	75
CHCP&R4A	Develop and implement policy	150
CHCP&R5A	Manage and Research Activities	75
*BSZ401A	Plan assessment	
*BSZ402A	Conduct assessment	
*BSZ403A	Review assessment	

*These 3 competencies are co-requisite and count for 1 elective/option

**BSZ405A	Plan and promote a training program	
**BSZ406A	Plan a series of training programs	
**BSZ407A	Deliver training sessions	
**BSZ408A	Review training	

**These 4 competencies are co-requisite and count for one elective option.

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Community Services (Community Work)(CHC20499)

Career Opportunities

Community services.

Course Objective

The course aims to provide a positive adult learning environment through which students will:

- explore skills and knowledge necessary to work in different areas of the social and community services field;
- explore career options and pathways to further study options in the areas of Community Development, Welfare, Youth Work and Social Work.

Entry Requirements

There are no formal entry level requirements for the course. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training, and employment options.

All applicants are required to attend an interview.

Course Duration

The course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure

The course consists of a total of 11 units of competency, 5 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Core Units

Compulsory Units

Code		Hours
CHCCD12A	Undertake work in the community services industry	70
CHCCOM1A	Communicate with people accessing the services of the organisation	15
CHCORG1A	Follow the organisation's policies procedures and programs	15
CHCORG4A	Follow the organisation's OH&S policies	30
CHCORG2A	Work with others	15

Community Work Specialist Elective

CHCCD7A	Support community resources	30

Elective Unit

CHCADMIN1A	Undertake basic administrative duties	15
CHCAOD1A	Introduction to the Alcohol and Other Drug Sector	70
CHCCS5A	Identify and address specific client needs	15
CHCGROUP1A	Support the activities of existing groups	15
CHCGROUP2A	Support group activities	15

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Community Services (Community Work)(CHC30699)

Course Objectives

The Certificate III in Community Services (Community Work)(CHC30699) aims to prepare students:

- to be competent in a range of skills, knowledge and attributes identified by the Community Services sector to be an effective program or support worker in Community Work;
- to have a working knowledge of the Community Services sector including its work models and practices; organisational, legal and ethical requirements; programs and services; and issues facing clients and communities;
- to understand how the social, political and economic structures and processes within out society perpetuate powerlessness and inequality for specific individuals and communities.

Entry Requirements

- Adequate language and literacy levels to cope with the academic requirements
- Certificate II in Community Work or
- Demonstrated involvement in, or understanding of the community services field and previous post secondary study.

All applicants are required to attend an interview.

Course Duration

This course is offered on a full-time basis over one semester. Part-time places need to be negotiated.

Course Structure

The course consists of a total of 12 competencies, six compulsory and six electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from either the Community Work specialisation electives, common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Code		Hours
CHCADMIN2A	Provide administrative support	20
CHCCD12A	Undertake work in the community services industry	70
CHCCOM2A	Communicate appropriately with clients and colleagues	20
CHCINF1A	Process and provide information	20
CHCORG3A	Participate in the work environment	20
CHCORG4A	Follow the organisation's OH&S policies	30

Community Work Specialisation Electives

CHCAD1A	Advocate for clients	20
CHCCD14A	Implement a community development strategy	70
CHCCM1A	Undertake case management	20
CHCCS6A	Assess and deliver services to clients with complex needs	50
CHCCWI1A	Operate under a case work framework	20
CHCYTH1A	Work effectively with young people	60

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Community Work)(CHC50699)

Career Opportunities

Graduates can apply for positions requiring a community development worker. Potential employers include local government, state and commonwealth government, community health centres, refuges, migrant resource centres, women's services, neighbourhood houses, community legal centres and a range of community based groups dealing with specific issues.

Course Objectives

The course aims to:

- develop an understanding of the social economic and political basis of inequality and ways to achieve social justice
- develop a broad range of skills to work with a diverse range of people and communities in ways which are empowering and encourage participation
- train people currently employed as community development workers or those wishing to enter the industry.

Entry Requirements

Applicants will normally be expected to be at least 20 years of age and to be already working or have worked in a paid or unpaid position in a human service organisation. Relevant community experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agency, paid, unpaid, or community management roles. Mature age or other applicants with appropriate community experience to successfully undertake the course are encouraged to apply.

Applicants under the age of 20 years are normally required to have successfully completed VCE or an approved equivalent course before qualifying for entry into the course. A number of places will be made available each year for young people under the age of 20 years with the relevant community experience. Such community experience could have been within the applicants' school community.

Applicants must also complete a group interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

This course consists of 15 units of competency, 10 compulsory and 5 electives. The electives may be drawn from the Community Work specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide.

Compulsory competencies

Code		Hours
CHCCD4A	Develop & Implement Community Programs	135
CHCCD9A	Support Community Leadership	90
CHCCD12A	Undertake Work in the Community Services Industry	70
CHCADMIN3A	Undertake Administrative Work	50
CHCCOM3A	Utilise Specialist Communication Skills	50
CHCCOM4A	Develop, Implement and Promote Effective Communication Techniques	75
CHCINF5A	Meet Statutory and Organisational Information Requirements	90
CHCNET3A	Develop New Networks	75
CHCORG6A	Coordinate the Work Environment	90
CHCORG17A	Implement & Monitor Occupational Health & Safety Policies Procedures & Programs	60

Community Work specialisation electives

Code		Hours
CHCCD2A	Provide Community Education Programs	70
CHCCD5A	Develop Community Resources	90
CHCCD6A	Establish and Develop Community Organisations	90
CHCCD8A	Support Community Action	90
CHCCD11A	Provide Advocacy and Representation##	90
CHCCD13A	Work within Specific Communities	70
CHCCD15A	Develop and Implement a Community Development Strategy ##	150
CHCCD16A	Undertake Systems Advocacy	90
CHCORG10A	Manage Organisational Change##	60

##recommended units for Community Development Workers.

Common competency electives

*BSZ401A	Plan Assessment	15
*BSZ402A	Conduct Assessment	15
*BSZ403A	Review Assessment	5

*These competencies are co-requisite and count for one-only elective.

**BSZ405A	Plan and Promote a Training Programs	50
**BSZ406A	Plan a Series of Training Sessions	30
**BSZ407A	Deliver Training Sessions	50
**BSZ408A	Review Training	15

**These competencies are co-requisite and count for one-only elective.

CHCAD1A	Advocate for Clients	20
CHCADMIN4A	Manage the Organisation's Finances, Accounts and Resources	90
CHCCM3A	Develop, Facilitate and Monitor all Aspects of Case Management	50
CHCCS7A	Coordinate the Assessment and Delivery of Services to Clients With Particular Needs	75
CHCGROUP3A	Plan and Conduct Group Activities	50
CHCINF3A	Coordinate Information Systems	75
CHCP&R4A	Develop and Implement Policy	150
CHCP&R5A	Manage Research Activities	75

Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Community Services (Aged Care Work)(CHC30199)

Career Opportunities

Aged Care worker.

Course Objective

This course aims to provide vocational training for aged care workers in hostels, nursing homes, day centres, private personal care agencies, community organisations, and other health agencies.

The curriculum has been designed to meet the needs of adult students.

Entry Requirements

Applicants are required to be of a mature age and able to undertake physical work which involves frequent bending and lifting. No formal entry requirements are required, but applicants must be able to read, write and communicate in English to a level required to perform the job. Preference will be given to prospective students who are currently employed in this field.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure

The course consists of a total of 13 competencies, 6 compulsory and 7 electives, one elective must be selected from the Aged Care specialisation elective. The remaining electives can be drawn from either the aged care specialisation electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Code		Hours
CHCAC3A	Orientation to aged care work	50
CHCCOM2A	Communicate appropriately with clients and colleagues	20
CHCINF1A	Process and provide information	20
CHCORG3A	Participate in the work environment	20
CHCORG4A	Follow the organisation's OH&S policies	30
CHCCS0A	Deliver services to clients	15

Aged Care Specialisation Electives

CHCAC2A	Assist with aged people's personal needs	50
CHCAC6A	Provide services to aged people	90

Electives

CHCAD1A	Advocate for Clients	20
CHCCM1A	Undertake Case Management	20
CHCFP1A	Present Food	15
CHCGROUP2A	Support Group Activities	20
CHCT2A	Receive Transport & Store Food in a Safe & Hygiene Manner	10
CHCT3A	Apply Safe Food Hygiene Practices	10
CHCT8A	Deliver Food/Beverages	20

Note: Electives offered will be selected by the School and dependant upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Community Services (Aged Care Work)(CHC40199)

Career Opportunities

Supervisor, team leader of Aged Care facility.

Course Objectives

This course has been designed for Aged Care supervisory staff or those who are currently working as Personal Carers and wish to develop the competence necessary to undertake supervisory positions.

Entry Requirements

- Currently hold Certificate III in Community Services (Aged Care Work)(CHC30199) or be eligible for assessment of the equivalent level of these competencies;
- Be currently employed as a Carer or in a supervisory position in the Aged Care Sector;
- Have a minium of two years experience in the above;
- Have the agreement of employers for assessment to be implemented in the workplace with the student undertaking a supervisory role at the time.

Course Duration

This course is offered one day per week over one year.

Course Structure

This course consists of a total of 14 competencies, 10 compulsory and 4 electives. The electives may be drawn from the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Code		Hours
CHCAC3A	Orientation to aged care work	50
CHCAC6A	Provide services to aged people	90
CHCAC8A	Monitor services to aged people	90
CHCAC12A	Provide services to meet aged people's personal needs	90
CHCADMIN3A	Undertake administrative work	50
CHCCOM3A	Utilise specialist communication skills	50
CHCCS2A	Deliver and develop client service	50
CHCINF2A	Maintain organisation's information system	50
CHCORG4A	Follow the organisation's OH&S policies	30
CHCORG5A	Maintain an effective work environment	50

Common Competency Electives

CHCAD1A	Advocate for clients	20

CHCCD3A	Meet the information needs of the community	70
CHCCM2A	Establish and Monitor a Case Plan	50
CHCCS6A	Assess and deliver services to clients with complex needs	50
CHCGROUP3A	Plan and conduct group activities	50
CHCNET2A	Maintain effective networks	50
CHCP&R2A	Contribute to policy development	50
BSZ404A	Train small groups	30

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Welfare Studies)(2507ABC)

Career Opportunities

Human services, community and welfare work.

Course Objective

The Diploma of Community Services (Welfare Studies) (2507ABC) is designed for people already employed or wishing to seek employment in the community services field. It enables students to gain knowledge and skills and develop personal qualities necessary to practice as competent Welfare Workers. The course also aims to assist students to reflect on and critically analyse their own values and to develop a high level of self-awareness.

Entry Requirements

To qualify for entry to the course:

- All students are required to have completed the equivalent of two or more years of paid and/or voluntary welfare related work, post secondary school.

Applicants may apply for entry under the VCE Category or under the Alternative Category Entry.

Victoria Certificate of Education (VCE) Entry

Applicants must have successfully completed a BOS approved Year 12 course.

Alternative Category Entry

These applicants are not required to have a Year 12 qualification.

They must have been away from Secondary School for at least two years and demonstrate Year 12 equivalent competencies.

Some agencies require that participants provide a police check before undertaking field education.

Course Duration

The course duration is two years full-time or four years part-time. The course is delivered in as flexible a manner as possible so that students can choose subject timing and electives relevant to their needs.

Course Structure

The structure of the course is as follows:

Level 1

Core Modules

Code		Hours
VAD520	Introduction to Social and Community Services	50
VAF783	Sociology	60
VAF171	Psychology 1	60
VAD686	Law for Welfare Work	50
VAG679	Welfare Practice	50
VAB381	Community Work 1	60
VAB005	Casework	60
VAC878	Group work 1	60
VAC441	Field Education 1, Placement	210
VAC442	Field Education 1, Professional Integration Seminar	50

Specialised Module

VAF741	Skills Workshop 1	25

Electives Modules

Students are required to take two electives minimum 30 hours each.

Level 2

Core Modules

CHCAOD2A	Orientation to the Alcohol & Other Drugs Sector	90
VAB382	Community Work 2	50
VAB607	Counselling Skills	60
VAC443	Field Education 2, Placement	280
VAC444	Field Education 2, Professional Integration Seminar	50
VAC879	Groupwork 2	60
VAE453	Organisations and Management	50
VAF172	Psychology 2	60
VAF399	Research 50	
VAF780	Social Policy	50

Specialised Module

VAF741	Skills Workshop 2	25

Elective Modules

Students are required to take two electives minimum 30 hours each not previously taken.

Note: Elective choices can differ each year.

VAB490	Computers in Community Organisations	64
VAC401	Family Violence A	32
VAE232	Cultural Issues	64
VAG846	Youth Issues	64
VAJ620	Politics of Disablement	64
VAJ621	Issues in Child Protection 2	30
VAJ623	Family Violence B	32

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma in Counselling (3113GWD40)

(This is an internally approved and full fee-for-service course)

Career Opportunities

Counsellor.

Course Objective

The course aims to provide knowledge and skills in a range of aspects of counselling appropriate to those people employed in a position where counselling is a function but may not be the primary focus of their job.

The framework provides training, knowledge and skills development in a range of areas including:

- Academic Counselling Theory
- Personal Awareness
- Counselling Skills
- Skills Theory Integration
- Clinical Practice

The Diploma in Counselling provides a training program for people wishing to undertake counselling in a range of enterprises.

Entry Requirements

To qualify for entry to this course applicants will need to have:

- One year's experience undertaking counselling services as a regular part of his or her work.
- A reasonable expectation that work undertaking counselling services will continue for the duration of the course. This must involve access to and direct face to face contact with clients (3-5 per week) throughout the two years of the course. At lease half of this work must be long-term (clients who remain in counselling for 3 months or longer). Clinical placements are

not provided. Telephone counselling (eg. Lifeline, Crisis line) is not acceptable for training purposes.
- Satisfactory completion of an introductory or foundation course, or in-service training, in counselling.
- Demonstrated aptitude, commitment and personal suitability to undertake and complete counsellor training.
- Language and literacy skills

Course Duration

The course is delivered one day per week over a two year period. The course is designed to be delivered on a part-time basis to enable the integration of on and off the job learning. There are also three supplementary full-day workshops in each year.

All modules are undertaken concurrently in order to maximise and integrate counselling skill development.

Course Structure

The course comprises five (5) modules totalling 800 hours. All modules are compulsory and should be taken concurrently:

Code		Hours
WD440	Academic Counselling Theory	145
WD441	Personal Awareness	110
WD442	Counselling Skills	90
WD443	Skills Theory Integration	80
WD444	Clinical Practice	375

This is a an internally accredited and fee-for-service course

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Justice (21214VIC)

incorporating:

Diploma of Justice (21213VIC)

Certificate IV in Justice (21212VIC)

Career Opportunities

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Course Objective

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The Advanced Diploma of Justice(21214VIC) requires two years full-time study (1329 nominal hours) or part-time equivalent. The Diploma of Justice(21213VIC) may be offered on a full-time basis over 1075 nominal hours or part-time equivalent. The Certificate IV in Justice(21214VIC) may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Certificate IV in Justice(21212VIC)

Students must successfully complete the following Core modules and two elective modules.

Core Modules

Code		Hours
PSPOHS401	Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs	20
VAK247	Work Environment – Planning Work Tasks	38
VAK262	Work Environment – Supervision	38
VBK280	Legal Aspects 1 for Justice Studies	75
VBK281	Legal Aspects 2 for Justice Studies	75
VBK283	Australian Criminal Justice System	54
VBK288	Social Research and Analysis	54
VBK291	Justice Communication	40
VBK293	Workplace Practice	54
VBK294	Organisational Principles and Practices 1	54

National Information Technology and/or National Office Skills computing modules selected by the student, with the approval of the Head of Department, having regard to the list of relevant modules specified in – National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer module bank, ACTRAC, published 1996.

Elective Modules

Code		Hours
VBK297*	Current Issues in Local Government – Best Value	12
VBK298*	Current Issues in Local Government – Business Practices	12
VBK299*	Current Issues in Local Government – Developing Business Plans	12
VBK300*	Current Issues in Local Government – Town Planning	18
VBK296	Municipal Law Enforcement	54
VBK301	Correctional Systems	54
VAL651	Sheriff: Authority and Functions	54
VBK304	Contemporary Policing	54
VAK060	Customs	54

*These modules must be taken together

Certificate IV in Justice (21212VIC)

Career Opportunities

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Course Objective

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

To complete the Certificate IV in Justice(21212VIC), one year of full-time study or approximately two years of part-time study is required.

Course Structure

The structure of the course is as follows:

Code		Hours
VBK280	Legal Aspects 1 for Justice Studies	75
VBK281	Legal Aspects 2 for Justice Studies	75
VBK291	Justice Communication	40
PSPOHS401	Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs	20
VAK247	Work Environment – Planning Work Tasks	38
VBK294	Organisational Principles and Practices 1	54
VBK293	Workplace Practice	54
VBK288	Social Research and Analysis	54
VBK283	Australian Criminal Justice System	54

Students to complete 40 hours of National Information Technology and/or National Office Skills computing modules which may include:

	Word processing, Spreadsheets, Databases, Internet, Email, Presentations	40
VAK262	Work Environment – Supervision	38
Electives		
VBK301	Correctional Systems	54
VBK304	Contemporary Policing	54

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Justice(21213VIC)

Students must successfully complete the core and elective modules for Certificate IV in Justice(21212VIC) plus the following core modules and two additional electives

Code		Hours
VBK282	Legal Aspects 3 for Justice Studies	75
VAK327	Work Environment – Staffing	38
VBK284	Criminology	68
VBK285	Justice Delivery	54
VAL689	Sociology	68
VBK289	Applied Psychology	68
VBK290	Cultural Diversity	54

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Justice(21214VIC)

Students must successfully complete the core and elective modules for the Diploma of Justice(21213VIC) and the following core modules and one elective.

Core Modules

Code		Hours
VAK602	Work Environment – Planning and Organising	38
VBK286	Juvenile Justice	54
VBK287	Crime Prevention	54
VBK295	Organisational Principles and Practices 2	54
Elective Modules		
VBK302	Human Rights	54
VAJ921	Consumer Law and Advocacy	54
VBK303	Current Issues in Community Law	54
VBK305	Economics for Justice Studies	54

Elective modules are selected by the student with approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Youth Work) (CHC50999)

Career Opportunities

Youth worker.

Course Objective

The aim of the course is to provide training for people to work as Youth Workers in the Community Services Industry.

Entry Requirements

To qualify for entry to the course applicants under the age of 20 are normally required to have completed their VCE or equivalent. All applicants must have experience either paid or unpaid in the Youth Work or Community Services Industry.

Complete an interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

The course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Code		Hours
CHCYTH3A	Support young people to take collective action	90
CHCYTH4A	Assist young people in responding to crisis	90
CHCAdmin3A	Undertake administrative work	50
CHCCOM3A	Utilise specialist communication skills	50
CHCCS2A	Deliver and develop client services	50
CHCCS3A	Co-ordinate the provision of services & programs	75
CHCINF2A	Maintain organisation's information systems	50
CHCNET2A	Maintain effective networks	50
CHCORG4A	Follow the organisation's OH&S policies	30
CHCORG5A	Maintain and effective work environment	50
CHCAD1A	Advocate for clients	20
CHCCD1A	Support community participation	50
CHCCD3A	Meet information needs of the community	70
CHCGROUP3A	Plan and conduct group activities	50
CHCP&R2A	Contribute to policy development	50
CHCYTH6A	Provide appropriate services to young people	150
CHCYTH7A	Respond to critical situations including risk of violence	150

CHCCOM4A	Develop, implement and promote effective communication techniques	75
CHCINF3A	Co-ordinate information systems	75
CHCORG6A	Co-ordinate the work environment	90
CHCORG17A	Implement and monitor OH&S policies, Procedures and programs	60
CHCYTH5A	Manage youth programs	150
CHCORG9A	Manage projects and strategies	90
CHCP&R4A	Develop and implement policy	150
CHCP&R5A	Manage research activities	75

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Business (Community Services and Health Management)(2504AIC)

Career Opportunities

Community services and health services management.

Course Objective

This course is designed for people working as supervisors, co-ordinators or managers of a range of Social & Community services agencies and programs.

The Diploma of Business (Community Services and Health Management) (2504AIC) is designed to assist in the acquisition and development of relevant management theory and skills for current managers, co-ordinators, team leaders, program leaders, supervisors, or others who hold a similar role in the Community Services and Health Sector.

Entry Requirements

All Applicants must be able to demonstrate that they currently hold, or have the support of their agency in taking on during the course, a management, co-ordination, team/group leader, supervisory or similar position in the community services and health sector.

Applicants must also either have:

- Relevant Community Services and Health qualifications; or
- Have worked in the Community Services and Health sector for at least five years.

Course Duration

The course is offered on a part-time basis, with evening sessions and occasional full day seminars. The total minimum course hours are 815 taking a minimum of two years to complete. This consists of 580 hours of core modules and a minimum of 235 hours of elective modules.

The course is delivered via workshops, discussion groups, workplace assignments, and prescribed reading and reading packages. Single module enrolment may be possible if a place is available and the applicant meets selection criteria.

Course Structure

The structure of the course is as follows:

Core Modules

Participants must complete all core modules totalling 580 hours.

Code		Hours
NCS015	Presenting Reports	20
NGMS107	Managing and Developing Teams	40
NGMS112	Managing People, Recruitment, Selection and Induction	40
NGMS113	Managing Finance–Setting & Achieving Budgets	20
NGMS204	Managing Strategically	40
NGMS205	Managing in Ambiguity and Change	40
NGMS214	Managing Cultural Diversity	40
NGMS213	Managing Projects	40
NGMS215	Advocacy and Influence	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Wordprocessing – Introduction	20
ABD561	Occupational Health and Safety Management Systems	40
VBF296	Managing Communications in the Community Services & Health Environment	50
VBF297	Managing in the Community Services and Health Environment	40
VBB223	Introduction to the Internet	20
VBF299	Industry Project–Community Services and Health	50
VBJ370	Career Planning and Skills Assessment	20
	Total Core Hours	580

Electives

Participants must complete electives totalling a minimum of 235 hours.

NAP703	Integrated Computer Accounting	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20
NCS012	Meetings	20
NGMS101	Managing Information	20
NGMS102	Managing Operations – Customer Service	20
NGMS109	Managing Performance & Goal Achievement	40
NGMS206	Making Difficult Decisions	20
NGMS211	Managing Risk	40
NGMS216	Tactical Marketing	40
VBF295	Networking in Community Services & Health	15
VBF298	Developing Programs for Clients	40

Certificate IV in Assessor and Workplace Training (BSZ40198)

BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ404A	Train Small Groups	30
BSZ405A	Plan and Promote a Training Program	15
BSZ406A	Plan a Series of Training Sessions	15
BSZ407A	Deliver Training Sessions	15
BSZ408A	Review Training	15

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)

Career Opportunities

Alcohol and other drug rehabilitation workers.

Course Objective

This course aims to provide and develop the knowledge, skills and personal qualities necessary in students essential to practice as an Alcohol and Other Drugs worker. The course also aims to assist students to reflect on and critically analyse their own values and to develop a high level of self awareness.

Entry Requirements

All applicants are required to have completed the equivalent of two or more years of paid or voluntary related work post secondary school in the Community Service Sector. English language, literacy and numeracy skills at year 12 or equivalent level are required to successfully undertake this course. Applicants must demonstrate their aptitude and be currently working in the Alcohol and Other Drugs sector. Students are required to have successfully completed Sociology at Diploma or Higher level.

Some agencies may require that participants provide a police check before undertaking workplace training.

Course Duration

This course may be offered on a part-time basis to professionals working in the field. Individual modules may be selected and used as electives for other Human Service Courses.

Course Structure

This course consists of a total of 13 units of competency, 7 compulsory units of competency and a total of 6 electives units of competency. One elective may be drawn from the Certificate IV in Community Services (Alcohol and Other Drugs Work) as outlined in the Community Services Training Package (CHC99) Alcohol and Other Drugs Work, National Competency Standards Published 1999. The remaining five elective units may be drawn from the Alcohol and Other Drugs Specialisation elective, the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Code		Hours
CHCAOD2A	Orientation to the alcohol & other drugs sector	90
CHCCOM4A	Develop, implement and promote effective communication techniques	75
CHCCS3A	Coordinate the provision of client services and programs	75
CHCINF5A	Meet statutory and organisational information requirements	90
CHCNET3A	Develop new networks	75
CHCORG6A	Coordinate the work environment	90
CHCORG17A	Implement and monitor occupational health and safety policies, procedures and programs	60

Alcohol and Other Drugs Specialisation Elective

CHCAOD8	Work with clients who have alcohol and/or other drugs issues	150

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Home Support Cleaning(21186VIC)

Career Opportunities

Work within the Home and Community Care sector.

Course Objective

The course aims to provide training for individuals employed or seeking employment in home support services and who aspire to become team leaders or personal carers with significant skills and expertise in home support.

Entry Requirements

To qualify for admission to the course, applicants must possess basic English literacy and numeracy skills.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 132 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
VBK821	Introduction to Home Support	20
VBK822	OHS Policies and Procedures for Domestic Cleaning	20
VBK823	Cleaning Principles	51
VBK824	Cleaning Organisations	10
VBK825	Working with Diverse Behaviour	20
VBK826	Laundry Services	6
VBK841	Bed Making Services	5

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Palliative Care Awareness(3113GWD50)

Career Opportunities

Caregivers caring for people who are dying.

Course Objectives

The aim of the course is to provide training for caregivers who may be involved in or wish to become involved in caring for people (including those in a nursing home or hostel, in their own home or in a hospice or hospital) who are dying.

Entry Requirements

To qualify for admission to the course, applicants must have experience as a worker in the health and community services industry.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered part-time one day a week for eight weeks (50 nominal hours).

Course Structure

The structure of the course is as follows:

Code	
WD550	Orientation to Palliative Care
WD551	Philosophy of Palliative Care
WD552	Ethical and Legal Issues in Palliative Care
WD553	Communication for the Palliative Care Team
WD554	Exploring Client Groups
WD555	Symptoms
WD556	Grief and Loss
WD557	Death and Dying
WD558	Resources

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

Career Opportunities

Cleaning Operations.

Course Objectives

The course aims to provide training in skills and competencies for participants who currently work or intend to work in cleaning operations.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they have the basic literacy and numeracy skills and that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a part-time basis over 94 nominal hours.

Course Structure

The structure of the course is -

Core Units (33 nominal hours)

Code		Hours
PRMCL33A	Plan for safe and efficient cleaning activities	10
PRMCL34A	Follow relevant OHS policies and procedures to ensure safety and that of others	15
PRMCL35A	Maintain a cleaning storage area	8

Elective units (61 nominal hours)

PRMCL01A	Maintain hard floor surfaces	12
PRMCL04A	Maintain soft floor	8
PRMCL05A	Remove stains and spillages from soft floors	8
PRMCL09A	Wash and squeegee glass surfaces to remove all visible dirt and grime	8
PRMCL15A	Maintain furniture and fittings and dress an area or room	6
PRMCL17A	Maintain wet area in an odour free, soil and hazard free condition	10
PRMCL19A	Remove waste to maintain a tidy environment/area	9

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Sport, Fitness and Recreation

The Department of Sport and Recreation – TAFE offers a range of courses at Certificate and Diploma levels that provide vocational education for the Sport and Recreation industry ranging from pre-employment through to para-professional level.

Code	
SRF20201	Certificate II in Fitness (SRF20201)
SRF30201	Certificate III in Fitness (SRF30201)
SRF40201	Certificate IV in Fitness (SRF40201)
SRO20299	Certificate II in Outdoor Recreation(SRO20299)
SRS202099	Certificate II in Sport (Career Oriented Participation)(SRS20299)
SRO20199	Certificate II in Sport and Recreation (SRO20199)
SRO30199	Certificate III in Sport and Recreation (SRO30199)
SRC20201	Certificate II in Community Recreation(SRC20201)
SRC30201	Certificate III in Community Recreation(SRC30201)
SRC40201	Certificate IV in Community Recreation(SRC40201)
SRC502001	Diploma of Community Recreation(SRC50201)
SRO40199	Certificate IV in Sport and Recreation (SRO40199)
SRO50199	Diploma of Sport and Recreation (SRO50199)
SRS40399	Certificate IV in Sports (Development) (SRS40399)
SRS50399	Diploma of Sport (Development) (SRS50399)
SRS50299	Diploma of Sport (Coaching)(SRS50299)
3113SRG35	Certificate IV in Sports Science (Golf)(3113SRG35)
3113SRG36	Diploma of Sports Science (Golf)(3113SRG36)
RGR20398	Certificate II in Racing (Greyhound) – Kennelhand Level 1(RGR20398)
RGR30598	Certificate III in Racing (Greyhound) – Kennelhand Level 2(RGR30598)
21237VIC	Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

In addition to these courses, the Department of Sport, Fitness and Recreation – TAFE conducts traineeships.

Jane McLennan
Head, Department of Sport, Fitness and Recreation – TAFE

Certificate II in Fitness (SRF20201)

Career Opportunities

Further study, educational component of fitness traineeship

Course Objective

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the fitness industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

Course Duration

The course may be offered on a full-time basis over 17 weeks (327 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Course Structure

Core Units

Code		Hours
PUXEMEO01A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND002A	Develop and implement a career path	10

SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEC002A	Operate a computer and printer to produce simple documents	20
SRXTEM002A	Support the work of a team	10

Fitness Stream Units

SRFFIT001A	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT002A	Apply basic exercise science to fitness activities	15

Electives Units

Students must complete seven elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Fitness (SRF30201)

Career Opportunities

Aerobic, fitness or aquatic instructor

Course Objective

The course aims to provide training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

Course Duration

The course may be offered on a full-time basis over 1 year (489 nominal hours) or part-time equivalent.

Course Structure

Core Units

Code		Hours
SRXCLS003A	Coordinate interaction with clients	8
SRXCOM003A	Collect and provide information to facilitate communication flow	7
SRXEME003A	Respond to emergency situations	8
SRXIND003A	Apply sport and recreation law	10
SRXIND004A	Establish and maintain an effective industry network	8
SRXORG003A	Coordinate work and work priorities in a sport and recreation organisation	8
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEC003A	Design, develop and produce documents, reports and worksheets using advanced functions	8
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10

Fitness Stream Units

SRFFIT001A	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT003A	Undertake client induction and screening	15
SRFFIT004A	Develop basic fitness programs	20
SRFFIT005A	Apply basic exercise science to fitness instruction	15
SRFFIT006A	Use & maintain core fitness industry equipment	10
SRSSTR001A	Implement sports first aid procedures and apply sports first aid	25
SRXCAI004A	Plan a sport and recreation session for clients	8
SRXCAI005A	Conduct a sport and recreation session for clients	8
SRXFAC001A	Maintain equipment for activities	5
SRXGRP001A	Facilitate a group	8

Fitness Specialisation Elective Units

SRFAER001A	Plan and instruct a group exercise class	20
SRFAQA001A	Instruct water based fitness classes for the general population	65
SRFGYM001A	Instruct fitness activity skills to a client using fitness equipment	20

Electives Units

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Fitness (SRF40201)

Career Opportunities

Personal trainer, aerobic, fitness or aquatic instructor

Course Objective

The course aims to provide advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration

The course may be offered on a full-time basis over one year (743 nominal hours) or part-time equivalent.

Course Structure

Core Units

Code		Hours
SRXCLS004A	Provide advice in order to meet current and anticipated client requirements	7
SRXCOM004A	Source and present information in response to requests	7
SRXOHS002A	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards	12
SRXORG004A	Plan, allocate and evaluate work carried out by teams, individuals and self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with analysis and use of emerging technology	7
SRXTEM005A	Lead, manage and develop work teams	12

Fitness Stream Units

SRFFIT007A	Undertake advanced exercise planning and programming	20
SRFFIT008A	Utilise a broad knowledge of exercise science in exercise planning, programming and instruction	30
SRFFIT009A	Undertake postural screening and appraisal	20
SRFFIT010A	Utilise a broad range of fitness equipment	20
SRFFIT011A	Provide exercise for fitness industry clients with special requirements	20

SRFFIT012A	Utilise an understanding of motivational psychology with fitness clients	20
SRXCAI006A	Organise a sport and recreation program	10
SRXCAI007A	Conduct a sport and recreation program	10
SRXGRP002A	Provide leadership to groups	6

Fitness Specialisation Electives Units

SRFOLD001A	Plan and deliver exercise for older adults	30
SRFPTI001A	Plan and deliver personal training	30
SRFSPP001A	Plan and deliver advanced exercise to specific populations	30

Electives Units

Students must complete four elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Outdoor Recreation(SRO20299)

Career Opportunities

Further study, educational component of traineeship.

Course Objectives

The course aims to provide training for entry-level employees working under direct supervision in the outdoor recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 341 nominal hours or part-time equivalent.

Course Structure

The structure of the course is:

Core units (193 nominal hours)

Code		Hours
PUXEME001A	Provide emergency care	10
SROOPS001A	Implement minimal environmental impact practices	10
SROORE001A	Prepare to participate in a supervised outdoor activity requiring basic skills	6
SROORE002A	Participate in a supervised outdoor activity requiring basic skills	8
SRXCAI001A	Assist in preparing sport and recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport and recreation sessions for clients	8
SRXCLS002A	Deliver service to clients	10
SRXCOM001A	Communicate in the workplace	10
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXEME001A	React safely in an emergency and help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND001A	Develop knowledge of the sport and recreation industry	10
SRXIND002A	Develop and implement a career path	10
SRXOHS001A	Follow defined occupational health and safety policy and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG001A	Organise work	10
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEC001A	Operate a computer to gain access to and retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer and printer to produce and print simple documents	10
SRXTEM002A	Support the work team	10
SRXTEM001A	Work in teams	10

Elective Units (totalling 148 nominal hours)

Two clusters of Outdoor Recreation Specialisation units selected from:

- Abseiling – artificial surface
- Abseiling – natural surface;
- Bushwalking;
- Canoeing – canoes
- Canoeing – kayaks
- Canoeing – sea kayaks;
- Canyoning;
- Caving;
- Climbing – artificial wall
- Climbing – natural surface;
- Cycling;
- Fishing;
- Horseriding;
- SCUBA;
- Skiing;
- Skitouring;
- Snorkelling;
- Surfing;
- Yachting – ballasted yacht
- Yachting – motor cruisers
- Yachting – sailboards
- Yachting – small boat;
- Sport and Recreation.

as specified in Section 6.3 of the Outdoor Recreation Industry Training Package (SRO99), Australian National Training Authority, 2000.

A minimum of four elective units having regard to relevant units in any nationally endorsed Industry Training Package.

All units are selected by the student, with approval of the Head of Department, and must be relevant to the occupational outcome sought at Australian Qualifications Framework Level 2.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Sport (Career Oriented Participation)(SRS20299)

Career Opportunities

Further study, educational component of traineeship.

Course Objectives

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the sport industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows–

Core Units – (195 nominal hours)

Code		Hours
PUXEMEO01A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	10
SRXIND002A	Develop and implement a career path	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEC002A	Operate a computer and printer to produce simple documents	10
SRXTEM002A	Support the work of a team	10
SRS COP 001A	Prepare for public speaking	10
SRS COP 002A	Plan for and participate in a media interview	10
SRS COP 003A	Demonstrate personal image and presentation skills	5
SRS COP 004A	Develop negotiation skills	10
SRS COP 005A	Demonstrate basic assertive communication skills	10
SRS COP 006A	Complete a tax return	10
SRS COP 007A	Develop a financial goal setting plan	10
SRS COP 008A	Prepare a pre or post event meal	15
SRS COP 011A	Develop an integrated time management plan	10
SRS COP 012A	Develop a travel and accommodation plan	5
SRS COP 013A	Develop a career goal setting plan	5
SRS COP 014A	Prepare to study	5

Sport Specialisation cluster of units (130 nominal hours)

One cluster of sport specialisation units to be selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the –

Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);

Electives Units

Four elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the:

- Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- any other nationally endorsed Industry Training Package related to the industry.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Sport and Recreation (SRO20199)

Career Opportunities

Further study, educational component of sport traineeship

Course Objective

This course aims to provide training for persons working in the administrative and retail sectors of the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a part-time basis over 1 year (323 nominal hours). This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core unit co-requisites and pre-requisites

Code		Hours
SRXEME001A	React safely in an emergency & help prevent emergencies	10
SRXIND001A	Develop knowledge of the sport & recreation industry	10
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20

Core Units

PUXEME001A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND002A	Develop & implement a career path	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEM002A	Support the work of a team	10

Compulsory Stream Units

SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM007A	Select, operate & maintain a range of office equipment to complete a range of tasks	8
SRXADM008A	Organise the copying & collating of documents	10

Elective Units

Five units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Sport and Recreation (SRO30199)

Career Opportunities

Further study

Course Objective

This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 6 months (474 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Code		Hours
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXEME001A	React safely in an emergency & help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND001A	Develop knowledge of the sport and recreation industry	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEM002A	Support the work of a team	10
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer & printer to produce simple documents	10

Core Units

SRXCLS003A	Co-ordinate interaction with clients	8
SRXCOM003A	Collect & provide information to facilitate communication flow	7
SRXEME003A	Respond to emergency situations	8
SRXIND003A	Apply sport & recreation law	10
SRXIND004A	Establish & maintain an effective industry network	8
SRXORG003A	Co-ordinate work & work priorities in a sport & recreation organisation	8
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEC003A	Design, develop & produce documents, reports & worksheets using advanced functions	8
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10

Stream Core Pre-requisite and Co-requisite Units

Code		Hours
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM003A	Apply knowledge of the organisation to Complete routine administration tasks	12
SRXADM004A	Operate a range of office equipment to Complete routine tasks	15
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM007A	Select, operate & maintain a range of office equipment to complete a range of tasks	8

Stream Core Units

SRXADM009A	Maintain information records system to ensure its integrity	TBA
SRXADM010A	Use the advanced functions of a range of Office equipment to complete daily tasks	15
SRXADM011A	Prepare meeting details	10

Elective Units

Five elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Community Recreation(SRC20201)

Career Opportunities

Further study, educational component of traineeship.

Course Objectives

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the community recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 290 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units–(149 nominal hours)

Code		Hours
PUXEMEO01A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND002A	Develop and implement a career path	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEC002A	Operate a computer and printer to produce simple documents	20
SRXTEM002A	Support the work of a team	10

SRC CRD 002A	Apply the principles of community development to community recreation work	15
SRC CRO 002A	Respond to clients at risk	15
SRC CRO 003A	Apply point of sale handling procedures in a recreation setting	10
SRX CAI 001A	Assist in preparing a sport and recreation session for clients	6
SRX CAI 002A	Assist in conducting a sport and recreation session for clients	8

Elective Units

Three elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Community Recreation(SRC30201)

Career Opportunities

Customer service in an aquatic or recreation centre.

Course Objective

This course aims to provide training for people in a customer service role of an aquatic or recreation centre.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 744 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units (totalling 159 nominal hours)

Code		Hours
SRXCLS003A	Coordinate interaction with clients	8
SRXCOM003A	Collect and provide information to facilitate communication flow	7
SRXEME003A	Respond to emergency situations	8
SRXWD003A	Apply sport and recreation law	10
SRXIND004A	Establish and maintain an effective industry network	8
SRXORG003A	Coordinate work and work priorities in a sport and recreation organisation	8
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEC003A	Design, develop and produce documents, reports & worksheets using advanced functions	8
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
SRCCRD002A	Apply principles of community development to community recreation work	15
SRCCRD003A	Promote access, equity and diversity in community recreation	20
SRCCRO004A	Work within a budget for a recreation initiative or program	15
SRXGRP001A	Facilitate a group	8
SRXFAC001A	Maintain equipment for activities	5
SRXRES001A	Educate the public on the safe use of a sport and recreational resource	12

Elective Units

Ten elective units (totalling 585 nominal hours) comprising:

- A minimum of five units, at Australian Qualifications Framework level three, selected from any other endorsed sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of five elective units selected from the units at Australian Qualifications Framework level three in any other industry related Training Package endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Community Recreation(SRC40201)

Career Opportunities

Supervisor.

Course Objectives

This course aims to provide training for people who are supervising individuals or teams in a recreational facility and/or community program.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1043 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units (totalling 184 nominal hours)

Code		Hours
SRXCLS004A	Provide advice in order to meet current and anticipated client requirements	7
SRXCOM004A	Source and present information in response to requests	7
SRXOHS002A	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards	12
SRXORG004A	Plan, allocate and evaluate work carried out by teams, individuals and self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with analysis & use of emerging technology	7
SRXTEM005A	Lead, manage and develop work teams	12
SRCCRD007A	Develop recreation programs	20
SRCCRD008A	Work effectively with government and other key stakeholders	20
SRCCRO005A	Develop a budget for a recreation initiative	20
SRXEME004A	Coordinate emergency response	20
SRXGRP002A	Provide leadership to groups	6
SRXIND005A	Promote compliance with laws & legal principles	12

SRXRES002A	Improve client awareness and implementation of environmental management practices	10

Elective Units

Thirteen elective units (totalling 859 nominal hours) comprising:

- A minimum of six elective units, at Australian Qualifications Framework level four, selected from any other sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of seven elective units selected from the relevant training package.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Recreation(SRC50201)

Career Opportunities

Recreational Manager.

Course Objectives

This course aims to provide training for people who manage policies and procedures for a recreational facility and/or recreational programs.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 1531 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units (totalling 624 nominal hours)

Code		Hours
BSXFMI501A	Manage personal work priorities and professional development	40
BSXFMI502A	Provide leadership in the workplace	40
BSXFMI504A	Participate in, lead and facilitate work teams	40
BSXFMI507A	Manage quality client service	50
SRXCOM005A	Research, prepare and present information	10
SRXIND005A	Promote compliance with laws & legal principles	12
SRXOHS003A	Establish, maintain and evaluate Occupational Health and Safety system in order to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and clients	15
SRXORG007A	Develop teams and individuals to enhance performance	12
SRXTEM006A	Create, maintain and enhance effective working relationships	8
BSXFMI505A	Manage operations to achieve planned outcomes	50
CHCCD14A	Implement a community development strategy	70
SRCCRD007A	Develop recreation programs	20
SRCCRD008A	Work effectively with government and other key stakeholders	20
SRCCRO011A	Implement a sales system for a recreation facility or organisation	20
SRCCRO012A	Manage contracts	30
SRXADM014A	Manage and coordinate projects	30
SRXFAC005A	Coordinate facility and equipment acquisition and maintenance	15
SRXFIN007A	Monitor and control disbursements within a given budget	20
SRXGOV004A	Work effectively with the Board of an organisation	25
SRXHRM001A	Manage volunteers	20
SRXHRM002A	Participate in staff selection to ensure team goals are achieved	15
SRXMKT003A	Promote organisation's activities	15
SRXMKT004A	Analyse and respond to changing markets	15
SRXPLA004A	Evaluate organisation's activities	20
SRXRES005A	Achieve an efficient use of resources	12

Elective Units

- Elective units (totalling 907 nominal hours) selected from the list of relevant units in the Community Recreation Industry Training Package SRC01 (Version 1.00, 2001);
- the units at Australian Qualifications Framework level five units, selected from any of the nationally endorsed Sport and Recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training;
- the Australian Qualifications Framework level five units in any other nationally endorsed Industry Training Package related to the industry.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Sport and Recreation (SRO40199)

Career Opportunities

Sports administration officer

Course Objective

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Course Duration

The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Code		Hours
SRXCLS002A	Deliver service to clients	10
SRXCLS003A	Co-ordinate interaction with clients	8
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect & provide information to facilitate communication flow	7

SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXORG003A	Co-ordinate work & work priorities in a sport & recreation organisation	8
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEC003A	Design, develop & produce documents, reports & worksheets using advanced functions	8
Core Units		
SRXCLS004A	Provide advice in order to meet current & anticipated client requirements	7
SRXCOM004A	Source & present information in response to requests	7
SRXOHS002A	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standards	12
SRXORG004A	Plan, allocate & evaluate work carried out by teams, individuals & self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with the analysis & use of emerging technology	7
SRXTEM005A	Lead, manage & develop work teams	12
Stream Core Pre-requisite and Co-requisite Units		
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8
Stream Core Units		
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXTEC005A	Assist in the maintenance of a computer system	40
SRXTEC006A	Customise & maintain software	30

Elective Units

Eight elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Sport and Recreation (SRO50199)

Career Opportunities

Sports administration officer

Course Objectives

This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration

The course may be offered on a full-time basis over two years (936 nominal hours) or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Code		Hours
SRXCOM002A	Receive & pass on information to facilitate routine communication	10
SRXCOM003A	Collect & provide information to facilitate communication flow	7
SRXCOM004A	Source & present information in response to requests	7
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
SRXTEM005A	Lead, manage & develop work teams	12
Core Units		
BSXFMI501A	Manage personal work priorities & professional development	40
BSXFMI502A	Provide leadership in the workplace	40
BSXFMI504A	Participate in, lead & facilitate work teams	40
BSXFMI507A	Manage quality customer service	50
SRXCOM005A	Research, prepare & present information	10
SRXIND005A	Promote compliance with laws & legal principles	12
SRXOHS003A	Establish, maintain & evaluate Occupational Health & Safety systems in order to ensure the workplace is, as far as practicable, safe & without risks to health of employees & clients	15
SRXORG007A	Develop teams & individuals to enhance performance	12
SRXTEM006A	Create, maintain & enhance effective working relationships	8
Stream Core Pre-requisite and Co-requisite Units		
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC005A	Assist in the maintenance of computer system	40
SRXTEC006A	Customise & maintain software	30
Stream Core Units		
SRXADM014A	Manage & co-ordinate projects	30
SRXADM015A	Establish & maintain a records system to ensure integrity of the system	40
SRXADM016A	Establish & maintain library/resource collection	20
SRXADM017A	Plan & establish administration systems & procedures	24
SRXADM018A	Review office administration procedures & processes to meet changing demands	15
SRXADM019A	Manage the meeting process	15
SRXTEC007A	Manage the establishment & maintenance of a work group network	30

Elective Units

Ten elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Sports (Development) (SRS40399)

Career Opportunities

Sports coach, sports official, sports administrator

Course Objective

This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Course Duration

The course may be offered on a full-time basis over 1 year (1032 nominal hours) or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Code		Hours
SRXCLS002A	Deliver service to clients	10
SRXCLS003A	Co-ordinate interaction with clients	8
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect & provide information to facilitate communication flow	7
SRXCOM004A	Source & present information in response to requests	7
SRXOHS002A	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standard	12
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXORG003A	Co-ordinate work & work priorities in a sport & recreation organisation	8
SRXORG004A	Plan, allocate & evaluate work carried out by teams, individuals & self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEC003A	Design, develop & produce documents, reports & worksheets using advanced functions	8
SRXTEC004A	Assist with the analysis & use of emerging technology	7
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM005A	Lead, manage & develop work teams	12

Development Stream Pre-requisite and Co-requisite Units

PUXEMEO01A	Provide emergency care	10
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8
SRXCAI001A	Assist in preparing sport & recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport & recreation session for clients	8
SRXCAI003A	Provide equipment for activities	7
SRXCOM001A	Communicate in the workplace	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXORG001A	Organise work	10
SRXOHS001A	Follow defined Occupational Health & Safety policy & procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXTEM001A	Work in teams	10

Development Stream Units

SRSCOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30
SRSCOA002A	Plan individualised training programs to improve skills	40
SRSCOA003A	Conduct, monitor & adjust an individualised program of training sessions to improve skills	20
SRSCOA004A	Evaluate, analyse & modify the conduct & outcomes of individualised training programs to improve skills	45
SRSCOA005A	Include special interest groups or people with Special needs	15
SRSCOA006A	Implement fundamental principles of sport psychology	15
SRSCOA007A	Provide information about the fundamental Principles of eating for peak performance	15
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRSOFF002A	Apply rules & regulations to conduct games & competitions	15
SRSOFF004A	Apply self reflection techniques to evaluate & modify officiating performance	15
SRSOFF005A	Resolve conflict related to officiating	15
SRSOFF006A	Develop a fitness program for officials	20
SRSSTR001A	Implement sports first aid procedures & apply sports first aid	25
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXADM014A	Manage & co-ordinate projects	30
SRXADM015A	Establish & maintain a records system to ensure integrity of system	40
SRXCAI004A	Plan a sport & recreation session for clients	8
SRXCAI005A	Conduct a sport & recreation session for clients	8
SRXGRP001A	Facilitate a group	8

Elective Units

Nine elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Sport (Development) (SRS50399)

Career Opportunities

Sports coach, sports official, sports administrator

Course Objective

This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration

The course may be offered on a full-time basis over two years (1400 nominal hours) or part-time equivalent.

Course structure

Core Units

Code		Hours
BSXFMI501A	Manage personal work priorities and professional Development	40
BSXFMI502A	Provide leadership in the workplace	40
BSXFMI504A	Participate, lead and facilitate work teams	40
BSXFMI507A	Manage quality client service	50
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect and provide information to facilitate communication flow	7
SRXCOM004A	Source and present information in response to requests	7
SRXCOM005A	Research, prepare and present information	10
SRXIND005A	Promote compliance with laws & legal principles	12
SRXOHS003A	Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients	15
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXORG007A	Develop teams and individuals to enhance performance	12
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
SRXTEM005A	Lead, manage and develop work teams	12
SRXTEM006A	Create, maintain and enhance effective working relationships	8

Development Stream Units

PUXEME001A	Provide emergency care	10
SRSCOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30
SRSCOA007A	Provide information about the principles of eating for peak performance	15
SRSCOA011A	Work with officials	10
SRSCOA012A	Provide information regarding drugs in sport issues	5
SRSCOA013A	Support clients to adopt the principles of sports psychology	20
SRSCOA014A	Support clients to adopt the principles of eating for peak performance	10
SRSCOA015A	Monitor coach welfare	10
SRSCOA016A	Implement recovery training programs	25
SRSNET001A	Interpret and apply the fundamental rule of netball at the beginner level	10
SRSNET002A	Use basic communication strategies to umpire netball at the beginner level	10
SRSNET003A	Demonstrate fundamental positioning skills relevant to umpire netball at the beginner level	10
SRSNET004A	Teach and develop the fundamental skills of netball	35
SRSOFF001A	Operate in accord with accepted officiating practices, styles and legal and ethical responsibilities to manage risk	25
SRSOFF004A	Apply self reflection techniques to evaluate and modify officiating sessions	15
SRSOFF005A	Resolve conflict related to officiating	15
SRSOFF006A	Develop a fitness program for officials	20
SRSOFF007A	Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance	15
SRSOFF008A	Manage conflict related to officiating	15
SRSOFF009A	Plan, implement and evaluate a fitness and recovery program for officials	20
SRSSAC001A	Teach or develop basic skills of strength and conditioning	60
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to and security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the Organisation	5
SRXADM006A	Process and analyse information to provide access to and security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM014A	Manage and coordinate projects	30
SRXADM015A	Establish and maintain a records system to ensure integrity of the system	40
SRXADM016A	Establish and maintain library/ resource collection	20
SRXADM017A	Plan and establish administration systems and procedures	24
SRXADM018A	Review administration procedures and processes to meet changing demands	15
SRXADM019A	Manage the meeting process	15
SRXCAI001A	Assist in preparing sport and recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport and creation sessions for clients	8
SRXCAI003A	Provide equipment for activities	7
SRXCAI004A	Plan a sport and creation session for clients	8
SRXCAI005A	Conduct a sport and creation session for clients	8
SRXCAI008A	Plan and prepare an individualised long-term training programs	20
SRXCAI009A	Conduct, monitor and adjust individualised long-term training programs	20
SRXCAI010A	Evaluate, analyse and modify long-term and/or high performance individualised training programs	20
SRXCOM001A	Communicate in the workplace	10
SRXEME001A	React safely in an emergency and help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG001A	Organise work	10
SRXORG004A	Plan, allocate and evaluate work carried out by teams, individuals and self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15

SRXTEC005A	Assist in the maintenance of a computer system	40
SRXTEC006A	Customise and maintain software	30
SRXTEC007A	Manage the establishment and maintenance of a Work group network	30
SRXTEM001A	Work in teams	10

Elective Units

Students must complete seven elective units selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the relevant Sport Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Sport (Coaching)(SRS50299)

Career Opportunities

Golf Industry.

Course Objectives

The course aims to provide training for established coaches and/or participants of golf who wish to teach and/or develop advanced skills in golf and work in the golf industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. In addition, preference will be given to applicants who have an Australian Golfing Union handicap of 20 for men or 36 for women.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis of 2122 nominal hours two or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core pre-requisites and co-requisites units (totalling 73 nominal hours)

Code		Hours
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect and provide information to facilitate communication flow	7
SRXCOM004A	Source and present information in response to requests	7
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
SRXTEM005A	Lead, manage and develop work teams	12

Core units (totalling 227 nominal hours)

BSXFMI501A	Manage personal work priorities and professional development	40
BSXFMI502A	Provide leadership in the workplace	40
BSXFMI504A	Participate, lead and facilitate work teams	40
BSXFMI507A	Manage quality client service	50
SRXCOM005A	Research, prepare and present information	10
SRXIND005A	Promote compliance with laws & legal principles	12
SRXOHS003A	Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients	15
SRXORG007A	Develop teams and individuals to enhance performance	12
SRXTEM006A	Create, maintain and enhance effective working relationships	8

Coaching stream pre-requisites and co-requisites (257 nominal hours)

PUXEME001A	Provide emergency care	10
SRSCOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30
SRSCOA016A	Implement recovery training programs	25
SRSSAC001A	Teach or develop basic skills of strength and conditioning	60
SRXCAI001A	Assist in preparing sport and recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport and recreation sessions for clients	8
SRXCAI003A	Provide equipment for activities	7
SRXCAI004A	Plan a sport and recreation session for clients	8
SRXCAI005A	Conduct a sport & recreation session for clients	8
SRXCAI008A	Plan and prepare an individualised long-term training program	20
SRXCAI009A	Conduct, monitor and adjust individualised long-term training programs	20
SRXCOM001A	Communicate in the workplace	10
SRXEME001A	React safely in an emergency and help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXOHS001A	Follow defined OH&S policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG001A	Organise work	10
SRXTEM001A	Work in teams	10

Coaching stream (totalling 145 nominal hours)

SRSCOA017A	Implement water based training programs	10
SRSSAC002A	Teach or develop intermediate skills of strength and conditioning	40
SRSSAD003A	Implement a talent identification program	20
SRSSAD010A	Establish selection policies for activities	15
SRXCAI010A	Evaluate, analyse and modify long-term and/or high performance individualised training programs	20
SRXCAI011A	Plan and prepare for clients to meet the needs of high level participation	20
SRXCAI012A	Conduct, monitor and adjust high performance individualised training programs	20

Golf specialisation pre-requisites and co-requisites (180 nominal hours)

SRXMKT001A	Plan & implement services to meet client needs	10
SRXPLA001A	Develop a strategic plan	25
SRXPLA002A	Prepare an operational plan	15
SRXPLA003A	Develop and implement policy and procedures	20
SRXPLA004A	Evaluate organisation's activities	20
WRRI.4A	Maintain stock control	18
WRRO.2A	Manage sales and delivery service	36
WRRO.5A	Control inventory	36

Golf specialisation units (totalling 385 nominal hours)

SRSGOL001A	Teach and/or develop advanced skills of golf	80
SRSGOL002A	Apply the advanced tactics and strategies of golf in a competitive situation	60
SRSGOL003A	Undertake advanced appraisal and alteration of equipment in golf	70
SRSGOL004A	Perform the advanced skills, tactics and strategies or professional golf in a competitive situation	120
SRSGOL005A	Manage the format and results of golf competitions and tournaments	20
SRSGOL006A	Develop and manage junior development programs in golf	20
SRSGOL007A	Manage on course golf shop operations	15

Elective Units

12 elective and corresponding elective co-requisite and pre-requisite units (totalling 1,240 nominal hours) selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the relevant Sport Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Sports Science (Golf)(3113SRG35)

Career Opportunities

Coaching operations.

Course Objectives

The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration

The course may be offered on a full-time basis over 648 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure

The structure of the course is as follows:

Code		Hours
SRG01	English Language Studies 1	256
SRG02	Computer Studies	56
SRG03	Skill Acquisition	24
SRG04	Anatomy	40
SRG05	Professional Golf Management 1	64
SRG06	First Aid	8
SRG07	Movement Efficiency	16
SRG08	Training Principles 1	16
SRG09	Nutrition for Sport	16
SRG10	Sports Psychology 1	16
SRG11	Sports Coaching 1	40
SRG12	Golf Practicum 1	96

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Sports Science (Golf)(3113SRG36)

Career Opportunities

Coaching Operations.

Course Objectives

The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration

The course may be offered on a full-time basis over 1296 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure

The structure of the course is as follows:

Code		Hours
SRG01	English Language Studies 1	256
SRG02	Computer Studies	56
SRG03	Skill Acquisition	24
SRG04	Anatomy	40
SRG05	Professional Golf Management 1	64
SRG06	First Aid	8
SRG07	Movement Efficiency	16
SRG08	Training Principles 1	16
SRG09	Nutrition for Sport	16
SRG10	Sports Psychology 1	16
SRG11	Sports Coaching 1	40
SRG12	Golf Practicum 1	96
SRG13	English Language Studies 2	256
SRG14	Instructional Skills	32
SRG15	Physical Development & Performance Factors	16
SRG16	Professional Golf Management 2	64
SRG17	Sports Trainer	32
SRG18	Foundations of Sport Science	48
SRG19	Biomechanics	16
SRG20	Training Principles 2	16
SRG21	Technology in Training	16
SRG22	Sports Psychology 2	16
SRG23	Sports Coaching 2	40
SRG24	Golf Practicum 2	96

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Racing (Greyhound)– Kennelhand Level 1(RGR20398)

Career Opportunities

Greyhound Racing Kennelhand.

Course Objective

The course aims to provide training for students in the daily operations of greyhound racing kennels that are under general supervision of a trainer or kennel foreman.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.
- Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 225–240 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code	
RGRCOMST06A	Apply Occupational Health and Safety Procedures
RGRCOMST07A	Handle Greyhounds Safely 1
RGRCOMST08A	Work Effectively in the Racing Industry 1
RGRCOMST09A	Care for Greyhounds;

Elective Units

One unit selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the Victorian Implementation Guide for the Racing Industry Training Package (published April 1999) and the Racing Industry Training Package (published June 1998).

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Racing (Greyhound) – Kennelhand Level 2(RGR30598)

Career Opportunities

Greyhound Kennelhand.

Course Objectives

This course aims to provide training for persons in charge of the daily operations of a greyhound racing kennel.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.
- Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over 325–373 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
RGRCOMST06A	Apply Occupational Health & Safety Procedures	50
RGRCOMST07A	Handle Greyhounds Safely 1	30
RGRCOMST08A	Work Effectively in the Racing Industry 1	50
RGRCOMST09A	Care for Greyhounds	70
RGRCOMS/010A	Handle Greyhounds Safely 2	25
RGRCOMST011A	Work Effectively in the Racing Industry 2	40

Elective Units

One-two units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Racing Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

Career Opportunities

Athlete Career Education Adviser, professional Sport Welfare Officer, Career Counsellor.

Course Objectives

The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

Entry Requirements

To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 230 hours or part-time equivalent.

Course Structure

The structure of the course is as follows –

Core Modules

Code		Hours
VBK954	Counselling Foundations for working with Elite Performers	50
VBK955	Career Planning for Elite Performers	50
VBK956	Application of Principles and Practice	80

Elective Modules

One elective unit selected by the student, with the approval of the Head of Department, from the following units:

VBK957	The Elite Performance Sport Environment	50
VBK958	The Elite Performance Music Environment	50
VBK959	The Elite Performance Dance Environment	50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

School of Hospitality and Personal Services

The School of Hospitality & Personal Services comprises the following:

- Hospitality and Tourism
- Personal Services
- Wholesale/Retail Unit
- Short Course Centre

Each Department offers a broad range of TAFE courses that provide training in competencies relevant to the needs of individuals and the industries in which they are, or will be employed. Additionally, articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels. The Short Course Centre offer hobby, leisure and short vocational courses.

Courses are offered at the City King, Footscray Nicholson, Melton, Werribee and Sunbury campuses of the University. Training is also delivered in a variety of industry settings.

Excellent learning facilities are available to students across all of the School's programs. The latest information technology and library facilities are available to all students. Classrooms, laboratory spaces and salons are fully equipped to facilitate training to the highest industry standards.

The School has strong links with industry that ensures training is up to date and relevant. All TAFE courses are developed in conjunction with industry. The majority of courses also combine concurrent work experience or supervised industry placement. This approach enriches the learning experiences of students and provides the opportunity to apply newly developed skills and knowledge in a work environment.

The School provides diversity of choice in study options. Whether you are a school leaver, an apprentice, mature age applicant interested in full-time or part-time study, seeking an initial qualification or upgrading existing skills, we would be happy to respond to your enquiries regarding training options. Suggestions for new courses are also welcome.

Departments in the School are actively involved in VET in Schools programs in association with secondary schools in the region. Qualification achieved via VET in Schools programs automatically receive credit transfer into related TAFE courses when students enrol at Victoria University.

Kathy Whye
Associate Director
Head, School of Hospitality & Personal Services

Short Course Centre

Through the Short Course Centre, a wide range of programs are offered to the community and industry. These short course programs provide an opportunity for people to undertake courses they have always wanted to study, at times convenient to them.

Short course programs range from vocational courses for those wishing to enhance or upgrade their skills for employment purposes, to courses leading to further studies and personal enrichment and leisure courses.

All of the short courses feature:

- Victoria University accreditation;
- A Statement of Completion;
- A wide selection of options and dates;
- Workshop style training;
- Experienced trainers;
- Quality courseware.

Victoria University can also provide many short courses as in-house training programs for personnel, using workplace facilities. We can customise special programs to meet organisation's specific requirements. These customised special programs can be presented at our training facilities or at your workplace. Special group prices and delivery arrangements can be negotiated for individual companies that provide ten or more enrolments.

Short courses on offer:

- Airbrushing
- Art, Design & Multimedia
- Beauty Therapy
- Boatbuilding
- Business
- Call Centre Training
- Career Management
- Computing and Office Skills
- Decorating
- Electrotechnology
- Garden
- Health and Lifestyle
- Home Improvement
- Hospitality
- Languages
- Legal
- Make-up and Modelling
- Massage
- Medical Terminology
- Personal Development
- Personal Fitness
- Photography
- Professional Development
- Police Entrance Exams
- Real Estate
- Security
- Signwriting
- Sport & Recreation
- Taxi Driver Training
- Travel and Tourism
- Woodwork

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Telephone (03) 9284 7920. Fax (03) 9284 7927. Visit our website at: www.vu.edu.au.

Department of Personal Services

The Department of Personal Services – TAFE conducts a wide range of courses that provide vocational education for a variety of Personal Services occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates I to IV and Diploma courses offered by the department are set out below.

Code	
2211ARC	Certificate II in Modelling (2211ARC)
WRB20199	Certificate II in Nail Technology (WRB20199)
WRB30199	Certificate III in Beauty (WRB30199)
WRB40199	Certificate IV in Beauty Therapy (WRB40199)
WRB50199	Diploma of Beauty Therapy (WRB50199)
3113CBLCAF	Course in Basic Make-Up(3113CBLCAF)
CUE50798	Diploma of Entertainment (Make-Up) (CUE50798)
CUE40898	Certificate IV in Entertainment Make-Up (CUE40898)
WAO350	Diploma of Health Science (Massage) (WAO350)
3113BT002	Certificate IV in Health Science (Remedial Massage) (3113BT002)
3113BT001	Certificate III in Health Science (Therapeutic Massage) (3113BT001)
WRH20100	Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
WRH30100	Certificate III in Hairdressing (WRH30100)
20031VIC	Certificate III in Hairdressing(20031VIC)
WRH40100	Certificate IV in Hairdressing (WRH40100)
WRH50100	Diploma of Hairdressing Salon Management(WRH50100)

In addition to these courses, the Department of Personal Services – TAFE conducts traineeships, Labour Market Programs and training courses for industry.

Jann Fullerton
Head, Department of Personal Services– TAFE

Certificate II in Modelling (2211ARC)

Career Opportunities

Modelling.

Course Objective

The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements

To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

The course is offered on a full-time basis over 12 weeks.

Course Structure

The course consists of 14 modules totalling 340 nominal hours:

Code		Hours
NCS003	Job Seeking Skills	20
VBE625	Communication in the Modelling Industry	17
VBE626	Working in the Modelling Industry	30
VBE627	Lifestyle and Health for the Model	9
VBE628	The Fashion Industry	10
VBE629	Selection and Care of Fashion Garments for the Model	10
VBE630	Image Making for the Modelling Assignment – Makeup	30
VBE631	Image Making for the Modelling Assignment – Hair	21
VBE632	Image Making for the Modelling Assignment – Nails	9
VBE633	Techniques for Catwalk Modelling	60
VBE634	Movement to Music for the Catwalk	33
VBE635	Creative Expression for the Model	24
VBE636	Photographic Modelling Techniques	27
VBE637	Practicum	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Nail Technology (WRB20199)

Career Opportunities

Nail technician manicurist.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in manicare, pedicare, nail enhancement and nail technology needs; laws, regulations, Acts, professional associations and unions governing the profession; provide a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Applicants may be selected from interview.

Course Duration

This course may be offered on a full-time basis over 15 weeks.

Course Structure

Students must complete all of the 8 core units and all the units from the Nail Technology Stream Options.

Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
Nail Technology Stream		
WRB17A	Provide Manicare and Pedicare Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15

Note: The following unit will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these Units.

WRBX1	Nail Science	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Beauty (WRB30199)

Career Opportunities

Beauty therapist, beautician.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; the knowledge, practical skills and techniques to perform, advise and counsel clients in waxing, manicare and pedicare, artificial nails and nail art, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; the structure and function of the skin, hair and nails, products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of cosmetology. This course provides substantial articulation with the Certificate IV in Beauty Therapy (WRB40199) and the Diploma of Beauty Therapy (WRB50199) also offered by Victoria University.

Entry Requirements

No specific pre-requisites, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Selection is via aptitude test followed by interview.

Course Duration

This course is delivered on a full-time basis over 20 weeks.

Course Structure

Students must complete all of the 13 core units and the 5 units from the Beauty Options.

Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WR0B3A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash and Brow Treatments	20
WRB16A-A	Provide Temporary Epilation and Bleaching Treatments	80
WRB16A-B	Skin Biology	20

Note: the following units will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these Units.

Beauty Options

WRB17A	Provide Manicare and Pedicare Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15
WRB21A	Design and Apply Make-Up	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Beauty Therapy (WRB40199)

Career Opportunities

Beauty therapist, beautician.

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicare and pedicare, facials, body treatments, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. The course provides a recognised credential and, where appropriate, credits in the Diploma of Beauty Therapy (WRB50199) and in related National Retail Competencies.

Entry Requirements

To qualify for admission to this course participants will need to have achieved Year 11 or equivalent and have the literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed Year 11 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview.

Course Duration

This course is delivered on a full-time basis over 1 year. The course is delivered via a mixture of flexible learning, traditional class teaching and work integrated learning. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all units.

Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash & Brow Treatments	20
WRB16A-A	Provide Temporary Epilation and Bleaching Treatments	80
WRB16A-B	Skin Biology	20
WRB17A	Provide Manicare & Pedicare Service	40
WRB24A-A.1	Anatomy & Physiology A	41
WRB24A-A.2	Nutrition	20
WRB24A-B.1	Skin	42
WRB24A-B.2	Anatomy & Physiology B	41
WRB24A-C	Assessment During Facial Treatments	9
WRB25A-A	Provide Facials Treatments	122
WRB25A-B	Skin Disorders	30
WRB27A	Provide Body Treatments	116
WRB21A	Design & Apply Make Up	40
WRB26A-A	Provide Advanced Facial Treatments	80
WRB26A-B	Cosmetic Chemistry	41

WRB26A-C	Basic Electricity	24
WRB40A	Provide a Safe Working Environment	36

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Beauty Therapy (WRB50199)

Career Opportunities

Beauty Therapist.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicare and pedicare, massage, facials, aromatherapy, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests

followed by an interview.

Course Duration

This course is delivered on a full-time basis over 18 months or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all units.

Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash and Brow Treatments	20
WRB16A-A	Provide Temporary Epilation and Bleaching Treatments	80
WRB16A-B	Skin Biology	20
WRB17A	Provide Manicare and Pedicare Services	40
WRB21A	Design and Apply Make-Up	40
WRB22A	Design and Apply Make-Up for Photography	40
WRB23A	Design and Apply Remedial Camouflage	30
WRB24A-A.1	Anatomy and Physiology A	41
WRB24A-A.2	Nutrition	20
WRB24A-B.1	Skin	42
WRB24A-B.2	Anatomy and Physiology B	41
WRB24A-C	Assessment during Facial Treatments	9
WRB25A-A	Provide Facial Treatments	122
WRB25A-B	Skin Disorders	30
WRB26A-A	Provide Advanced Facial Treatments	80
WRB26A-B	Cosmetic Chemistry	41
WRB26A-C	Basic Electricity	24
WRB27A	Provide Body Treatments	116
WRB28A	Provide Aesthetic Aromatherapy Massage	60
WRB29A-A	Provide Permanent Epilation A	80
WRB29A-B	Provide Permanent Epilation B	80
WRB32A	Co-Ordinate Work Teams	36
WRB40A	Provide a Safe Working Environment	36
BSX001/A	Evaluate a Business Opportunity	20
BSX002/A	Complete a Business Plan	30
BSX003/A	Address Legal and Administrative Requirements	20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Basic Make-Up(3113CBLCAF)

Delivery Mode

This is an internally approved course. This course is offered on a fee-for-service basis.

Career Opportunities

Make-up.

Course Objective

The course aims to develop student's skills in make-up application for personal use or to complement an existing qualification, eg. Certificate II in Retail Operations.

Entry Requirements

There are no special educational entry requirements for the course. Applicants will be required to posses an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a period of four weeks (129 hours) or part-time equivalent.

Course Structure

The structure of the course is as follows

- Facial Analysis
- Commercial and Professional Make-up design
- Image Making for Day and Evening
- Occupational Health and Safety 1
- Design Concept Presentation – Bridal

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Entertainment (Make-Up) (CUE50798)

incorporating

Certificate IV in Entertainment Make-Up (CUE40898)

Career Opportunities

Employment in the film, video, television, theatre, photographic and fashion industries.

Course Objectives

This course aims to provide training in all aspects of make-up techniques and underpinning knowledge including occupational health and safety procedures. Study begins with morphology, the study of facial structure, which leads into colour, design and lighting effects. Fashion, catwalk and photographic make-up techniques, also airbrushing and creative design applications on the face and body. Period and retro make-up by way of research, theory and practice. Stage and screen make-up principles by way of script analysis, continuity and character breakdowns including the design and application of special effects and prosthetics.

Complementing the make-up techniques the course also offers fashion hair styling, wig making and maintenance and the manufacture of hairpieces.

The professional freelance make-up artist requires business management and on set protocol which is a must. Completing the course with a professional photo shoot and portfolio.

Entry Requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

Course Duration

The course may be offered on a full-time basis over one year full time.

Course Structure

The full time course has 24-student contact hours and 6 non-contact hours per week. Hours include lectures, practical work, flexible learning and research.

Certificate IV

Core Units

Code		Hours
CUEMUP2A	Design, apply and remove period make-up	160
CUEOHS1A	Implement workplace health, safety and security procedures	10

Elective Units

CUEMUP5A	Dress (style) wigs	60
CUEWRH19A	Maintain wigs and hairpieces	60
CUEWRH20A	Make wigs	140
WRB01A	Communicate with clients	36
WRB06A	Sell beauty products	18
WRB15A	Provide lash and brow treatment	20
WRB21A	Design and apply make-up	40
WRB22A	Design and apply make-up for photography	40
WRB23A	Design and apply remedial camouflage	30
	Total Hours	614

Diploma

Core Units

023/01	Evaluate a business opportunity	20
023/02	Complete a business plan	30
023/03	Address legal and administrative requirements	20
023/04	Address customer requirements	30
023/05	Manage business operations	30
023/07	Manage finances	40
023/08	Review business	20
CUEMUP3A	Design, apply and remove specialised make-up	160

Elective Units

CUEDES1A	Develop the design	60
CUEDES2A	Present and negotiate design	60
CUEMUP4A	Design, apply and remove special effects make-up	160
CUESMT2A	Prepare for rehearsal	140
	Total Hours	770

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Health Science (Massage)(WAO350)

incorporating

Certificate IV in Health Science (Remedial Massage)(3113BT002)

Certificate III in Health Science (Therapeutic Massage)(3113BT001)

The Certificate III and IV in Health Science Massage are both internally accredited awards.

Course Opportunities

Massage Industry.

Course Objectives

This course aims to provide training in massage techniques, a range of health issues, research principles, and some complementary modalities.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 12 or equivalent or be of mature age;
- be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write printed information in English; and
- attend an interview and be offered a place in the course.

Course Duration

The Diploma may be offered on a full-time basis during the day over three semesters or part-time at night over 3 years (1216 nominal hours).

Course Structure

Students must successfully complete all stages as outlined below, to receive the Diploma of Health Science (Massage) (WAO350). The structure of the course is as follows:

Stage 1

Core Units

Code		Hours
BT48851	Fundamentals of Anatomy and Physiology	51
BT62008	Personal Communication Skills	51
BT62240	Massage 1	51
BT62013	Massage Practice 1	61
BT62018	Business Procedures 1G	34
BT62259	Anatomy & Physiology for Massage Therapists	51
BT62501	Postural Massage Techniques	51
BT62502	Postural Massage Practical	68

Upon successful completion of all stage 1 modules and a current level 2 First Aid Certificate, students may exit with the internally accredited award Certificate III in Health Science (Therapeutic Massage)(3113BT001)

Stage 2:

Core Units

BT62019	Life Skills Development	51
BT62277	Surface Anatomy	51
BT62301	Theory of Movement	51
BT62500	Nutrition for Massage Therapists	51
BT62503	Applied Principles Transverse Friction/Deep Tissue Techniques	24
BT62505	Advanced Massage Techniques	51
BT62506	Trigger Point Therapy & Massage for Joints	51
BT62016	Physiology of Exercise	51

BT48657	Pathology 1	34
BT62508	Restorative Practicum	46

Upon successful completion of all stage 1 & 2 modules and a current level 2 First Aid Certificate, students may exit with the internally accredited award Certificate IV in Health Science (Remedial Massage)(3113BT002)

Stage 3

Core Units

BT20099	Contemporary Health Issues	51
BT62310	Principles of Foot Reflexology	34
BT62338	Professional Skills & Ethics	34
BT62374	Principles of Acupressure	34
BT62504	Applied Principles of Alexander & Trager Technique	27
BT62509	Sport & Recreation Massage	51
BT62507	Clinical Practice	21
BT62510	Massage Research Project	51

Elective Units

Plus Thirty four (34) nominal hours of elective units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant curriculum document.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Hairdressing (WRH20100)[Pre-Apprenticeship]

Career Opportunities

Hairdresser.

Course Objectives

The course aims to provide pre-vocational training for individuals wishing to work in the Hairdressing Industry.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Selection is via aptitude test and interview.

Course Duration

The course may be offered on a full-time and part-time basis over 174 hours.

Call 9284 7854 for commencement dates.

Course Structure

The structure of the course is a follows:

Code		Hours
WRH01A	Maintain a safe, clean and efficient work environment	30
WRH02A	Communicate in the workplace	30
WRH03A	Receive and direct clients	20
WRH04A	Prepare clients for salon services	10
WRH05A	Co-ordinate salon tasks	10
WRH06A	Remove chemicals from hair	20
WRH07A	Schedule and check-out clients	36
WRRS1B	Sell products and services	18

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hairdressing (WRH30100)

Career Opportunities

Hairdresser.

Offers training as:

- Apprenticeship;
- Full-time Training;–Full fee paying
- Reskilling;
- English for Occupational Purposes.
- Australian Qualification;

Hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Course Objectives

The course aims to provide training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996).

Applicants enrolling as an apprentice must be over 15 years of age, be employed in the industry and indentured to a tradesperson, having been selected by that tradesperson on the basis of having appropriate aptitude for and attitudes towards hairdressing.

Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressers to the industry.

Course Duration

The course may be offered on a full-time and part-time basis over 740-760 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
WRH01A	Maintain a safe, clean and efficient work environment	30
WRH02A	Communicate in the workplace	30
WRH03A	Receive and direct clients	20
WRH04A	Prepare clients for salon services	10
WRH05A	Co-ordinate salon tasks	10
WRH06A	Remove chemicals from hair	20
WRH07A	Schedule and check-out clients	36
WRH09A	Consult with clients and diagnose scalp and hair conditions	10
WRH10A	Treat hair and scalp	10
WRH11A	Cut hair	170
WRH12A	Dress (style) hair	135
WRH13A	Perform permanent wave and chemical relaxation services	90
WRH14A	Colour hair	115
WRH15A	Co-ordinate salon team	36
WRRS1B	Sell products and services	18

Optional Unit

WRH22A	Perform a face shave	20

The optional unit will be selected by the student in consultation with her/his employer depending on work requirements and is subject to approval by the Head of Department.

Australian Qualification

For Applicants who want to apply for Australian Qualification, they need to apply to be tested with:

Ms Helga Biezen
Hairdressing Programs
City King Campus
Victoria University of Technology
PO Box 197
Footscray VIC 3011

Call 9284 7894 for an appointment for Australian Qualification.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hairdressing(20031VIC)

Career Opportunities

Hairdresser.

Course Objective

The course aims to provide the knowledge and skills required for those seeking employment in the Hairdressing Industry as a hairdresser.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 740-760 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows :

Core Unit

Code		Hours
WRH01A	Maintain a safe, clean and efficient work environment	30
WRH02A	Communicate in the workplace	30
WRH03A	Receive and direct clients	20
WRH04A	Prepare clients for salon services	10
WRH05A	Co-ordinate salon tasks	10
WRH06A	Remove chemicals from hair	20
WRH07A	Schedule and check-out clients	36
WRRS1B	Sell products and services	18
WRH09A	Consult with clients and diagnose hair and scalp conditions	10
WRH10A	Treat hair and scalp	10
WRH11A	Cut hair	170
WRH12A	Dress (style) hair	135
WRH13A	Perform permanent wave and chemical relaxation services	90
WRH14A	Colour hair	115
WRH15A	Co-ordinate salon team	36

Elective Units

Students may elect to undertake the following optional unit:

WRH22A Perform a face shave 20

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Hairdressing (WRH40100)

Career Opportunities

Trainer, supervisor, specialist hairdresser, manager and/or owner.

Course Objectives

The course aims to provide training to hairdressers requiring a post-trade qualification.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired the Certificate III in Hairdressing or equivalent, plus literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Course Duration

The course may be offered on a part-time basis over140-390 hours.

Call 9284 7877 for commencement dates.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
BSZ402A	Conduct assessment	15
BSZ407A	Deliver Training Sessions	50

Elective Units

Four units from any of the following elective streams:

Beauty Stream		
WRB14A	Pierce ears	20
WRB15A	Provide lash and brow treatments	20
WRB16A	Provide temporary epilation and bleaching treatments	100
WRB17A	Provide manicare and pedicare service	40
WRB21A	Design and apply make up	40
Hairdressing Stream		
WRH16A	Provide specialist hair design services	60
WRH17A	Provide specialist hair colour services	40
WRH18A	Provide specialist hair styling services	20
WRH22A	Perform a face shave	20
Small Business Stream		
WRH34A	Supervise staff and the salon	30
WRH35A	Maintain customer relations	36
WRRPM2A	Recruit and select staff	36
WRRPM3A	Lead and manage people	30

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Hairdressing Salon Management(WRH50100)

Career Opportunities

Hairdressing Salon Manager.

Course Objective

The course aims to provide the skills and knowledge required to manage a hairdressing salon.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over 397–537 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units (totalling 192 nominal hours)

Code		Hours
WRH34A	Supervise staff and the salon	30
WRH35A	Maintain customer relations	36
WRRPM2A	Recruit and select staff	36
WRRPM3A	Lead and manage people	30
BSX023\02	Complete a business plan	30
BSX023\05	Manage business operations	30

Elective Units

Six units (totalling 205–345 nominal hours) selected by the student, with the approval of the Head of Department, from the following

BSX023\01	Evaluate a business opportunity	20
BSX023\03	Address legal and administrative requirements	20
BSX023\07	Manage finances	40
BSZ503A	Design and establish the assessment system	40
BSZ504A	Manage the training and assessment system	40
BSZ505A	Evaluate the training and assessment system	45
BSXFMI503A	Establish and manage effective workplace relationships	60
BSXFMI504A	Participate in, lead and facilitate work teams	60
BSXFMI505A	Manage operations to achieve planned outcomes	60
BSXFMI507A	Manage quality customer service	60
BSXFMI511A	Contribute to the development of a workplace learning environment	60

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Wholesale/Retail Unit

The Wholesale/Retail Unit–TAFE conducts a wide range of courses that provide vocational education for a variety of wholesale and retail occupations.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

Code	
WRW20101	Certificate II in Wholesale Operations(WRW20101)
WRW30101	Certificate III in Wholesale Operations(WRW30101)
WRW40101	Certificate IV in Wholesale Management(WRW40101)
WRW50101	Diploma of Wholesale Management(WRW50101)
WRR50197	Diploma of Retail Management(WRR50197)
WRR40197	Certificate IV in Retail Management(WRR40197)
WRR30197	Certificate III in Retail Operations(WRR30197)
WRR20197	Certificate II in Retail Operations(WRR20197)
WRR10197	Certificate I in Retail Operations(WRR10197)
WRB20399	Certificate II in Retail Cosmetic Assistant(WRB20399)

Maree Polglaise
Head, Wholesale/Retail – TAFE

Diploma of Wholesale Management (WRW50101)

incorporating

Certificate IV in Wholesale Management (WRW40101)

Certificate III in Wholesale Operations (WRW30101)

Certificate II in Wholesale Operations (WRW20101)

Career Opportunities

Retail, Call Centres, Business Administration and Transport and Distribution.

Course Objective

These courses aim to provide participants with the knowledge and skills required to work predominantly in the Wholesale industry but with links also to Retailing, Call Centres, Transport and Distribution and Business Administration.

Entry Requirements

Generally, entry into Certificates II, III or IV will be via the New Apprenticeship scheme. Those currently working in industry are also encouraged to apply although conditions apply in this instance.

To qualify for the Certificate II course, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. For other certificate levels, successful completion at the previous certificate level or equivalent industry/work experience (as determined by the Department) is required.

Course Duration

On-going starts throughout the year, with 12 months being the normal, maximum duration for Certificate II under a Training Agreement. The traineeship can then be extended by 12 months or less for continuing with Certificate III and by another 12 months or less for Certificate IV.

A course may also be undertaken part-time over 3 years duration (maximum for Certificate II and III).

Course Structure

Certificate II in Wholesale Operations(WRW20101)

This certificate is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business.

To successfully complete this qualification, students need to complete the 9 Core units and 2 Elective units.

Core Units

Code		Hours
WRWPL201A	Access product and service performance data	30
WRWSL201A	Sell products and services to business customers	20
WRWSL203A	Use computers as part of business and e-commerce processes	36
WRWWS201A	Confirm wholesale business practices	21
WRWOP201A	Comply with legislative requirements impacting business activities	30
WRRCS.1A	Communicate in the workplace	63
WRRM.2A	Perform routine housekeeping duties	18
WRRLP.1A	Apply safe working practices	18
WRRER.1A	Work effectively in a retail environment	42
	Total number of hours for Core Units only	278

Elective Units

Students must select 2 elective competencies. At least one must come from the list below, however students may choose to select another competency from any other Training package at Certificate II level.

WRWPS201A	Process purchases	30
WRWMK201A	Provide marketing & promotion program support	30
WRWMK202A	Conduct telemarketing	36
WRWFN201A	Complete debtor processes	40
WRRCS.3A	Interact with customers	36
WRRLP.2A	Minimise theft	21
WRRI.1A	Perform stock control procedures	36
WRRM.1A	Merchandise products	36
ICTTC202A	Use specific enterprise systems to satisfy customer requirements	40
ICTTC210A	Process sales of limited product/service from incoming enquiries	30

Upon successful completion of Certificate II in Wholesale Operations(WRW20101), students are eligible to apply for entry into Certificate III.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Wholesale Operations (WRW30101)

This certificate allows learners to develop a broader knowledge for application to the Wholesale industry.

To successfully complete this qualification, students need to complete 11 Core units and 7 Elective units.

NB: Students who have completed the Certificate II in Wholesale Operations(WRW20101) are eligible to receive credit for 9 of these 11 core units.(*)

Core Units

Code		Hours
WRWPL201A	*Access product and service performance data	30
WRWSL201A	*Sell products and services to business customers	20
WRWSL202A	Build sales relationships	30
WRWSL203A	*Use computers as part of business and e-commerce processes	36
WRWWS201A	*Confirm wholesale business practices	21
WRWWS302A	Maintain business to business relationships	36
WRWOP201A	*Comply with legislative requirements impacting business activities	30
WRRCS.1A	*Communicate in the workplace	63
WRRM.2A	*Perform routine housekeeping duties	18
WRRLP.1A	*Apply safe working practices	18
WRRER.1A	*Work effectively in a retail environment	42
	Total number of hours for Core Units only	344

Elective Units

Students must select 7 elective competencies. At least 3 must come from the list below, however students may choose to select another 2 competency units from the Wholesale Training package at Certificate II level and 2 units from any other Training package at Certificate III level.

Note: Students who have completed Certificate II are eligible to receive credit for 2 elective units but the remaining 5 units must be chosen from this level.

Code		Hours
WRWPS302A	Administer supply into a business	40
WRWPL302A	Process product and service data	40
WRWMK303A	Implement advertising and promotional activities	42
WRWSL304A	Optimise customer and territory coverage	36
WRWSL305A	Analyse and achieve sales targets	36
WRWSL306A	Build sales of branded products	36
WRWFN302A	Manage debtor processes	36
WRRM.3A	Co-ordinate merchandise presentation	36
WRRM.4A	Co-ordinate housekeeping	9
WRRS.3A	Co-ordinate sales performance	36
WRRCS.4A	Co-ordinate interaction with customers	36
WRRLP.3A	Maintain store safety	36
WRRLP.5A	Apply store security systems and procedures	36
WRRLP.4A	Maintain store security	18
WRRER.2A	Co-ordinate work teams	36
WRRER.3A	Maintain employee relations	36
ICTTC203A	Navigate and interrogate specific enterprise systems to satisfy customer requirement	40
ICTTC211A	Process sales of complex product/service and where customer is unsure of available options	40
ICTTC212A	Process sales which commit both customer and Enterprise to considerable financial commitment	40
PSPPROC301A	Procure goods and services	60

Upon successful completion of Certificate III in Wholesale Operations(WRW30101), students are eligible to apply for entry into Certificate IV.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Wholesale Management (WRW40101)

This certificate prepares learners for a leadership role in the Wholesale industry.

To successfully complete this qualification, students need to complete the 15 Core units and 11 Elective units.

NB: Students who have completed the Certificate III in Wholesale Operations(WRW30101) are eligible to receive credit for 9 of these 15 core units.(*)

Core Units

Code		Hours
WRWPL201A	*Access product and service performance data	30
WRWMK405A	Seize a business opportunity	36
WRWSL201A	*Sell products and services to business customers	20
WRWSL202A	*Build sales relationships	30
WRWSL203A	*Use computers as part of business and e-commerce processes	36
WRWWS201A	*Confirm wholesale business practices	21
WRWWS302A	*Maintain business to business relationships	36
WRWWS403A	Develop business to business relationships	40
WRWOP201A	*Comply with legislative requirements impacting Business activities	30

WRWOP402A	Maintain operational quality and productivity	42
WRWOP403A	Monitor compliance with legal and legislative Requirements impacting business operations	50
WRWOP407A	Maintain workplace safety	40
WRWFN403A	Manage operations to budget	60
WRRCS.1A	*Communicate in the workplace	63
WRRM.2A	*Perform routine housekeeping duties	18
	Total number of hours for Core Units only	476

Elective Units

Students must select 11 Elective units. At least six units must be chosen from the electives at this level, however three units may be chosen from the Certificate III level and two units can be chosen from any other Training package at Certificate IV level.

Note: Students who have completed Certificate III are eligible to receive credit for five elective units but the remaining 6 units must be chosen from this level.

Code		Hours
WRWPS403A	Purchase products and services	50
WRWI402A	Plan inventory levels	42
WRWPL403A	Maximise sales of branded products	42
WRWMK404A	Market products	40
WRWSL407A	Lead a sales team	30
WRWSL408A	Train sales team operatives	36
WRWOP404A	Negotiate contracts	50
WRWOP405A	Implement product recalls	27
WRWOP406A	Manage and promote business to business e-commerce solutions	40
WRRO.1A	Manage merchandise and store presentation	36
WRRO.2A	Manage sales and service delivery	36
WRRO.3A	Provide a safe working environment	36
WRRO.5A	Control inventory	36
WRRO.4A	Control store security/loss	36
WRRF.3A	Produce financial reports	36
WRRPM.1A	Administer Human Resources policy	36
WRRPM.2A	Recruit and select personnel	36
WRRPM.3A	Lead and manage people	30
WRRO.6A	Manage store facilities	27
BSZ404A	Train small groups	30
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
TDTE697B	Collect & present workplace data & information	30
PSPPROC403A	Award contracts	20
PSPPROC404A	Manage contracts	60
PSPPROC401A	Plan procurement	40
PSPPROC402A	Request and receive offers	60

Upon successful completion of Certificate IV in Wholesale Management(WRW40101), students are eligible to apply for entry into the Diploma.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Wholesale Management (WRW50101)

The Diploma is aimed at Managers and leaders within the Wholesale industry.

To successfully complete this qualification, students need to complete 17 Core units and 16 Elective units.

NB: Students who have completed the Certificate IV in Wholesale Operations(WRW40101) are eligible to receive credit for 15 of these 17 core units.(*)

Core Units

Code		Hours
WRWPL201A	*Access product and service performance data	30
WRWMK405A	*Seize a business opportunity	36
WRWSL201A	*Sell products & services to business customers	20
WRWSL202A	*Build sales relationships	30
WRWSL203A	*Use computers as part of business and e-commerce processes	36
WRWWS201A	*Confirm wholesale business practices	21
WRWWS302A	*Maintain business to business relationships	36
WRWWS403A	*Develop business to business relationships	40
WRWOP201A	*Comply with legislative requirements impacting Business activities	30
WRWOP402A	*Maintain operational quality and productivity	42
WRWOP403A	*Monitor compliance with legal and legislative requirements impacting business operations	50
WRWOP407A	*Maintain workplace safety	40
WRWOP509A	Benchmark and continuously improve operational quality	60
WRWOP510A	Establish compliance with legal and legislative requirements	50
WRWFN403A	*Manage operations to budget	60
WRRCS.1A	*Communicate in the workplace	63
WRRM.2A	*Perform routine housekeeping duties	18
	Total number of hours for Core Units only	622

Elective Units

Students must select 16 Elective units. At least 8 units must be chosen from the electives at this level, 4 units may be chosen from the Certificate IV level and 2 units may be chosen from the Certificate III level. Two (2) units can be chosen from any other Training package at a Diploma level.

NB: Students who have completed Certificate IV are eligible to receive credit for 8 elective units but the remaining 8 units must be chosen from this level.

Code		Hours
WRWPS504A	Develop purchasing strategies	40
WRWPL504A	Review product/service performance	50
WRWPL505A	Maximise product sales and market share	50
WRWPL506A	Manage distribution processes	50
WRWPL507A	Forecast product performance	30
WRWPL403A	Improve supply and distribution chains	80
WRWMK506A	Manage promotional activities	50
WRWPl508A	Develop a sales strategy	60
WRWMK508A	Devise a strategic marketing plan	80
WRWSL509A	Manage sales teams	33
WRWWS504A	Manage business customers	40
WRWOP508A	Implement e-commerce business solutions	50
WRWFN504A	Manage prices	50
WRRPL..2A	Set Strategic plans	80
WRRPL..3A	Initiate and implement change	150
TDTJ798A	Conduct internal quality audits	20
TDTB1098A	Plan and implement maintenance schedules	30
TDTK698A	Evaluate software requirements and hardware enhancements	40
TDTO598A	Plan and manage security procedures for the enterprise	50
TDTR398A	Contract transport distribution services	40
TDTQ898A	Negotiate a contract	40

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Retail Management(WRR50197)

incorporating–

Certificate IV in Retail Management(WRR40197)

Certificate III in Retail Operations(WRR30197)

Certificate II in Retail Operations(WRR20197)

Certificate I in Retail Operations(WRR10197)

Career Opportunities

Retail Industry.

Course Objectives

These courses aim to provide participants with the knowledge and skills to work in the Retail sector.

Participants completing the Diploma and Certificate IV in Retail Management(WRR40197) should be able to function in a broad range of varied activities and in a wider variety of contexts, most of which are complex and non-routine. These courses aim to develop the skills to provide leadership and guidance when managing others, as well as being able to: contribute to technical solutions of a non-routine or contingency nature; evaluate and analyse current practices; develop new criteria and procedures for performing current practices; and the provision of guidance to others in the application and planning of skills.

At the completion of the Certificate III in Retail Operations(WRR30197) participants will have the skills to develop extensive product knowledge and manage responsibility for coordinating/supervising the work of others.

Participants completing the Certificate II in Retail Operations(WRR20197) will be prepared to apply for entry level employment or, gain a basic understanding of how to operate within, the Retail sector. Certificate II in Retail Operations(WRR20197) is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail industry.

The Certificate I in Retail Operations(WRR10197) provides participants with a basic understanding of how to operate within the retail sector.

Entry Requirements

To qualify for admission to the Certificate I and II in Retail Operations, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course. The Certificate II in Retail Operations(WRR20197) is also available to existing employees or as a traineeship, the Certificate II in Retail Operations(WRR20197) is the first step in a career in Retailing and leads directly to Certificates III and IV in Retail Operations. Entrants may include: unemployed youth; school leavers (pre-year 12); long term unemployed; secondary school students and/or career/experience in other industries.

To qualify for admission into the Certificate III in Retail Operations(WRR30197) participants must be assessed by the School as having demonstrated competence at AQF Level 2 as outlined in the National Retail Competency Standards.

To qualify for admission into the Certificate IV in Retail Management(WRR40197) participants must be assessed by the School as having demonstrated competence at AQF Level 3 as outlined in the National Retail Competency Standards.

To qualify for admission into the Diploma in Retail Management(WRR50197) participants must have successfully completed the Certificate IV in Retail Management(WRR40197).

Experience within the Retail Industry in a supervisory/coordinating role and the means for measuring (assessing) their performance is also desirable for participants undertaking in the Certificate III, IV and Diploma courses.

Course Duration

In line with the Federal Government's New Apprenticeship system principles, these courses have been designed for flexible delivery modes such as fully on-the-job, combined on and off-the-job, distance learning, and for Assessment of learners against workplace competency standards.

The Certificate I in Retail Operations(WRR10197) may be offered on a full-time basis for 8 weeks, this involves 4 weeks of off-the-job training and four weeks of work placement in a Retail enterprise. On-the-job training involves students undertaking 150 hours of scheduled work duties under the instruction and supervision of a trainer/supervisor. Off-the-job training takes place when a participant is not undertaking normal scheduled work duties. The off-the-job training component of this course (nominal hours of 162 hours) may be undertaken at the workplace or at the University.

Course Structure

Stage 1: Certificate I in Retail Operations(WRR10197)

Participants must complete eight Core Modules

Code		Hours
	Work Placement	150
	Introduction to Retailing	24
WRRCS.1A	Communicate in the Workplace	63
	Retail Documentation & Calculations	27
WRRER.1A	Work Effectively in a Retail Environment	42
WRRLP.1A	Apply Safe Working Practices	18
WRRM.2A	Perform Routine Housekeeping Duties	18
WRRCA.1A	Operate Retail Equipment	21

Upon successful completion of the Certificate I in Retail Operations(WRR10197) or equivalent participants are eligible to apply for entry into Stage 2.

Stage 2: Certificate II in Retail Operations(WRR20197)

Participants must complete Certificate I in Retail Operations(WRR10197) plus 5 compulsory core modules and one of the 3 elective streams listed below:

Core Modules

WRRLP.2A	Minimise Theft	21
WRRCS.2A	Apply Point of Sale Handling Procedures	21
WRRCS.3A	Interact with Customers	36
WRRI.1A	Perform Stock Control Procedures	36
WRRF.1A	Balance Register/Terminal	18

Elective Stream Modules

Participants must complete one of the following streams:

General Selling Stream

WRRM.1A	Merchandise Products	36
WRRS.1A	Sell Products & Services	18
WRRS.2A	Advise on Products & Services	27

General Fresh Food Stream

WRRS.1A	Sell Products & Services	18
WRRLP.6B	Apply Retail food safety practices	12
WRRFS.1A	Advise on Fresh Food Products & Services	21
WRRFM.1A	Merchandise Fresh Food Products	30

Clerical Administrative Stream

WRRCA.2A	Apply Retail Office Procedures	18
WRRCA.3A	Apply Retail Office Keyboard Skill	36
WRRF.2A	Perform Retail Finance Duties	27

Upon successful completion of the Certificate II in Retail Operations(WRR20197) or equivalent participants are eligible to apply for entry into Stage 3.

Stage 3: Certificate III in Retail Operations(WRR30197).

Participants must demonstrate competency at AQF Level 2 prior to commencing Stage 3.

Core Modules

Code		Hours
WRRER.2A	Co-ordinate Work Teams	36
WRRER.3A	Maintain Employee Relations	36
WRRM.4A	Co-ordinate Housekeeping	9
WRRLP.3A	Maintain Store Safety	36
WRRLP.4A	Maintain Store Security	18

Elective Streams

Participants must complete one of the following elective streams:

Training Streams

WRRER.4A	Implement Staff Training	36
WRRER.5A	Assess Workplace Competencies	36
Plus one of the following modules		
WRRCS.4A	Co-ordinate Interaction with Customers	36
WRRM.3A	Co-ordinate Merchandise Presentation	36
WRRS.3A	Co-ordinate Sales Performance	36
WRRCA.4A	Co-ordinate Retail Office	36

General Selling Stream

Participants must complete one of the following modules:

WRRCS.4A	Co-ordinate Interaction with Customers	36
WRRM.3A	Co-ordinate Merchandise Presentation	36
WRRS.3A	Co-ordinate Sales Performance	36
Plus one of the following modules:		
WRRLP.5A	Apply Store Security Systems & Procedures	36
WRRLP.7B	Monitor food safety plan/program	36
or		
WRRI.2A	Maintain Stock Control	18
and		
WRRI.3A	Order Stock	18
Plus two of the following if completing the General Selling Stream or one of the following if completing the Training Stream:		
WRRFS.4A	Recommend Liquor Products	36
WRRSS.1A	Recommend & Fit Clothing & Accessories	36
WRRSS.2A	Recommend & Fit Footwear Products & Services	36
WRRSS.3A	Recommend Jewellery Products & Services	36
WRRSS.4A	Recommend Electrical Products & Services	36
WRRSS.5A	Recommend Furniture Products	36
WRRSS.6A	Recommend Floor Covering Products & Services	36
WRRSS.7A	Recommend Hardware Products & Services	36
WRRSS.8A	Recommend Cameras Photo Equipment & Services	36
WRRSS.9A	Recommend Computer Products & Services	36
WRRSS.10A	Recommend Sporting Products & Services	36
WRRSS.11A	Recommend Toy Products	36
WRRSS.12A	Recommend & Sell Books & Advise on Readers Services	36
WRRSS.13A	Recommend Newsagency Products & Services	36
WRRSS.14A	Hire & Sell Video Products & Services	36

Retail Administration/Finance Stream

WRRI.2A	Maintain Stock Control	18
WRRI.3A	Order Stock	18
WRRCA.4A	Co-ordinate Retail Office	36
WRRF.3A	Produce Financial Reports	36
WRRF.4A	Prepare Payroll	36

Upon successful completion of Stage 1, 2 and 3 or equivalent participants are eligible to apply for entry into Stage 4.

Stage 4: Certificate in Retail Management(WRR40197)

Participants must demonstrate competency at Australian Qualifications Framework Level 3 in the National Retail Competency Standards prior to proceeding with Stage 4.

Core Modules

Participants must complete two Core Modules

Code		Hours
WRRER.4A	Implement Staff Training	36
WRRER.5A	Assess Workplace Competencies	36
WRRO.3A	Provide a Safe Working Environment	36
WRRPM.1A	Administer Human Resources Policy	36
WRRPM.2A	Recruit & Select Personnel	36
WRRPM.3A	Lead & Manage People	30
WRRPL.1A	Manage Financial Resources	36

Plus a minimum of two Elective Modules

Elective Modules

WRRCA.4A	Co-ordinate Retail Office	36
WRRF.4A	Prepare Payroll	36
WRRO.1A	Manage Merchandise & Store Presentation	36
WRRO.2A	Manage Sales & Service Delivery	36
WRRO.4A	Control Store Security/Loss	36
WRRO.5A	Control Inventory	36
WRRO.6A	Manage Store Facilities	27
WRRI.4A	Buy Merchandise	50

Stage 5: Diploma in Retail Management(WRR50197)

Participants must successfully complete Stage 4 Certificate IV in Retail Management(WRR40197) prior to proceeding with Stage 5.

Core Modules

Participants must complete 3 Core Modules

WRRINF.1A	Analyse & Communicate Information	80
WRRPL.2A	Set Strategic Plans	80
WRRPL.3A	Initiate & Implement Change	150

Elective Modules

Plus one of the following elective modules:

WRRO.1A	Manage Merchandise & Store Presentation	36
WRRO.6A	Manage Store Facilities	27

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Retail Cosmetic Assistant(WRB20399)

Career Opportunities

Retail Cosmetic Assistant.

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products in a retail environment; with the knowledge, practical skills and techniques to advise clients on skin care products, with client communication skills; knowledge of laws, regulations, Acts, professional associations and unions governing the profession; provide a recognized credential and where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course applicants must have basic English language, numeracy and literacy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

This course is offered on a full time basis over 12 weeks.

Course Structure

Students must complete all of the 8 core units and all the units from the Retail Cosmetic Assistant Stream.

Core Modules

Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A	Apply Safe Working Practices	18
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
Retail Cosmetics Stream		
WRB09A	Perform Stock Control Procedures	36
WRB10A	Minimise Theft	21
WRB11A	Operate Retail Equipment	21
WRB12A	Demonstrate Retail Skin Care Products	30
WRB21A	Design and apply Make Up	40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Hospitality and Tourism

The Department of Hospitality and Tourism – TAFE conducts a wide range of courses that provide vocational education for a variety of hospitality and tourism occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

Code	
THH11002	Certificate I in Hospitality (Operations) (THH11002)
THH11102	Certificate I in Hospitality (Kitchen Operations) (THH11102)
THH21802	Certificate II in Hospitality (Operations) (THH21802)
THH22002	Certificate II in Hospitality (Kitchen Operations) (THH22002)
THH31502	Certificate III in Hospitality (Commercial Cookery) (THH31502)
THH32902	Certificate III in Hospitality (Catering Operations) (THH32902)
THH33002	Certificate III in Hospitality (Operations) (THH33002)
THH32797	Certificate III in Hospitality (Food and Beverage)(THH32797)
THH42602	Certificate IV in Hospitality (Supervision) (THH42602)
THH51202	Diploma of Hospitality Management (THH51202)
THH60202	Advanced Diploma of Hospitality Management (THH60202)
THT20502	Certificate II in Tourism (Operations) (THT20502)
THT30202	Certificate III in Tourism (Retail Travel Sales) (THT30202)
THT30502	Certificate III in Tourism (Tour Wholesaling) (THT30502)
THT30602	Certificate III in Tourism (Visitor Information Services) (THT30602)
THT30902	Certificate III in Tourism (Guiding) (THT30902)
THT31002	Certificate III in Tourism (Operations) (THT31002)
THT40102	Certificate IV in Tourism (Sales and Marketing) (THT40102)
THT40202	Certificate IV in Tourism (Operations) (THT40202)
THT40302	Certificate IV in Tourism (Guiding) (THT40302)
THT40402	Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)
THT50102	Diploma of Tourism (Marketing and Product Development) (THT50102)
THT50302	Diploma of Tourism (Operations Management) (THT50302)
THT60102	Advanced Diploma of Tourism Management (THT60102)

In addition to these courses, the Department of Hospitality and Tourism – TAFE conducts traineeships, training courses and a consultancy service for industry.

Mike Hester
Head, Department of Hospitality and Tourism – TAFE

Certificate I in Hospitality (Operations)(THH11002)

Career Opportunities

Hospitality Industry.

Course Objectives

The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks under direct supervision.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS01B	Follow workplace hygiene procedures	15
THHHCO01B	Develop & update hospitality industry knowledge	25

Elective Units

Two units selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Housekeeping

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Hospitality (Kitchen Operations)(THH11102)

Career Opportunities

Kitchen hand, catering assistant, kitchen attendant.

Course Objectives

The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks in the kitchen under direct supervision.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop & update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10

Elective Units

One unit selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Commercial Cookery (THHBCC01 – 10B
- Commercial Catering (THHBCAT01 – 06B)

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Hospitality (Operations)(THH21802)

Career Opportunities

Hospitality management and supervision.

Course Objectives

The course aims to provide training and knowledge for hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Employees may be multi-skilled across more than one functional area of hospitality.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS01B	Follow workplace hygiene procedures	15
THHHCO01B	Develop and update hospitality industry knowledge	25

Elective Units

Six units are required, of which a minimum of four units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

- Food and Beverage
- Housekeeping
- Gaming
- Front Office
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Hospitality (Kitchen Operations)(THH22002)

Career Opportunities

Hospitality management and supervision.

Course Objectives

The course aims to provide training and knowledge for employees who undertake a range of kitchen functions and activities, which require the application of a limited range of practical skills in a defined context.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50

Elective Units

Five units are required of which a minimum of three units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Commercial Cookery (THHBCC02 – 10B)
- Commercial Catering (THHBCAT02 – 06B)

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Commercial Cookery)(THH31502)

Career Opportunities

Assistant cook.

Course Objectives

The course aims to provide training and knowledge required for employment as a qualified cook.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHBCC02B	Prepare appetisers and salads	25
THHBCC03B	Prepare stocks, sauces and soups	35
THHBCC04B	Prepare vegetables, eggs and farinaceous dishes	45
THHBCC05B	Prepare and cook poultry and game	25
THHBCC06B	Prepare and cook seafood	30
THHBCC07B	Select, prepare and cook meat	50
THHBCC08B	Prepare hot and cold desserts	50
THHBCC09B	Prepare pastry, cakes and yeast goods	40
THHBCC10B	Plan and prepare food for buffets	25
THHBCC11B	Implement food safety procedures	25
THHBCAT01B	Prepare foods according to dietary and cultural needs	70
THHBCC13B	Plan and control menu-based catering	30
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHCCH02A	Prepare, cook and serve food for menus (holistic unit)	80

Elective Units

Three units are required of which a minimum of two units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Commercial Cookery
- Commercial Catering
- Asian Cookery

with the remaining unit, if required, to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Catering Operations)(THH32902)

Career Opportunities

Cook or kitchen attendant in a catering operation eg. hospital or restaurant.

Course Objectives

The course aims to provide training and knowledge for employees in the hospitality industry who perform a range of skilled catering operations with the need to apply discretion and judgement.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHBCC11B	Implement food safety procedures	25
THHBCAT02B	Package prepared foodstuffs	6
THHBCAT03B	Transport and store food in a safe and hygienic manner	12
THHBCAT06B	Apply catering control principles	10
THHBCC13B	Plan and control menu-based catering	30
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20

Elective Units

Seven units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Operations)(THH33002)

Career Opportunities

Food and beverage attendant in a gaming restaurant or hotel venue.

Course Objectives

The course aims to provide training and knowledge required hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20

Elective Units

Ten units are required of which a minimum of five units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Commercial Catering
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism
- Commercial Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Food and Beverage)(THH32797)

Career Opportunities

Food and beverage.

Course Objectives

The course aims to provide training to those employed, or seeking employment in the food and beverage industry. Training is focused on a range of multiskilled operations where the application of discretion and judgement is required.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:

- Read, comprehend, discuss and write complex information in English; and
- Use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over a maximum of 550 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Code		Hours
THHCOR01A	Work with Colleagues and Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety and Security Procedures	5
THHGHS01A	Follow Workplace Hygiene Procedures	15
THHHCO01A	Develop and Update Hospitality Industry Knowledge	25
THHGGA01A	Communicate on the Telephone	5
THHGCS02A	Promote Products and Services to Customers	45
THHGCS03A	Deal with Conflict Situations	20
THHGTR01A	Coach Others in Job Skills	20

Elective Units

A minimum of 10 units (390 nominal hours) from the following areas, with at least 5 to be selected from the Hospitality Functional area of Food & Beverage.

Hospitality Functional Areas:

- Food & Beverage
- Housekeeping
- Gaming,
- Front Office,
- Commercial Catering,
- Commercial Cookery,
- Patisserie,
- Asian Cookery;
- Security;
- General Areas -
- Customer Service, Sales and Marketing,
- Hygiene, Health, Safety and Security,
- General Administration,
- Financial Administration,
- Computer Technology;

Tourism Areas:

- Core
- Sales/Office Operations
- Meetings
- Attractions & Theme Parks
- Guiding

Electives are selected by the student, with the approval of the Head of Department having regard to the units specified on pages 62 to 64 of the THH97 Hospitality Training Package, Australian National Training Authority, 1997.

Where tourism units are selected, they must be selected with the approval of the Head of Department, having regard to the relevant list of units from the Tourism Training Package THT98, Australian National Training Authority, 1998 specified on page 35 of the Hospitality and Training Package, Australian National Training Authority, 1997.

Any units selected must be relevant to the occupational outcome sought by the student and at an appropriate Australian Qualification Framework level.

Where the competencies involve the serving of alcohol THHBFBO9A Provide Responsible Services of Alcohol must be completed.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Hospitality (Supervision)(THH42602)

Career Opportunities

Supervisor in restaurant or food and beverage operation.

Course Objectives

The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop & update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHGGA06B	Receive and store stock	10
THHGGA07B	Control and order stock	25
THHGLE01B	Monitor work operations	30

THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGFA06A	Interpret financial information	60

Elective Units

Thirteen units are required of which a minimum of seven units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 -

- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Commercial Catering
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism
- Commercial Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Hospitality Management(THH51202)

Career Opportunities

Mid level management in hospitality.

Course Objectives

The course aims to provide training and knowledge for managers employed in any hospitality functional area.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry Knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHGGA06B	Receive and store stock	10
THHGGA07B	Control and order stock	25
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGFA06A	Interpret financial information	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure Workplace	30
THHGLE05B	Roster staff	30
THHGLE11B	Manage quality customer service	30
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and maintain the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE09B	Manage workplace diversity	60

Elective Units

Eighteen units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Hospitality Management(THH60202)

Career Opportunities

Hospitality management.

Course Objectives

The course aims to provide training and knowledge for senior managers in any hospitality functional area.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry Knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHGGA06B	Receive and store stock	10
THHGGA07B	Control and order stock	25
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGFA06A	Interpret financial information	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure Workplace	30
THHGLE05B	Roster staff	30
THHGLE11B	Manage quality customer service	30
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and maintain the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE09B	Manage workplace diversity	60
THHGLE15B	Manage financial operations	75
THHGLE16B	Mange physical assets	40
THHGLE19B	Develop and implement a business plan	40
THHGLE12B	Develop and mange marketing strategies	80
THHGLE06B	Monitor staff performance	50
THHGLE07B	Recruit and select staff	60

Elective Units

Twenty units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Tourism (Operations)(THT20502)

Career Opportunities

Junior position in one of the six industry sectors eg. Tour Guide, Theme Park Attendant.

Course Objective

The course aims to provide training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS01B	Develop and update local knowledge	10
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Tour Operations
- Attractions and Theme Parks
- Wine Tourism
- Meetings and Events

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism (Retail Travel Sales)(THT30202)

Career Opportunities

Information officer, booking agent.

Course Objective

The course aims to provide training and knowledge for retail travel consultants working in a domestic context.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple wordprocessed documents	60
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS03B	Deal with conflict situations	20
THHGFA01B	Process financial transactions	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THTSOP02B	Source and provide destination information and advice	85
THTSOP03B	Access and interpret product information	65
THTSOP04B	Sell tourism products and services	35
THTSOP05B	Prepare quotations	30
THTSOP07B	Book and co-ordinate supplier services	20
THTSOP08B	Operate a computerised reservations system	120
THTSOP09B	Process non air documentation	25
THTSOP18A	Process air documentation	40
THTSOP19A	Construct domestic airfares	35
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

Two units selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism (Tour Wholesaling)(THT30502)

Career Opportunities

Booking agent.

Course Objective

The course aims to provide training and knowledge for staff working in domestic inbound or outbound tour wholesaling.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis 1720 or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple wordprocessed documents	60
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS03B	Deal with conflict situations	20
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THTSOP02B	Source and provide destination information and Advice	85
THTSOP03B	Access and interpret product information	65
THTSOP04B	Sell tourism products and services	35
THTSOP05B	Prepare quotations	30
THTSOP06B	Receive and process reservations	30
THTSOP07B	Book and co-ordinate supplier services	20
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

Three units selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism (Visitor Information Services)(THT30602)

Career Opportunities

Operations consultant, reservation sales agent.

Course Objective

The course aims to provide training and knowledge for staff working in the information services sector or who fulfil a dual information/sales function in tourism destinations.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple wordprocessed documents	60
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS01B	Develop and update local knowledge	10
THHGCS03B	Deal with conflict situations	20
THHGFA01B	Process financial transactions	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THTSOP02B	Source and provide destination information and Advice	85
THTSOP03B	Access and interpret product information	65
THTSOP04B	Sell tourism products and services	35
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

A minimum of four units of which two units must be selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or with the remaining units selected from any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism (Guiding)(THT30902)

Career Opportunities

Local guide, driver guide, coach captain.

Course Objective

The course aims to provide training and knowledge for tourism guides who operate with significant independence.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS03B	Provide first aid	24
THTFTG01B	Work as a guide	90
THTFTG03B	Develop and maintain the general knowledge Required by guides	100
THTFTG05B	Lead tour groups	30
THTFTG06B	Prepare and present tour commentaries or Activities	70
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

Four units are required, of which a minimum of two units must be selected from one or more of the following areas in the Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Guiding
- Tour Operations

with the remaining units to be selected from any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism (Operations)(THT31002)

Career Opportunities

Tour consultant, operations co-ordinator, tour co-ordinator.

Course Objective

The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS01B	Develop and update local knowledge	10
THTTCO01B	Develop and update tourism industry knowledge	25
THHGCS03B	Deal with conflict situations	20
THHGGA01B	Communicate on the telephone	10
THHGSC02B	Promote products and services to customers	40

Elective Units

Nine units are required of which a minimum of four units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Tour Operations
- Attractions and Theme Parks
- Wine Tourism
- Meetings and Events

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Tourism (Sales and Marketing)(THT40102)

Career Opportunities

Supervisor role with sales and marketing function.

Course Objective

The course aims to provide training and knowledge for those working in a variety of sales and marketing roles across all sectors of the tourism industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple wordprocessed documents	60
THTSOP04B	Sell tourism products and services	35
THHGCS04B	Make presentations	30
THHGCS06B	Plan & implement sales activities	20
THHGCS07B	Co-ordinate marketing activities	30
THHGCS08B	Establish and conduct business relationships	60
THTSMA02B	Create a promotional display/stand	30
THHGGA04B	Prepare business documents	25
THHGGA05B	Plan and manage meetings	20
THHGFA06A	Interpret financial information	60
THHGLE13B	Manage finances within a budget	30

Elective Units

Two units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Tourism (Operations)(THT40202)

Career Opportunities

Supervisor in tourism operations role.

Course Objective

The course aims to provide training and knowledge those working in a tourism context, who apply a broad range of skills including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple word processed documents	60
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60

Elective Units

Sixteen units are required of which a minimum of five units must be selected from one or more of the following areas of the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Planning and Product Development
- Sales and Marketing
- Tour Operations
- Meetings and Events
- Attractions and Theme Parks
- Wine Tourism

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Tourism (Guiding)(THT40302)

Career Opportunities

Specialist guide, tour manager.

Course Objective

The course aims to provide training and knowledge for tourism guides who operate with significant autonomy and responsibility.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS03B	Provide first aid	24
THTFTG01B	Work as a guide	90
THTFTG03B	Develop and maintain the general knowledge required by guides	100
THTFTG05B	Lead tour groups	30
THTFTG06B	Prepare and present tour commentaries or Activities	70
THTTCO01B	Develop and update tourism industry knowledge	25
THTFTG04B	Co-ordinate and operate a tour	70

Elective Units

Seven units are required of which a minimum of three units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Guiding
- Tour Operations

with the remaining units selected from any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Tourism (Natural and Cultural Heritage)(THT40402)

Career Opportunities

Tour Guide, Driver Guide, Coach Captain with supervisory responsibility.

Course Objective

The course aims to provide training and knowledge for those working in specialised guiding or interpretive roles and who operate with significant autonomy and responsibility.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS03B	Provide first aid	24
THHGLE22A	Manage risk	60
THTPPD05B	Plan and Develop interpretive activities	60
THTFTG01B	Work as a guide	90
THTFTG03B	Develop and maintain the general knowledge required by guides	100
THTFTG05B	Lead tour groups	30
THTFTG06B	Prepare and present tour commentaries or activities	70
THTFTG07B	Research and share general information on Australian indigenous cultures	80
THTPPD04B	Plan and implement minimal impact operations	70
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

One of the following units –

THTFTG12A	Prepare specialised interpretive content (flora, fauna and landscape)	80
THTFTG13A	Prepare specialised interpretive content (marine environments)	80
THTFTG14A	Prepare specialised interpretive content (cultural and heritage environments)	80

Four units to be selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Tourism (Marketing and Product Development)(THT50102)

Career Opportunities

Product Manager or Sales and Marketing Manager.

Course Objective

The course aims to provide training and knowledge for tourism industry personnel involved in the planning and marketing of tourism products and services.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple word processed documents	60
THHGTR01B	Coach others in the job skills	20
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security procedures	30
THHGLE08B	Lead and manage people	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and secure a safe and secure workplace	30
THHGFA06A	Interpret financial information	60
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and update the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE11B	Manage quality customer service	30
THHGGA09B	Manage projects	60
THTSOP04B	Sell tourism products and services	35
THHGCS04B	Make presentations	30
THHGCS06B	Plan and implement sales activities	20
THHGCS07B	Co-ordinate marketing activities	30
THTSMA02B	Create a promotional display/stand	30
THHGGA04B	Prepare business documents	25
THTPPD02B	Research tourism data	100
THHGLE12B	Develop and manage marketing strategies	80

Elective Units

Seven units required of which a minimum of four units must be selected from the one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Leadership and Management
- Planning and Product Development
- Sales and Marketing

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Tourism (Operations Management)(THT50302)

Career Opportunities

Retail Agency/Branch Manager, Operations Manager, or Visit Information Centre Manager.

Course Objective

The course aims to provide training and knowledge for managers in all sectors of the tourism industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple word processed documents	60
THHGTR01B	Coach others in the job skills	20
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure workplace	30
THHGFA06A	Interpret financial information	60
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and update the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE11B	Manage quality customer service	30
THHGGA09B	Manage projects	60

Elective Units

Eighteen units are required of which a minimum of eight units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Planning and Product Development
- Sales and Marketing
- Tour Operations
- Meetings and Events
- Attractions and Theme Parks
- Wine Tourism

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Tourism Management (THT60102)

Career Opportunities

Senior or General Manager, Owner Operator.

Course Objective

The course aims to provide training and knowledge for owner/operators, senior or general managers in any sector of the tourism industry.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple word processed documents	60
THHGTR01B	Coach others in job skills	20
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure Workplace	30
THHGFA06A	Interpret financial information	60
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and update the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE11B	Manage quality customer service	30
THHGGA09B	Manage projects	60
THHGLE15B	Manage financial operations	75
THHGLE16B	Manage physical assets	40
THHGLE12B	Develop and manage marketing strategies	80

THHGLE19B	Develop and implement a business plan	40
THHGLE09B	Manage workplace diversity	60
THHGLE07B	Recruit and select staff	60
THHGLE06B	Monitor staff performance	50

Elective Units

Twenty units comprising a minimum of eight units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 with the remaining maximum of twelve units selected from any training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Module / Unit Details

In this section the modules are listed in alpha-numerical order according to their University/PETE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 34–232) to find the names and codes of the modules included in a course. Additional unit/module details may be obtained by contacting the relevant department.

023/01 EVALUATE A BUSINESS OPPORTUNITY

Campus To be advised
Prerequisite(s) To be advised
Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

023/02 COMPLETE A BUSINESS PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

023/04 ADDRESS CUSTOMER REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/05 MANAGE BUSINESS OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/07 MANAGE FINANCES

Campus To be advised
Prerequisite(s) To be advised
Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

023/08 REVIEW BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Review external environment; Review internal environment; Re-focus the business; Maintain networks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Campus St Albans
Prerequisite(s) Nil
Content Establish the client's needs; Identify parties, properties and other interests; Determine contingency strategies; Initiate the transaction; Determine terms of engagement; Identify any conflict of interest between conveyancer and client.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS

Campus St Albans
Prerequisite(s) Nil
Content Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

8395D PERSONAL AND FINANCIAL MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable the participant to develop the skills, knowledge and attitude to best manage personal finance-from commencement of employment to retirement and beyond-so as to gain maximum benefit avaialble from income while minimising the associated risks.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA600 SCIENCE INDUSTRY ORIENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Scientific language and literacy skills; Collect, analyse and organise information relevant to scientific technical work; Identify the structure, culture, and resources in two contrasting scientific technical workplaces; Investigation of two distinct aspects of the operation of a laboratory or other scientific technical workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AAA601 WORK PLACEMENT A,B & C

Campus To be advised
Prerequisite(s) AAA600 Science industry orientation.
Content Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results.
Required Reading To be advised
Nominal Hours 50 Hours each
Assessment As per accredited curriculum

AAA603 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) AAA600 Science Industry Orientation.
Content Relevant legislation and standards concerning occupational health and safety; hazards associated with specific materials, equipment and procedures; recognition of laboratory hazards; control measures to minimise risks; identify and implement appropriate procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA604 PRACTICAL PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a feasible project plan; refine the project parameters as a result of background research and/or evaluation of trial procedures or prototypes; execute the project plan and analyse the outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA610 INTRODUCTORY PHYSICS

Campus To be advised
Prerequisite(s) To be advised
Content Terminology and concepts to explain commonly experienced physical phenomena, controlled experiments, safely perform investigations and record, analyse and report data, methods to solve problems involving physical quantities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA620 PRINCIPLES OF INSTRUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Terminology and key concepts; use of given equipment/instruments; safely perform investigations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA630 COMPUTER FUNDAMENTALS

Campus To be advised
Prerequisite(s) Nil
Content Computing terminology; create, save, print, spell-check, format; solution of operational problems, print a report.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA632 SCIENTIFIC DATABASE APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content Terminology and concepts; access an existing datafile and manipulate the data; create a database; maintain an existing database; produce useable reports from a specified database.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA640 INTRODUCTORY MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content Fractions, decimals, ratios, proportions, percentages, mensuration problems in two and three dimensions, linear algebraic equations, polynomials, equations of straight lines and representing them graphically on the Cartesian Plane, geometry of triangles and quadrilaterals, definition of sin, cos and tan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA641 LABORATORY MATHEMATICS

Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Collect and process numerical data; calculate the equations of regression lines; predictions and interpretation of results; indices; linear and quadratic functions and their graphs; non-linear laws; exponential and logarithmic functions; growth and decay problems; exponential or power laws.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA642 STATISTICS AND METHODS OF SAMPLING

Campus To be advised
Prerequisite(s) AAA641 Laboratory Mathematics.
Content Characterise the variation and/or distribution in a data set by constructing frequency distributions from raw data for categorical and numerical variables. Employ statistical inference techniques to estimate population parameters.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA643 STATISTICS AND METHODS OF QUALITY ASSURANCE

Campus To be advised
Prerequisite(s) AAA642 Statistics and methods of sampling.
Content Characterise the variation and/or distribution in a data set by constructing frequency distribution from raw data for categorical and numerical variable; Employ statistical inference techniques to estimate population parameters.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA650 LABORATORY ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport laboratory animals for specific husbandry procedures. Maintain the health and records of an animal under care. Provide a suitable diet for the species. Understand the issues surrounding animal ethics and welfare.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA651 FARM ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport farm animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA652 COMPANION ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport companion animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA653 ANIMAL FACILITY OPERATIONS AND HYGIENE

Campus To be advised
Prerequisite(s) Nil
Content Maintenance of hygiene in animal facilities; Methods of chemical or physical decontamination; Work routines to maintain optimum environmental hygiene standards; Maintain optimum levels of personal hygiene and occupational safety relevant to environmental hygiene.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA654 ANIMAL ETHICS AND WELFARE

Campus To be advised
Prerequisite(s) Nil
Content Examine personal and community issues of animal ethics; Understand the legislation, Australian Codes of Practices and guidelines for specific matters which may arise in the workplace.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA655 PRACTICAL ANIMAL BREEDING

Campus To be advised
Prerequisite(s) AAA650 Laboratory Animal Husbandry.
Content List breeding data for commonly kept animals; The methods used to adjust reproductive performance; Awareness of reproductive ailments; Health problems and treatments; Stress minimisation regimes in breeding animals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA656 ANIMAL LABORATORY TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA654 Animal ethics and welfare, AAA702 Biological techniques B.
Content Occupational Health and Safety; Ethical, welfare and legal requirements which govern animal laboratory procedures; Collect biological samples and then perform initial analysis; Administer specified substances/treatments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA657 ANIMAL HEALTH

Campus To be advised
Prerequisite(s) AAA653 Animal facility operations and hygiene and at least one animal husbandry module.
Content The use of appropriate terminology to describe health and disease in animals; Recognise signs of disease and take appropriate action; Monitoring and disease control measures; First aid for animals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA658 ANIMAL BEHAVIOUR

Campus To be advised
Prerequisite(s) One animal husbandry module, AAA654 Animal ethics and welfare.
Content Identify natural and breed characteristic behaviours; Behaviour of animals involved in specified research; Procedures that may be used to provide optimal captive environments and care for animals; Behaviour, prediction and effects of the actions of an animal carer on the behaviour of animals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA659 ANIMAL SURGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA709/710 Anatomy and Physiology I & II, AAA656 Laboratory animal techniques.
Content Prepare animals for anaesthesia and surgery; Prepare facilities, equipment and personnel for anaesthesia and surgery; Assist with the induction, maintenance and monitoring of anaesthesia; Post-anaesthetic and post-operative care for animals; Maintain anaesthetic and surgical facilities and equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA660 ANIMAL HOUSE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Procedures to forecast, assess, cost and satisfy the demand for animals in a research facility, financial, legislative material, equipment, staff and animal records, maintain ethical work practices, capabilities and services of an animal facility, methods of communication between the animal facility and other organisation sections, problem solving strategies, plan, deliver and audit a training program for animal facility staff, or student, or junior researcher.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA661 ANIMAL NUTRITION

Campus To be advised
Prerequisite(s) AA650/651/652 Laboratory/Farm/Companion Animal Husbandry, AAA710 Anatomy & Physiology II.
Content Diets of selected animals and functions of their digestive systems; Diets for the purposes of maintenance, growth and reproduction; Inappropriate feeding practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA662 HUSBANDRY OF LESS COMMON SPECIES

Campus To be advised
Prerequisite(s) AAA650 Laboratory/AAA651 Farm/AAA652 Companion Animal Husbandry, AAA653 Animal Facility Operations and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Animal Laboratory Techniques.
Content For selected species: Biological data for selected species; Maintenance and care; Design accommodation, care
facilities and environment in accordance with legislation and animal welfare requirements; Breeding procedures; Monitor and maintain the health and induced disease status.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA663 ARTIFICIAL BREEDING TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA710 Anatomy & physiology II, AAA655 Practical animal breeding, AAA702 Biological techniques B.
Content Prepare animals, facilities and equipment for artificial breeding; Collect, evaluate and store reproductive products; Culture reproductive products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA664 ANIMAL HOUSE DESIGN

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA653 Animal facility operations and hygiene.
Content Pen, cage and rack requirements for housing common laboratory animals; Major plant equipment requirements for a modern experimental animal house; Provide technical advice in experimental animal house construction requirements; environmental parameters; Ventilation and servicing requirements; Produce experimental animal house design floor plans.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

AAA665 ANIMAL DISEASE

Campus To be advised
Prerequisite(s) AAA657 Animal health, AAA656 Animal laboratory techniques, AAA712 General microbiology.
Content Assist in monitoring the health status of laboratory animals; Assist in identifying and controlling disease; Explain the significance of, and mechanisms by which, disease process may influence the design and outcome of experiments; Interpret scientific and research literature.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA666 BARRIER MAINTAINED ANIMALS

Campus To be advised
Prerequisite(s) This module is designed for advanced and diploma level students. Students should have completed: AAA650 Laboratory/AAA651 Farm/AAA652 Companion animals husbandry and AAA712 General microbiology.
Content Criteria in the design, construction and maintenance of barrier buildings; strategies that minimise the risk of barrier breakdown; care and monitoring of animals maintained under different barrier conditions; prepare and sterilise materials and equipment; construct, commission and operate an isolator under barrier conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA667 ANIMAL PRACTICAL SKILLS BOOK

Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and be assessed in a practical exercise that could not be assessed on **Campus**.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

AAA668 ANIMAL ANATOMY AND PHYSIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Animal species; Body organisation; Structure and function of systems and organs; Husbandry practices and associated organs and systems.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA702 BIOLOGICAL TECHNIQUES B

Campus To be advised
Prerequisite(s) Nil
Content Prepare, separate, fix, stain a variety of biological specimens; Compound light microscope; Number of specific cells in a biological sample; Aseptic techniques in the preparation of culture media and manipulation of bacteria in cultures; Quality assurance procedures employed in animal, biological food and medical testing laboratories.
Required Reading To be advised
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

AAA705 BIOCHEMISTRY I

Campus To be advised
Prerequisite(s) AAA751 Chemical Principles, AAA752 Chemical Laboratory Techniques.
Content Interpret and apply relevant biochemical terms and concepts; differentiate between given molecules of biological significance in terms of their structure, properties, and biological functions; qualitative biochemical analyses.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA709 ANATOMY AND PHYSIOLOGY I

Campus To be advised
Prerequisite(s) Nil
Content Anatomy and physiology terminology; structural organisation of mammals; body functions through the interaction of nervous and endocrine systems; mammals interaction with external environmt; structure and function of the musculo-skeletal system.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

AAA710 ANATOMY AND PHYSIOLOGY II

Campus To be advised
Prerequisite(s) AAA709 Anatomy and Physiology I.
Content Anatomy and physiology terminology; nutrients; metabolism within the body; urinary, repiratory, integumentary, digestive, reproductive and cardiovascular systems; physiological processes that are activated when mammals are injured; the defence mechanisms that mammals have developed to protect against infection.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

AAA711 GENETICS

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA702 Biological Techniques B.
Content Genetic terminology; transcription and translation of genetic information in determining the phenotype; analysis of genetic data; organisms breeding program for genetic analysis; factors which affect genetic variation, techniques and ethical implications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA712 GENERAL MICROBIOLOGY

Campus To be advised
Prerequisite(s) AAA702 Biological Techniques B.
Content Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA720 VERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identify and classify members of the Subphylum Vertebrate; collect vertebrate specimens; establish and maintain displays of vertebrate materials; perform common laboratory and field procedures with vertebrates; understanding of comparative anatomy and physiology of vertebrate specimens.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA721 INVERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identfiy, classify and collect members of the major protozoan and invertebrate phyla; establish and maintain cultures and displays of protozoan and invertebrate species; observations of protozoan and invertebrate specimens under laboratory and field conditions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA724 ECOLOGICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA722 Plant Identification.
Content Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA725 ECOLOGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) AAA620 Principles of Instrumentation, AAA642 Statistics and methods of sampling.
Content Apply terminology, principles, legislative requirements and management guidelines relevant to environmental and/or ecological assessments; plan, prepare and perform tasks for a given field of study; analyse and interpret results/information and report significant field of study findings.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA750 INTRODUCTORY CHEMISTRY

Campus To be advised
Prerequisite(s) Nil
Content Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA751 CHEMICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Physical and chemical properties of element in the periodic table; Bonding; Derive systematic names and formulae for simple compounds; Chemical reactions; Concentration calculations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA752 CHEMICAL LABORATORY TECHNIQUES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Safety regulations applied to common chemicals and equipment; Use of laboratory glassware, equipment, chemicals and instruments; Record, interpret, analyse and report experimental results; Basic metrology and separation procedures; Volumetric and gravimetric analysis.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA805 NUTRITION

Campus To be advised
Prerequisite(s) To be advised
Content What is nutrition, general physiological functions of food, digestion and absorption of foods including: liquids, carbohydrates, dietary fibre, protein, water, minerals and vitamins, diseases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AAA807 WASTE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Origins of liquid and solid wastes in the food industry, management strategies to minimise waste generation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA854 FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Identification of physical hazards, hazard control, assessment of casualty vital signs and physical condition.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ABC001 CONSTRUCTION 1

Campus To be advised
Prerequisite(s) To be advised
Content Construction principles, standards and services commonly used in single storey residential scale buildings.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC002 CONSTRUCTION 2A/2B

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.
Required Reading To be advised
Nominal Hours 36-54 Hours each
Assessment As per accredited curriculum

ABC005 MATERIALS 1

Campus To be advised
Prerequisite(s) To be advised
Content Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC006 MATERIALS 2

Campus To be advised
Prerequisite(s) ABC005 Materials 1.
Content Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC007 SERVICES1/STRUCTURES 1

Campus To be advised
Prerequisite(s) ABC001 Construction 1, ABC002 Construction 2.
Content Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC059 BUILDING QUALITY CONCEPTS 1

Campus To be advised
Prerequisite(s) To be advised
Content Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC061 BUILDERS WORKING DRAWINGS 1

Campus To be advised
Prerequisite(s) To be advised
Content Read and interpret plans and specifications and undertake basic architectural drafting.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC062 BUILDERS WORKING DRAWINGS 2

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC063 BUILDERS WORKING DRAWINGS 3

Campus To be advised
Prerequisite(s) ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.
Content Sketching for commercial buildings up to an effective height of 25m.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC064 BUILDING COMPUTING APPLICATIONS 1

Campus To be advised
Prerequisite(s) To be advised
Content To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC069 COST CONTROL AND PLANNING 1

Campus To be advised
Prerequisite(s) ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.
Content Basic principles and introduction to planning, scheduling, and cost control for residential construction.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC070 COST CONTROL AND PLANNING 2

Campus To be advised
Prerequisite(s) ABC002 Construction 2, ABC076 Building Quantities and Estimating.
Content Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC074 BUILDING DRAFTING EXPERIENCE 2

Campus To be advised
Prerequisite(s) Registered student. Buidling Practical Experience 1
Content To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.
Required Reading To be advised
Nominal Hours 600 Hours/75 days
Assessment As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Procedures and skills necessary to take-off the material required to construct low rise residential projects.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC077 BUILDING QUANTITIES AND ESTIMATING 2

Campus To be advised
Prerequisite(s) ABC076 Building quantities and estimating 1.
Content Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC082 BUILDING SITE SUPERVISION

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of supervision techniques as they apply to building sites.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 1

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC084 BUILDING SITE SURVEYING AND SET OUT 2

Campus To be advised
Prerequisite(s) Building Site Surveying and Set Out 1
Content Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT

Campus To be advised
Prerequisite(s) ABC091/ABC092 Business Management for Builders 1 & 2.
Content Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC086 STRUCTURES 1

Campus To be advised
Prerequisite(s) Nil
Content To recognise potentially dangerous situations during the design and construction of domestic scale buildings; To communicate effectively with structural engineers; To proceed with more advanced studies of structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC087 STRUCTURES 2

Campus To be advised
Prerequisite(s) ABC086 Structures 1.
Content Knowledge of structural principles as they apply in the building process in order to communicate effectively with building design professionals; Develop sound and safe practices in relation to structural procedures on site.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1

Campus To be advised
Prerequisite(s) ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.
Content Resolve construction problems for single storey and low rise residential buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2

Campus To be advised
Prerequisite(s) ABC088 Building Technology 1.
Content Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC091 BUSINESS MANAGEMENT FOR BUILDERS 1

Campus To be advised
Prerequisite(s) To be advised
Content Staff and contractual management for small to medium sized projects.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC092 BUSINESS MANAGEMENT FOR BUILDERS 2

Campus To be advised
Prerequisite(s) To be advised
Content Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC096 CONSTRUCTION SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Apply safety principles on medium rise and wide span building sites.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Provides the participants with the knowledge to apply safety.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC105 TIMBER FRAME DESIGN

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2

Campus To be advised
Prerequisite(s) ABC064 Building Computer Applications 1.
Content Range of computing software applications that will complement skills gained in modules.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC115 BUILDING STUDIO 1

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical **Content** covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical **Content** covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical **Content** covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC301 DEVELOPMENT CONTROL 1

Campus To be advised
Prerequisite(s) Nil
Content The natural environment; The impacts of settlement; Land-use and urban structure; Building and land-use legislation; Rights and responsibilities of individuals with respect to applications; Heritage and Environmental legislation; Environmental health with respect to building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC303 BUILDING SURVEYING PROCEDURES 1

Campus To be advised
Prerequisite(s) Nil
Content Interpret plans and specifications for **Content**; Review documents for compliance; Site inspections and inspection reports; Consult with relevant agencies, builders and consultants; Check breaches and rectified work; Certificate of Occupancy.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC305 BUILDING SURVEYING PRACTICE 1

Campus To be advised
Prerequisite(s) Nil
Content Describe the role of the building surveyor; Administration of building and land-use applications; Powers and duties of the building surveyor; Simple reports; Essential safety provisions; Mandatory and discretionary powers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC307 BCA AND STANDARDS 1

Campus To be advised
Prerequisite(s) Nil
Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret code/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the geological formation of rocks and their subsequent weathering to form various soil types; Determine the difference between topographical and geological maps and to be able to read and comprehend both map types; Methods of testing soils; Classification of sites; Suggest footing systems to suit particular site conditions; Select a footing in accordance with the relevant Australian standards; Site maintenance to minimise long term damage to the structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Causes of fire in buildings, the combustion process and the development of fire and smoke; Describe the behaviour of building materials subjected to extreme levels of heat; Define the fire load of a building and describe its effect on the classification and compartmentation of buildings; Requirements for fire resistance of material, building elements and forms of construction; Passive fire protection systems for buildings; Principles of smoke control in buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC312 SURVEYING PRACTICAL EXPERIENCE 1/2

Campus To be advised
Prerequisite(s) Building Practical Experience 1
Content Construction/Structures; Estimating/Costing; Management; Supervision/Inspection/Implementation; Drawing/Plan Reading/Checking; Services.
Required Reading To be advised
Nominal Hours 75 Days
Assessment As per accredited curriculum

ABC314 LEGAL PRACTICES 1

Campus To be advised
Prerequisite(s) Nil
Content Distinguish between common law, judicial precedent and legislation; Identify basic legal practice skills and begin their development; Describe the court hierarchy, the civil/criminal jurisdictions of each court; List and describe the different court room procedures in civil and criminal trials and understand the basic procedures in case preparation for presentation in a court; Detail the types of offences, the principles of criminal liability and defences within the criminal law; Detail the types of evidence admissible in a civil and criminal trial
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC315 LEGAL PRACTICES 2

Campus To be advised
Prerequisite(s) ABC314 Legal practices 1.
Content Demonstrate a basic knowledge of the Australian Administrative Legal System; Identify and explain some basic statutory issues and terms which the building control officer will meet and recognise that recourse may need to be had to a variety of sources to determine and interpretation problem; The common law of torts particularly negligence, negligent advice and trespass and administrative law, and their relevance to building control work; Explain that the delivery of legislative benefits depends on the enforcement of the law;
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC316 COMMUNICATION (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC317 COMMUNITY STUDIES

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Identify and analyse major theories that provide models for working effectively with communities; Define a community, identify key people and develop strategies to establish relationships with people in that community; Describe how to identify, develop, use and evaluate community networks as a strategy for establishing links between the Building Surveyor and the community; Assess and/or develop resources for supporting community involvement and participation mechanisms.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC318 MATHEMATICS (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) Nil
Content Carry out transposition of formulae; Identify and measure volumes in a workplace setting; Produce tables, graphs and charts related to mathematical data; Carry out statistical functions related to building surveying; Determine a number of measurements using trigonometry; Produce graphical display using given data; Calculate simple forces.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC319 ENVIRONMENTAL AWARENESS

Campus To be advised
Prerequisite(s) ABC317 Community Studies, ABC321 Sociology.
Content Discuss the dynamics of an ecosystem; Discuss the environmental pressures produced by development; Research and report on the environmental problems facing communities; Describe the impact of urban and industrial development on ecosystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC320 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Use accepted codes and standards in Occupational Health and Safety Legislation as guidelines for making decisions on the safety, or otherwise, of workplace conditions and practices; Assess a real or hypothetical workplace situation to determine accident prevention measures that should be undertaken; Successfully undertake a real or hypothetical accident investigation; Carry out a hazard analysis in a real or hypothetical workplace environment and detail the steps necessary to control hazards in this situation; Use a Material Safety Data Sheet to assess the dangers of a toxic chemical; Determine the optimum conditions for a given workplace environment; Identify and solve problems associated with thermal comfort in a work related environment; Appraise safe/unsafe work practices related to workplace design; Identify major causes of, and a number of methods for dealing with, stress in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC321 SOCIOLOGY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Identify, through informed discussion, the boundaries of the science of sociology; Explain the significance of cultural variation within Australia; Describe the effects of societal structure on personal responses, attitudes and values; Relate the concept of socialisation to personal development; Identify the role of the community contact professional in the social interaction process; Differentiate between the advantages and disadvantages of groups and organisations with regard to the role of the community contact professional; Explain how deviance in society affects the role of the community contact professional; Evaluate the effects of social stratification on society and the workplace; Evaluate the effects of social inequality on both the community and the workplace; Describe the changing role of the family in modern society; Relate the impact of changes in economic order to the role of the community contact professional; Identify the effects of changing political order on local government; Describe the impact of social change on society; Analyse the effects of collective behaviour on the community; Evaluate the effects of urbanisation on both lifestyles and communities; Analyse the conflict between technological progress and the benefit to society.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC322 PSYCHOLOGY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Discuss the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABC323 MANAGEMENT 1

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC325 QUALITY SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Describe the benefits which can be derived from quality of service; Describe the external and internal customers of the building surveyor; Describe the long term benefits of promoting a quality approach within organisations; Describe and develop actions for improving quality within the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC326 LAND USE PLANNING AND MANAGEMENT

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Evaluate the legislation pertaining to Land Use Planning; Describe the principles of land use management; Determine the role of the building surveyor in the land use management process; Review a variety of land use management models; Describe the land development control process; Evaluate the effects of transport and infrastructure on land use management decisions; Apply spatial organisation factors to the land management process in a real or hypothetical land development; Design and plan a hypothetical land development; Evaluate the future use of a given site according to environmental considerations.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABC327 BUILDING FIRE SCIENCE

Campus To be advised
Prerequisite(s) Nil
Content Describe the combustion process and how it relates to different materials; Describe how materials burn and the effect of the different states of matter on their flammability; Describe conditions of burning at the fire point; Describe mechanisms of heat transfer during fire growth, development and spread.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC501 INTRODUCTION TO THE FURNITURE INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Develop knowledge of historical, recent and emerging trends in the furniture industry.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC502 OCCUPATIONAL HEALTH & SAFETY 1

Campus To be advised
Prerequisite(s) To be advised
Content Basic Occupational Health and Safety practices in the workplace.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC503 WORKPLACE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identifies the roles of management, employer associations, unions, and the function of work organisation and time management in workplace structures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC504 CALCULATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Practically apply the mathematical skills required in the workplace.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC505 COMMUNICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Training for effective communication in the workplace at a simple, routine and predictable level.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC506 INTRODUCTION TO MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to timbers, fasteners, adhesives, surface coatings, hardware, glass and aluminum used in the furniture industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC507 INFORMATION TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Identify a range of computer applications and develop basic skills in the use of computers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC508 HAND TOOLS AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and knowledge required for selecting, using and maintaining specified furnishings industry hand tools and equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC509 POWER TOOLS AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Safe operation and maintenance of portable power tools.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

ABC510 MATERIALS HANDLING

Campus To be advised
Prerequisite(s) To be advised
Content Materials handling within the work environment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ABC511 CONSTRUCTION – BASIC

Campus To be advised
Prerequisite(s) To be advised
Content Identify, manufacture and assemble basic furniture construction joints.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC512 DRAWING

Campus To be advised
Prerequisite(s) To be advised
Content Develop drawing techniques used in the furnishings industry by means of conventional and/or Computer Aided Drawing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC513 WORKING WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop skills to deal with conflict in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC541 OCCUPATIONAL HEALTH & SAFETY 2

Campus To be advised
Prerequisite(s) To be advised
Content Identify hazards, assess control risks common in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC542 SURFACE PREPARATION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a solid or veneered timber surface for finishing.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

ABC543 ERGONOMICS

Campus To be advised
Prerequisite(s) To be advised
Content Apply ergonomics and basic design principles to the design and construction of furniture generally.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC544 BASIC STATIC MACHINES AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop fundamental skills and knowledge of basic machines and equipment.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

ABC545 PLAN READING AND DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Develop the knowledge and skills required for reading basic plans and interpreting documentation.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABC546 CUSTOMER RELATIONS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop effective communication skills for interacting with customers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC548 QUALITY PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Implementation of quality principles and practices.
Required Reading To be advised
Nominal Hours 10-12 Hours
Assessment As per accredited curriculum

ABC549 INSTALLATION TECHNIQUES 1

Campus To be advised
Prerequisite(s) To be advised
Content
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

ABC550 INTRODUCTION TO CAD (COMPUTER AIDED DRAWING)

Campus To be advised
Prerequisite(s) To be advised
Content Develop knowledge and skills required to use CAD including computer requirements, elementary DOS commands, 2d CAD drawing and printing/plotting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC601 FRAME AND PANEL CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Manufacture a project of framed and panelled construction.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC603 MODULAR CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Construct modular furniture including types of modular furniture components and construction and fitting methods used in the furniture industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC604 LEG AND RAIL CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan reading, working drawings, joint construction, clamping and finishing techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC605 DRAWER CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Constructing drawers including: Drawer types and components; Construction and fitting methods used in the furniture industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC606 PATTERN AND TEMPLATE MAKING

Campus To be advised
Prerequisite(s) To be advised
Content Produce patterns and templates as used in the furniture industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC607 VENEER PROCESSES AND LAMINATES

Campus To be advised
Prerequisite(s) To be advised
Content Apply wood veneers and plastic laminates.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC609 DOOR CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Produce doors suitable for the furniture industry.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

ABC612 TABLE CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Construct leg and rail framed tables.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC615 SOLID TIMBER CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Identify timber for constructing furniture using solid timber.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC616 BUILT-IN FURNITURE

Campus To be advised
Prerequisite(s) To be advised
Content Planning and constructing domestic and commercial built-in furniture.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC952 INSTRUCT OTHER WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content Training other workers in the workplace.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

ABC954 CHAIR MAKING – BASIC

Campus To be advised
Prerequisite(s) To be advised
Content Producing a chair from drawings and templates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC957 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) To be advised
Content Costing furniture materials and production.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC960 DESIGN PRINCIPLES – BASIC (FURNITURE)

Campus To be advised
Prerequisite(s) To be advised
Content Basic design principles and processes to initiate interest, progressive improvement and/or successful application outcomes in designing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC963 WOOD TURNING

Campus To be advised
Prerequisite(s) To be advised
Content Operating a wood working lathe.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC966 HANDLING MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Ordering and shipping materials; Moving materials within the workplace with the aid of mechanical devices.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC967 FURNITURE POLISHING – BASIC PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Basic procedures in polishing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD500 OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content Historical development of OH&S, acceptable/non-acceptable risk, State and Commonwealth OH&S legislation, identification and assessment of common workplace hazards, prevention strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABD501 OCCUPATIONAL HYGIENE 1

Campus To be advised
Prerequisite(s) Nil
Content Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD502 REHABILITATION AND WORKERS COMPENSATION 1

Campus To be advised
Prerequisite(s) Nil
Content Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD503 HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.
Content Properties of hazardous substances, methods of controlling exposure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW

Campus To be advised
Prerequisite(s) Nil
Content Introduction to the Australian legal system, structure of the courts, criminal and civil law, OH&S legislative requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD505 WORKPLACE HEALTH – HUMAN BODY

Campus To be advised
Prerequisite(s) Nil
Content Anatomy and function of major body systems and the effect of occupational hazards on these systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD506 INDUSTRIAL PLACEMENT 1

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals.
Content Hazard identification and management of noise, manual handling and personal protective equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD530 OCCUPATIONAL HYGIENE 2

Campus To be advised
Prerequisite(s) AAA501 Occupational Hygiene 1.
Content Chemical, biological and physical hazards in the workplace, conditions that may increase potential for exposure to these hazards and the health effects that may result.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD531 ENGINEERING CONTROLS

Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2.
Content Isolation and enclosure, access limiting guards, guard construction and securing systems, electrical safety, ventilation systems, methods of reducing noise and vibration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES

Campus To be advised
Prerequisite(s) Nil
Content Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS

Campus To be advised
Prerequisite(s) Nil
Content Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD534 FIRE SAFETY MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Causes and classes of fire, methods of fire extinguishment, HAZCHEM codes, Management's role in fire safety, building codes of Australia, Acts relevant to fire.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD535 ERGONOMICS 1

Campus To be advised
Prerequisite(s) Nil
Content Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD560 OCCUPATIONAL HYGIENE 3

Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD533 Occupational Health & Safety Statistics.
Content Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD562 RISK MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) To be advised
Content Compliance requirements for the storage, handling and transportation of hazardous substances, labelling requirements, material safety data sheets, Australian code for the transport of dangerous goods by road and rail.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD564 ACTION RESEARCH PROJECT

Campus To be advised
Prerequisite(s) Nil
Content Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD565 INDUSTRIAL PLACEMENT 2

Campus To be advised
Prerequisite(s) Nil
Content Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

ABD566 REHABILITATION AND WORKERS COMPENSATION 2

Campus To be advised
Prerequisite(s) ABD502 Rehabilitation and Workers Compensation 1.
Content Management of workers compensation claims, rehabilitation of people at work experiencing work related injury or illness
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD505 Workplace Health – Human Body.
Content Skills needed to plan, design, implement, analyse and evaluate occupational health and safety programs in a workplace
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD568 ERGONOMICS 2

Campus To be advised
Prerequisite(s) Nil
Content Tools and methods to collect anthropometric data, symptoms of occupational overuse syndrome, methods to minimise OOS.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD569 OCCUPATIONAL HEATH & SAFETY IN THE FOOD/DAIRY INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content OH&S law, role of employees and employers, impetus for chance, hierarchy of hazard control, integration of OH&S management into total quality management, management cultures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABH500 REAL ESTATE INDUSTRY OVERVIEW

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) Nil
Content Main features of estate agency legislation; Role and functions of real estate regulatory bodies and industry associations; Job functions and required rules of ethical and professional conduct.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH501 INTRODUCTION TO SALES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Functions and responsibilities of real estate sales people and agents in selling a property and documentation required.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH502 INTRODUCTION TO PROPERTY MANAGEMENT

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Basic concepts of property management and documentation required when letting and/or managing property.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH503 REAL ESTATE COMPUTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content Use of real estate sales and listing software packages and management of and customising software.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH504 REAL ESTATE ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content Elements of accounting; accounting equation; trust accounting processes; audit requirements for an agent's office; journals; general ledger; reconciliation of trust bank account statements; payroll procedures.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

ABH505 REAL ESTATE COMPUTER ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH504 Real Estate Accounting.
Content Computer accounting reports using a computer package relating to real estate sales.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH507 PROPERTY RESEARCH AND ANALYSIS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management
Content Research and evaluate market conditions; Procedures for developing and maintaining a sales and property management business network.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABH508 REAL ESTATE CONSUMER PROTECTION

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Trade Practices; Consumer protection and other legislation relating to real estate transactions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH510 CONTRACT LAW FOR REAL ESTATE

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) Nil
Content Elements of a contract; Void, voidable and unenforceable contracts; Mistake, misrepresentation, illegality or lack of capacity; Termination of contract; Breach of contract.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH511 PROPERTY LAW

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate
Content General law system and Torrens system of title; Legal principles of mortgages; Legal requirements relating to a subdivision of land.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH512 RESIDENTIAL TENANCIES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content Types of agreements/contracts; Rights and duties of landlords; Security deposits/bond moneys; Rights and duties relating to termination; Resolution of tenancy disputes; Presenting cases to the tribunal.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH513 RECOGNISING COMMON BUILDING STYLES AND FAULTS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview
Content Main and major features of building styles; Common building construction techniques; Minor and major defects and their implications; Internal and external inspections.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH514 PROPERTY MANAGEMENT LISTINGS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content Targeting prospective landlords; Negotiating duties, fees and other matters with a landlord.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABH515 RENTING RESIDENTIAL PROPERTIES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH502 Introduction to Property Management, ABH512 Residential Tenanacies.
Content Marketing residential rental properties; Procedures for the selection of tenants.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ABH516 SERVICING MANAGED PROPERTIES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH512 Residential Tenanacies, ABH513 Recognising Common Building Styles and Faults.
Content Strategies to minimise risk to owners; Property inspections and maintenance of managed properties.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis, ABH508 Real Estate Consumer Protection, ABH511 Property Law, ABH514 Property Management Listings, ABH516 Servicing Managed Properties.
Content Types of specialised properties; Listing, Leasing and resolving disputes with specialised properties.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH522 CONTRACTS FOR THE SALE OF LAND

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH511 Property Law.
Content Requirements for a valid contract for the sale of land; Form of contract for the sale of land; Implied terms; Special conditions; Special contracts; Holding of deposits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH523 METHODS OF SALE

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH525 Listings.
Content Advantages and disadvantages of each method of sale; Complete agency documentation associated with each type of sale.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH524 PROPERTY APPRAISALS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis; ABH511 Property Law; ABH513 Recognising Common Building Styles and Faults
Content Methods of appraising; Preparing reports detailing the likely market price value.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH525 LISTINGS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis, ABH511 Property Law, ABH522 Contracts for the Sale of Land, ABH523 Methods of Sale, ABH524 Property Appraisals.
Content Value of real property; Identifying target groups; Preparing, delivering, closing and recording a listing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH527 SELLING BY AUCTION

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH525 Listings.
Content Preparing, conducting and completing an auction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH528 INTRODUCTION TO SPECIALISED PROPERTY SALES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH524 Property Appraisals, ABH523 Methods of Sale.
Content Types of specialised properties; Documentation with listing and selling specialised property; Matching different methods of sale to different property types.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AUR00108A CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Types and application of lubricants and fluids; Servicing/maintenance procedures and inspection checklists.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per endorsed training package

AUR18676A TEST, SERVICE AND REPLACE BATTERIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/safe handling of battery electrolyte and acids; OH&S and statutory legislation/industry codes of practice/disposal of batteries and acid; Types of batteries and basic battery construction; Battery testing procedures, load and specific gravity; Battery charging procedures; Removal and replacement procedures; Servicing procedures; Jump starting procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR18708A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Electrical principles; Electrical measuring and test procedures for minor repairs; Procedures for minor electrical repairs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR25678B USE AND MAINTAIN MEASURING EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Measure dimensions or variables; Maintain measuring equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

AUR37927A IDENTIFY AUTOMOTIVE PARTS/COMPONENTS/ACCESSORIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify vehicle/unit; Identify the actual part(s)/product(s) required by correct terminology; Identify vehicle/system accessories.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AUR51356A READ IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Read texts that contain specialist knowledge and may be organised in a variety of formats.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

AUR51677A USE NUMBERS IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Operate with numbers to establish procedures; Calculate numerical and related information to establish procedures; Interpret and present numerical and related information to establish procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

AUR70125A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and avoidance; Maintain the cleanliness of equipment and work areas; Locate and identify workplace fire extinguisher types, applications and operating procedures; Carry out emergency procedures; Follow basic security procedures; Carry out basic first aid and cardio-pulmonary resuscitation (CPR) procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70278A USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Tools and equipment safety and operating procedures; Tools and equipment selection procedures; Basic maintenance procedures of tools and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70314A CONTRIBUTE TO WORKPLACE COMMUNICATION

Campus Newport.
Prerequisite(s) To be advised
Content The communication process; Written and oral communication skills; Use and maintenance of workplace records
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70421A ESTABLISH RELATIONS WITH CUSTOMERS

Campus Newport.
Prerequisite(s) To be advised
Content Customer relationship principles; Relevant customer legislation; Questioning and active listening skills relevant to customer communication.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Use self-assessment to develop a profile of current competencies, strengths and weaknesses; Investigate a range of tertiary offerings and further study options; Analyse the entry requirements/determent learning needs; Understanding learning to learn concepts.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Demonstrate effective use of Internet and technology to gain information; Demonstrate the skills required to effectively participate in a collaborative learning environment; Demonstrate the research and writing skills to produce a complex written text; Use a word processing package to present written material in an appropriate form.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ508 REFLECTIVE LEARNING AND PRACTICE 2A

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Monitor suitability of learning plan and evaluate progress within it through ongoing self-assessment; Develop and implement appropriate self-improvement plans to enhance progress course; Conduct an investigative project into some aspect of the transition from ACFE to work or further study.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BBJ509 REFLECTIVE LEARNING AND PRACTICE 2B

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the ability through a University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC1003A DRAIN / DE-WATER SITE

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare job; Spread and compact materials; Clean up.
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

BCC1013A MONITOR MACHINE OPERATION

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCC2003A ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Set out excavation and erect safety equipment; Assist machine excavation support; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCC2005A REPAIR PAVEMENTS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Repair potholes; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCC2009A CARRY OUT CONCRETE WORK

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan work; Set out for concrete work; Construct reinforcement; Place and fix reinforcement; Erect formwork; Carry out on concrete work; Strip formwork; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCC3001A CONDUCT TIP TRUCK OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate backhoe/loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

BCC3003A CONDUCT DOZER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate dozer; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 240 Hours
Assessment As per accredited curriculum

BCC3004A CONDUCT EXCAVATOR OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate excavator; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out excavator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

BCC3005A CONDUCT FRONT END LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate front end loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

BCC3006A CONDUCT GRADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate grader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 240 Hours
Assessment As per accredited curriculum

BCC3007A CONDUCT SCRAPER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate scraper; Couple machines; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

BCC3008A CONDUCT SKID STEER LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCC3009A CONDUCT ROLLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCC3010A CONDUCT WATER CART OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate water cart; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCC3012A CONDUCT DUMP TRUCK OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC3013A CONDUCT FORKLIFT OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCC3014A CONDUCT PIPELAYER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate pipelayer; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCC3015A CONDUCT RECYCLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCC3017A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCF2001A USE STATIC MACHINES

Campus To be advised
Prerequisite(s) To be advised
Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCF2004A LAYOUT SIGNS

Campus To be advised
Prerequisite(s) BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans
Content Developing the design of internal/external signs to client's requirements, using data from client's drawings and information
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING

Campus To be advised
Prerequisite(s) BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools
Content This unit applies to identifying and matching colours against a specified sample.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF2011A USE COMPUTERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify computer operation and application uses in the workplace: Use system and provide data entry; verify/confirm data input
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BCF2013A ASSEMBLE COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Campus To be advised
Prerequisite(s) To be advised
Content Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3000A MAINTAIN STATIC MACHINERY

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blade to machine; Lubricate machine; Test and adjust machine; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3001A SETUP STATIC MACHINERY

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3009A SETTING OUT OF WINDOWS AND DOORS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Set up machine; Machine components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3011A ASSEMBLE (DOOR/WINDOWS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING

Campus To be advised
Prerequisite(s) To be advised
Content Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set ut alignment to given co-ordinates; Set up vertical levels; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES

Campus To be advised
Prerequisite(s) To be advised
Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3042A MARK OFF/OUT

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1001A CARRY OUT OH&S REQUIREMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1002A PLAN AND ORGANISE WORK

Campus To be advised
Prerequisite(s) Nil
Content Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS

Campus To be advised
Prerequisite(s) Nil
Content Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.
Required Reading To be advised
Nominal Hours 36-40 Hours
Assessment As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) Nil
Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.
Content Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1012A PREPARE FOR CONSTRUCTION PROCESS (WALL AND FLOOR TILING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for the construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1013A PREPARE FOR CONSTRUCTION PROCESS (SOLID PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Prepare background of brick, concrete or blockwork for solid plastering; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1014A PREPARE FOR CONSTRUCTION PROCESS (DRY WALL PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with sheet material installation; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for demolition process; Prepare materials for demolition process; Prepare work area for demolition process; Use tools and equipment appropriate for construction processes; Set up plant and equipment for initial demolition processes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1018A PREPARE FOR CONSTRUCTION PROCESS (STEELWORK)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2002A OXY/LPG ACETYLENE CUTTING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Set up; Cut material; Shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content Plan and prepare work; Demolish building/structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING

Campus To be advised
Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Content Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG2006A CARRY OUT STEELFIXING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2005A Erect and strip formwork for concrete work.
Content Plan and prepare work; Prepare for reinforcement placement; Place and fix reinforcement; Inspect reinforcement prior to concrete pour; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan work; Carry out concrete placement; Clean up site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools.
Content Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

BCG2011A USE STATIC MACHINES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content Plan and prepare for set-out; Make set-out for unit; Store set-out.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3013A CONDUCT FORKLIFT OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and 'drop-in' joists; Install site assembled bearers and joists (long span); Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.
Content Plan and prepare work; Erect steel roof trusses; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Content Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS

Campus To be advised
Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3022A FINISH EAVES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrailing and balustrade; Finish stairs; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.
Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare surfaces, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3030A REPLACE GLASS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.
Content Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.
Content Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS

Campus To be advised
Prerequisite(s) BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.
Content Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

Campus To be advised
Prerequisite(s) BCG3010A Install windows to wall framing.
Content Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for concrete work.
Content Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3041A UNDERTAKE DOGGING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prepare for construction process (steelwork).
Content Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3043A OPERATE HOIST

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).
Content Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3044A APPLY DECORATIVE FINISHES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear timber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.
Content Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce glided finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 114 Hours
Assessment As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.
Content Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3067A CONSTRUCT CORBELS AND DECORATIVE BRICKWORK

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content Plan and prepare work; Set out for featured brickwork; Lay bricks and form corbels and protusions; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth areas or sills; Rake/rule joints; Carry out tuck pointing; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES

Campus To be advised
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG2009A Carry out concrete work, BCG3011A Carry out basic setting out, BCG3115A Lay segmental/unit paving.
Content Plan and prepare work; Prepare base for masonry or stone; Lay masonry or stone to sand bedding; Lay masonry or stone to mortar bed; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY

Campus To be advised
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3092A APPLY SOLID RENDER

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare surfaces, BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools.
Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment.
Content Select and prepare materials and equipment; Erect work platform; Prepare new or un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

Campus To be advised
Prerequisite(s) BCG1008A Use simple levelling devices, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surface for painting and decorating.
Content Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

Campus To be advised
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.
Required Reading To be advised
Nominal Hours 56 Hours
Assessment As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL

Campus To be advised
Prerequisite(s) BCG2084A Carry out levelling, BCG3011A Carry out basic setting out, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1010A Carry out concreting to simple forms, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3115A LAY SEGMENTAL/UNIT PAVING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.
Content Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames, BCG2001A Prepare surfaces.
Content Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Campus St Albans
Prerequisite(s) Nil
Content Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE

Campus St Albans
Prerequisite(s) Nil
Content Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAFIN201A PREPARE AND PROCESS FINANCIAL DOCUMENTATION FOR CASH FLOW AND ACCOUNTING RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Petty cash; Credits and debits; Banking.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAFIN301A MAINTAIN DAILY FINANCIAL RECORDS FOR ACCOUNTING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content Cash and credit transactions; bank reconciliations; creditors and debtors systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAFIN305A MAINTAIN FINANCIAL RECORDS FOR REPORTING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content General journal; posting to General ledger; Trial Balance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSAFIN501A MANAGE PAYROLL RECORDS FOR EMPLOYEE SALARIES AND STATUTORY RECORD KEEPING PURPOSES.

Campus To be advised
Prerequisite(s) To be advised
Content Payroll-manual and computerised
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Campus St Albans
Prerequisite(s) Nil
Content Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

Campus St Albans
Prerequisite(s) Nil
Content Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

Campus St Albans
Prerequisite(s) Nil
Content Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Campus St Albans
Prerequisite(s) Nil
Content Record fee-earner time; Enter disbursements incurred.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

Campus St Albans
Prerequisite(s) Nil
Content Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

Campus St Albans
Prerequisite(s) Nil
Content Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

Campus St Albans
Prerequisite(s) Nil
Content Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL401AA PROVIDE SUPPORT IN PROPERTY LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL402A PROVIDE SUPPORT INFAMILY LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of charges; Assist with the sale of a shelf company.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS

Campus St Albans
Prerequisite(s) Nil
Content Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Campus St Albans
Prerequisite(s) Nil
Content Plan search; Conduct search; Receive outcome of search; Deliver information.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

Campus St Albans
Prerequisite(s) Nil
Content Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION

Campus St Albans
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSATEC102A ACCESS AND RETRIEVE COMPUTER DATA

Campus To be advised
Prerequisite(s) To be advised
Content Operate computer equipment; Open file; Retrieve data; Close file.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES

Campus To be advised
Prerequisite(s) To be advised
Content Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSBADM302A PRODUCE TEXTS FROM NOTES

Campus To be advised
Prerequisite(s) To be advised
Content Take notes; Transcribe notes; Edit and revise text.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BSBADM305A CREATE AND USE DATABASES

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM306A CREATE ELECTRONIC PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Prepare presentation; Produce presentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM307A ORGANISE SCHEDULES

Campus To be advised
Prerequisite(s) To be advised
Content Establish schedule requirements; Manage schedules.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBADM308A PROCESS PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Record payroll data; Prepare payroll; Handle payroll enquiries.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain financial journal systems; Prepare bank reconciliations; Maintain accounts payable and accounts receivable systems; Process payments for accounts payable; Prepare statements for accounts receivable; Follow up outstanding accounts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM310A MAINTAIN A GENERAL LEDGER

Campus To be advised
Prerequisite(s) To be advised
Content Process journal entries; Prepare trial balance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES

Campus To be advised
Prerequisite(s) To be advised
Content Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BSBADM403A DEVELOP AND USE COMPLEX DATABASES

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Develop a linked spreadsheet solution; Automate and standardise spreadsheet operation; Use spreadsheets; Represent numerical data in graphic form.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM405A ORGANISE MEETINGS

Campus To be advised
Prerequisite(s) To be advised
Content Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM406A ORGANISE BUSINESS TRAVEL

Campus To be advised
Prerequisite(s) To be advised
Content Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM407A ADMINISTER PROJECTS

Campus To be advised
Prerequisite(s) To be advised
Content Plan project administration; Coordinate project administration; Finalise and review project administration.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADM408A PREPARE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain asset register; Record general journal entries for balance day adjustments; Prepare final general ledger accounts; Prepare end-of-period financial reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM502A MANAGE MEETINGS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for meetings; Conduct meetings; Follow up meetings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM503A PLAN AND MANAGE CONFERENCES

Campus To be advised
Prerequisite(s) To be advised
Content Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Plan or review administration systems; Implement new or modified administration system; Monitor administration system.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADM505A MANAGE PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV401A PROFILE A TARGET AUDIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify the target market; Segment the market; Profile target audience.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADV402A CONDUCT PRE-CAMPAIGN TESTING

Campus To be advised
Prerequisite(s) To be advised
Content Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADV403A MONITOR ADVERTISING PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADV404A SCHEDULE ADVERTISEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADV501A DEVELOP A CREATIVE CONCEPT

Campus To be advised
Prerequisite(s) To be advised
Content Read and absorb background information; Develop a creative concept; Evaluate a creative concept.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV502A WRITE PERSUASIVE COPY

Campus To be advised
Prerequisite(s) To be advised
Content Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADV503A COORDINATE ADVERTISING RESEARCH

Campus To be advised
Prerequisite(s) To be advised
Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV504A CREATE ADVERTISEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV505A EVALUATE AND RECOMMEND 'ABOVE THE LINE' MEDIA OPTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend 'above the line' media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV506A EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other 'below the line' advertising media; Recommend 'below the line' media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN

Campus To be advised
Prerequisite(s) To be advised
Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF

Campus To be advised
Prerequisite(s) To be advised
Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN

Campus To be advised
Prerequisite(s) To be advised
Content Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV603A MANAGE ADVERTISING PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan the production process for advertisements; Segment the market; Profile target audience.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN

Campus To be advised
Prerequisite(s) To be advised
Content Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS

Campus To be advised
Prerequisite(s) To be advised
Content Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBCMN107A OPERATE A PERSONAL COMPUTER

Campus To be advised
Prerequisite(s) To be advised
Content Start computer and basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for use and/or organisational requirements; Print information; Shutdown computer.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment As per accredited curriculum

BSBCMN108A DEVELOP KEYBOARD SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Identify and develop keyboard skills; Check accuracy.
Required Reading To be advised
Nominal Hours 10-40 Hours
Assessment As per accredited curriculum

BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Work within organisational requirements; Determine future work/career directions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Organise work schedule; Complete work tasks; review work performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN203A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Draft routine correspondence.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN204A WORK EFFECTIVELY WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop effective workplace relationships; Contribute to workgroup activities.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Select and use technology; Process and organise data; Maintain technology.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY (NURSING)

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the knowledge and skills required to select, use and maintain information technology in a nursing context. It provides the student with the skills in utilising different software programs, organising information, monitoring the state of the hardware and reporting any issues.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Collect information; Process workplace information; Maintain information systems.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN208A DELIVER A SERVICE TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer needs; Deliver service to customers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN209A PROVIDE INFORMATION TO CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish contact with clients; Respond to client enquiry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; participate in planning the introduction of change; Support the implementation of change.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN212A HANDLE MAIL

Campus To be advised
Prerequisite(s) To be advised
Content Receive and distribute incoming mail; receive and despatch outgoing mail; Organise urgent and same day deliveries; Organise and send electronic mail.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Confirm document requirements; Produce documents.
Required Reading To be advised
Nominal Hours 10-60 Hours
Assessment As per accredited curriculum

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Create simple spreadsheets; Produce spreadsheets; Produce simple charts.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING

Campus To be advised
Prerequisite(s) To be advised
Content Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN305A ORGANISE WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Collect and assess information; Organise information; Review information needs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Select and prepare resources; Design document; Produce document.
Required Reading To be advised
Nominal Hours 10-80 Hours
Assessment As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain daily financial records; Maintain general ledger; Monitor cash control.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

BSBCMN311A MAINTAIN WORKPLACE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support he organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN312A SUPPORT INNOVATION AND CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN402A DEVELOP WORK PRIORITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN403A ESTABLISH BUSINESS NETWORKS

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS

Campus To be advised
Prerequisite(s) To be advised
Content Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Gather and organise information; Research and analyse information; Present information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN407A COORDINATE BUSINESS RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN408A REPORT ON FINANCIAL ACTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN409A PROMOTE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN411A MONITOR A SAFE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement and monitor the organisation's procedures for maintaining Occupational Health and Safety records for the team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN412A PROMOTE INNOVATION AND CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES

Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work team; Implement and monitor operational procedures; Implement and monitor change and continuous improvement; Implement and monitor recording procedures; Implement and monitor an environmental management training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM302A SUPPORT LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM304A PARTICIPATE IN WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM305A SUPPORT OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM306A PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM311A SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM402A SHOW LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM404A LEAD WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM405A IMPLEMENT OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM406A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM503A ESTABLISH AND MANAGE AN EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performance.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus To be advised
Prerequisite(s) To be advised
Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers' compensation and rehabilitation claims.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BSBHR402A RECRUIT AND SELECT PERSONNEL

Campus To be advised
Prerequisite(s) To be advised
Content Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES

Campus To be advised
Prerequisite(s) To be advised
Content Process leave applications; Process job vacancies; Provide information on personnel matters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBHR404A COORDINATE HUMAN RESOURCE SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Campus To be advised
Prerequisite(s) To be advised
Content Develop the organisation's remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR507A MANAGE SEPARATION/TERMINATION

Campus To be advised
Prerequisite(s) To be advised
Content Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBHR508A MANAGE WORK/LIFE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBHR601A MANAGE CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR602A MANAGE HUMAN RESOURCE STRATEGIC PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR603A CONTRIBUTE TO ORGANISATION DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR604A MANAGE EMPLOYEE RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR605A CONTRIBUTE TO ORGANISATION DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS

Campus To be advised
Prerequisite(s) To be advised
Content Provide advice to patients about fee structure; Process referrals to specialist practitioners; Prepare and process medical accounts for bulk billed and private patients; Process accounts; Provide financial information for the practice as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT502A MANAGE PEOPLE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Allocate work; Assess performance; Provide feedback; Manage follow-up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT505A ENSURE A SAFE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF

Campus To be advised
Prerequisite(s) To be advised
Content Determine future people needs; Select appropriate people; Confirm employment arrangements.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Develop a business plan to enhance environmental performance; Manage environmental impact and opportunity; Promote innovation and opportunity; Manage system to record and report environmental impacts and opportunities; Evaluate environmental performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation's capabilities.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Develop tactical and operational plans; Review business systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT604A MANAGE BUSINESS OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Implement tactical and operational plans; Monitor performance; Respond to performance data.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT606A MANAGE CUSTOMER FOCUS

Campus To be advised
Prerequisite(s) To be advised
Content Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT609A MANAGE RISK

Campus To be advised
Prerequisite(s) To be advised
Content Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMGT610A MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish an environmental management system; Manage innovation and improvement; Review environmental management system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMKG301A RESEARCH THE MARKET

Campus To be advised
Prerequisite(s) To be advised
Content Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Confirm business needs; Identify market needs; Identify marketing opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMKG401A PROFILE THE MARKET

Campus To be advised
Prerequisite(s) To be advised
Content Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm product/service market; Assess the reasons for existing levels of consumer interest; Recommend a focus of appeal for marketing strategies for a product/service.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG403A ANALYSE MARKET DATA

Campus To be advised
Prerequisite(s) To be advised
Content Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMKG406A BUILD CLIENT RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG407A MAKE A PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the presentation; Deliver a presentation; Review the presentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG504A IMPLEMENT A MARKETING SOLUTION

Campus To be advised
Prerequisite(s) To be advised
Content Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG505A REVIEW MARKETING PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMKG601A DEVELOP MARKETING STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Scope marketing opportunities; Develop marketing strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG602A DEVELOP A MARKETING PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG603A MANAGE THE MARKETING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify business opportunities; Identify personal business skills.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSBM402A UNDERTAKE FINANCIAL PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSBM403A PROMOTE THE BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Develop marketing strategies; Determine a marketing mix for the business; Implement marketing strategies; Monitor and improve marketing performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSBM406A MANAGE FINANCES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain financial records; Implement financial plan; Monitor financial performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSBM407A MANAGE A SMALL TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.
Required Reading To be advised
Nominal Hours 40Hours
Assessment As per accredited curriculum

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Acquire knowledge of products in a specified area; Convert product knowledge into benefits; Evaluate competitors' products.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSLS302A IDENTIFY SALES PROSPECTS

Campus To be advised
Prerequisite(s) To be advised
Content Employ prospecting methods; Qualify prospects; Manage prospect information.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSBSLS303A PRESENT A SALES SOLUTION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for presentation; Present a sales solution; Manage buyer resistance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSLS304A SECURE PROSPECT COMMITMENT

Campus To be advised
Prerequisite(s) To be advised
Content Respond to buying signals; Negotiate the sale; Finalise the agreement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBSLS305A SUPPORT POST-SALE ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Process the order; Deliver support to agreed expectations; Handle client feedback.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBSLS306A SELF-MANAGE SALES PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSLS401A LEAD A SALES TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Plan sales operations; Direct the sales team; Evaluate sales team effectiveness and performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSX001/A EVALUATE A BUSINESS OPPORTUNITY

Campus City King.
Prerequisite(s) Nil
Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX002/A COMPLETE A BUSINESS PLAN

Campus City King.
Prerequisite(s) Nil
Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX003/A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus City King.
Prerequisite(s) Nil
Content Identifying and complying with legal and administrative requirements in the process of setting up and maintaining a small business; Includes risk minimisation, insurance, establishing a business structure and legal rights regarding production and use of production and use of products and the provision of services
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/01 EVALUATE A BUSINESS OPPORTUNITY

Campus To be advised
Prerequisite(s) To be advised
Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/02 COMPLETE A BUSINESS PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/05 MANAGE BUSINESS OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/07 MANAGE FINANCES

Campus To be advised
Prerequisite(s) To be advised
Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSX154L404 APPLY SKILLS IN COST MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L602 MANAGE PROJECT SCOPE

Campus To be advised
Prerequisite(s) To be advised
Content Manage project authorisation; Define and plan project scope; Manage project scope.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L603 MANAGE TIME

Campus To be advised
Prerequisite(s) To be advised
Content Develop project schedules; Manage project schedules; Analyse time management outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L604 MANAGE COST

Campus To be advised
Prerequisite(s) To be advised
Content Develop project budget; Manage project costs; Manage financial completion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L605 MANAGE QUALITY

Campus To be advised
Prerequisite(s) To be advised
Content Develop quality requirements; Manage quality assurance; Improve project quality.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI304A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Campus City King, Sunshine, Workplace, Sunbury.
Prerequisite(s) Nil
Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSXFMI507A MANAGE QUALITY CUSTOMER SERVICE

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI511A A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSZ401A PLAN ASSESSMENT

Campus To be advised
Prerequisite(s) Nil
Content Establish evidence required for a specific context; Establish suitable assessment method(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT

Campus To be advised
Prerequisite(s) Nil
Content Identify and explain the context of assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to persons being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ403A REVIEW ASSESSMENT

Campus To be advised
Prerequisite(s) Nil
Content Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for training; Deliver training; Provide opportunities for practices; Review training.
Required Reading To be advised
Nominal Hours 30-40 Hours
Assessment As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Campus To be advised
Prerequisite(s) Nil
Content Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Required Reading To be advised
Nominal Hours 15-50 Hours
Assessment As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.
Required Reading To be advised
Nominal Hours 15-30 Hours
Assessment As per accredited curriculum

BSZ407A DELIVER TRAINING SESSIONS

Campus To be advised
Prerequisite(s) Nil
Content Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
Required Reading To be advised
Nominal Hours 15-50 Hours
Assessment As per accredited curriculum

BSZ408A REVIEW TRAINING

Campus TBA
Prerequisite(s) Nil
Content Record training data; Evaluate training; Report on training.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ501A ANALYSE COMPETENCY REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify client competency needs; Undertake needs analysis; Confirm findings of research; Document competency requirements; Validate competencies and implementation plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ502A DESIGN AND ESTABLISH THE TRAINING SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Determine boundaries of the training; Determine training system features; Match needs with resources; Design and develop a training records system; Establish procedures for the review of training; Select and provide for training of system users; Establish quality assurance procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ503A DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Determine client needs; Determine assessment boundaries; Establish assessment system features; Match needs with resources; Design and develop record system; Establish procedures for the review of assessment; Select and provide for training and support of assessors; Establish quality assurance procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ504A MANAGE THE TRAINING AND ASSESSMENT SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Communicate the system; Support trainers and/or assessors; Manage the record keeping system; Maintain quality assurance procedures; Maintain records for audits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ505A EVALUATE THE TRAINING AND ASSESSMENT SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Plan a system evaluation; Conduct the evaluation; Report on evaluation findings; Develop intervention strategies.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

BSZ506A DEVELOP ASSESSMENT PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Establish evidence requirements; Identify assessment methods; Identify potential available assessment tools; Trial the assessment methods and tools; Document assessment procedures.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSZ507A DEVELOP ASSESSMENT TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the context for the assessment tool; Draft assessment tools in accordance with plan; Develop instructions for assessment tools; Pilot the assessment tools; Validate assessment tools; Finalise assessment tools.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSZ508A DESIGN TRAINING COURSES

Campus To be advised
Prerequisite(s) To be advised
Content Determine the need for a course; Identify the learner profile; Develop course structure; Determine the training and assessment requirements; Define the training **Content**; Develop course monitoring arrangements; Identify career/educational pathways.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BT20099 CONTEMPORY HEALTH ISSUES

Campus City King
Prerequisite(s) To be advised
Content An introduction to epidemiology concepts and a cross section of the main health problems that Australians face today; Issues encountered by massage therapists and other health professionals will be discussed.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT48657 PATHOLOGY 1

Campus City King
Prerequisite(s) To be advised
Content A comprehensive instruction in pathological conditions and processes, which enable the learner to recognise signs and symptoms that may be alleviated my massage or which require referral to other health providers.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT48851 FUNDAMENTALS OF ANATOMY & PHYSIOLOGY

Campus City King
Prerequisite(s) To be advised
Content The fundamentals of human anatomy and an understanding of the physiology of the body systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62008 PERSONAL COMMUNICATION SKILLS

Campus City King
Prerequisite(s) To be advised
Content Experiential training for effective communication and interaction with clients.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62013 MASSAGE PRACTICE 1

Campus City King
Prerequisite(s) To be advised
Content A simulated clinic where students give massages to members of the public including taking a thorough medical history.
Required Reading To be advised
Nominal Hours 61 Hours
Assessment As per accredited curriculum

BT62016 PHYSIOLOGY OF EXERCISE

Campus To be advised
Prerequisite(s) To be advised
Content The major concepts of exercise physiology and the relationship to cardiovascular and environmental physiology; Bioenergetic concepts, energy metabolism and physical training issues are included.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62018 BUSINESS PROCEDURES 1G

Campus City King
Prerequisite(s) To be advised
Content Financial, legal and marketing skills to enable the learner to establish a small business in massage.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62019 LIFE SKILLS DEVELOPMENT

Campus City King
Prerequisite(s) To be advised
Content Identify the psychosocial concepts relevant to the professional massage therapist in providing holistic care.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62240 MASSAGE 1

Campus City King
Prerequisite(s) To be advised
Content This unit covers the skills, equipment and environment necessary to give a relaxation massage.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62259 ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPISTS

Campus City King
Prerequisite(s) To be advised
Content This unit covers knowledge specific to the work of a Massage Therapist, particularly musculo-skeletal anatomy.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62277 SURFACE ANATOMY

Campus City King
Prerequisite(s) To be advised
Content By using palpation, visualisation and observation you will identify the major internal and external structures of the body.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62301 THEORY OF MOVEMENT

Campus City King
Prerequisite(s) To be advised
Content A study of body mechanics with particular reference to muscle action and correct application of force and load.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62310 PRINCIPLES OF FOOT REFLEXOLOGY

Campus City King
Prerequisite(s) To be advised
Content A study of the reflex zones and the relationship to the body including treatment by reflexology.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62338 PROFESSIONAL SKILLS AND ETHICS

Campus City King
Prerequisite(s) To be advised
Content To identify the areas of professional ethics, referrals and the legal aspects relevant to the massage therapist.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62374 PRINCIPLES OF ACUPRESSURE

Campus City King
Prerequisite(s) To be advised
Content An integrated theoretical and practical understanding of acupressure; A cross cultural awareness of different systems of bodywork will be covered.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62500 NUTRITION FOR MASSAGE THERAPISTS

Campus City King
Prerequisite(s) To be advised
Content Appropriate nutrition is essential for optimum health. A broad range of nutritional approaches and their effects will be studied.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62501 POSTURAL MASSAGE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content This unit will cover massage techniques for common conditions, postural observation and the professional requirements of a Massage Therapist.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62502 POSTURAL MASSAGE PRACTICAL

Campus City King
Prerequisite(s) To be advised
Content Building on the previous unit this subject covers massage techniques for sporting situations including pre and post event and training massage.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

BT62503 APPLIED PRINCIPLES OF TRANSVERSE FRICTION AND DEEP TISSUE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content The theoretical knowledge and practical experience to incorporate these techniques into a professional massage. Transverse friction and deep tissue techniques will be covered for the whole body.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BT62504 APPLIED PRINCIPLES OF ALEXANDER & TRAGER TECHNIQUE

Campus City King
Prerequisite(s) To be advised
Content Learn the principles of Alexander Technique as a strategy for self care while giving massages; Learn the Trager technique for clients.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

BT62505 ADVANCED MASSAGE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content A thorough understanding and the practical application of manual lymph drainage massage, myofascial release and counterstrain technique
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62506 TRIGGER POINT THERAPY AND MASSAGE FOR JOINTS

Campus City King
Prerequisite(s) To be advised
Content An understanding of joint restriction and appropriate massage to increase range of movement; Types of Trigger Points and treatment options will be covered by palpation and theoretical understanding.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62507 CLINICAL PRACTICE

Campus City King
Prerequisite(s) To be advised
Content Experience in a simulated massage clinic under teacher supervision.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

BT62508 RESTORATIVE PRACTICUM

Campus City King
Prerequisite(s) To be advised
Content Physical observation, assessment and evaluation to determine the source of pain or postural problems; Students will have the opportunity to have supervised client experience.
Required Reading To be advised
Nominal Hours 46 Hours
Assessment As per accredited curriculum

BT62509 SPORT AND RECREATION MASSAGE

Campus City King
Prerequisite(s) To be advised
Content This unit enables the student to expand on a basic sports massage with further techniques.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62510 MASSAGE RESEARCH PROJECT

Campus City King
Prerequisite(s) To be advised
Content Basic principles in research methodology; Students will write an individual paper in an area within the massage profession; The scientific method of problem solving and processes of research planning will be covered.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

C.1 COMMUNICATIONS

Campus To be advised
Prerequisite(s) NCS006, NSC009, NSC12, NSC15
Content Skills and knowledge necessary for Plumbers to communicate in areas related to working in the Building and Construction Industry
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

C.2 PLANS & SPECIFICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills required to read, understand, interpret and cross reference construction services drawings an specifications with each other and with all other construction drawings and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.3 SMALL BUSINESS MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Necessary skills to successfully conduct a small business as a plumbing conttractor
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.4 MEASURING AND LEVELING

Campus To be advised
Prerequisite(s) Nil
Content Skills and knowledge required to carry out complex measuring and levelling tasks related to plumbing work in the construction industry
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.5 PLUMBING TECHNOLOGY

Campus To be advised
Prerequisite(s) Ability to perform basic mathematical functions including +–x ÷ % √ and be able to interpret basic formula
Content Develop skills and knowledge in the areas of technology that are directly related to plumbing services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCAC2A ASSIST WITH AGED PEOPLE'S PERSONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Assisting aged people to meet daily living needs including nourishment, mobility, personal hygiene and other support within the plan care.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK

Campus To be advised
Prerequisite(s) To be advised
Content Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC6A PROVIDE SERVICES TO AGED PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Providing services to aged people to help achieve maximum wellbeing by meeting emotional, psychological and spiritual needs.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAC8A MONITOR SERVICES TO AGED PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of service delivery and monitor its implementation.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAC12A PROVIDE SERVICES TO MEET AGED PEOPLE'S PERSONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Aged people's personal needs are identified and monitored according to organisational guidelines and programs within limits of work role and responsibilities; Services are provided to meet and maintain aged people's personal needs within limits or work role and responsibilities; Review client service within limits of work role and responsibilities.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAD1A ADVOCATE FOR CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Supporting clients to voice their opinions or needs and to ensure their rights are upheld.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCAD2A SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Campus St Albans
Prerequisite(s) Nil
Content Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCADMIN1A UNDERTAKE BASIC ADMINISTRATIVE DUTIES

Campus To be advised
Prerequisite(s) To be advised
Content Organisational reporting procedures are followed; Use workplace equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCADMIN2A PROVIDE ADMINISTRATIVE SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content Use and maintain equipment and machines; Meet administrative requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCADMIN3A UNDERTAKE ADMINISTRATIVE WORK

Campus To be advised
Prerequisite(s) To be advised
Content Undertaking a range of administrative functions in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCADMIN4A MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Contact the department for details
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAL7A FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCAOD1A INTRODUCTION TO THE ALCOHOL AND OTHER DRUGS SECTOR

Campus To be advised
Prerequisite(s) To be advised
Content Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCAOD2A ORIENTATION TO THE ALCOHOL AND OTHER DRUGS SECTOR

Campus To be advised
Prerequisite(s) To be advised
Content Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAOD8 WORK with CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES

Campus To be advised
Prerequisite(s) To be advised
Content This unit relates to assessing client needs, providing a range of services to meet their needs, reviewing client progress and evaluating the work undertaken with clients.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCD1A SUPPORT COMMUNITY PARTICIPATION

Campus TBA
Prerequisite(s) Nil
Content Work with individuals and the community to promote participation; Support existing community activities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCD2A PROVIDE COMMUNITY EDUCATION PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Working with the community to develop and provide education programs on relevant issues.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Campus TBA
Prerequisite(s) Nil
Content Identify information requirements; Address information requirements.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD4A DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Develop community programs to ensure maximum participation.
Required Reading To be advised
Nominal Hours 135-150 Hours
Assessment As per accredited curriculum

CHCCD5A DEVELOP COMMUNITY RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Working with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Work with the community to establish new organisations and networks.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD7A SUPPORT COMMUNITY RESOURCES

Campus TBA
Prerequisite(s) Nil
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD8A SUPPORT COMMUNITY ACTION

Campus To be advised
Prerequisite(s) To be advised
Content Supporting the community to represent their own needs through social and public action.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD9A SUPPORT COMMUNITY LEADERSHIP

Campus To be advised
Prerequisite(s) To be advised
Content Designing, providing and promoting a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD11A PROVIDE ADVOCACY & REPRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Representing the interests of the community and/or the community services industry. Representation will include the development of community representative and industry participative roles and position in decision making forums.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD12A UNDERTAKE WORK IN THE COMMUNITY SERVICES INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content The foundation unit for working in the industry.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD13A WORK WITHIN SPECIFIC COMMUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Working with individuals or groups in specific communities.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Working with individuals and in the community to facilitate public awareness and resolution of issues.
Required Reading To be advised
Nominal Hours 50-70 Hours
Assessment As per accredited curriculum

CHCCD15A DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Working with a range of individuals and in the community to facilitate public awareness and resolution of a range of issues.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCD16A UNDERTAKE SYSTEMS ADVOCACY

Campus To be advised
Prerequisite(s) To be advised
Content Obtain, analyse and document information relevant to the needs of people; Work with stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address specific needs.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCHILD1A WORK WITHIN LEGISLATIVE AND ETHICAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Work within ethical and legal guidelines; Support and safeguard the interests and rights of the child; Support and safeguard the safety of the child; Report indications of possible abuse.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCHILD2A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCM1A UNDERTAKE CASE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Provide for client needs and monitor progress on a regular basis; Promote client's development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCM2A ESTABLISH AND MONITOR A CASE PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCM3A DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Conduct case management meetings, develop an appropriate approach to case management, develop an appropriate case management plan and manage case work activities and processes.
Required Reading To be advised
Nominal Hours 50-75 Hours
Assessment As per accredited curriculum

CHCCN1A MAINTAIN A HEALTHY AND SAFE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited curriculum

CHCCN2A PROVIDE PHYSICAL CARE

Campus To be advised
Prerequisite(s) To be advised
Content Provide opportunities for rest; Promote children's personal hygiene practices; Provide assistance with hygiene; Support children being adequately clothed; Provide food and drink; Prepare food in a hygienic manner.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCN3A PREPARE FOOD

Campus To be advised
Prerequisite(s) To be advised
Content Plan food and drink provision; Prepare food suitable for children.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN4A RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES

Campus To be advised
Prerequisite(s) To be advised
Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCN5A SUPPORT THE EMOTIONAL WELLBEING OF BABIES/INFANTS

Campus To be advised
Prerequisite(s) To be advised
Content Provide a nurturing relationship with babies/infants; Respond to a babies/infants needs; Settle new arrivals; Provide an environment that promotes security for children.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN6A TRAVEL WITH CHILDREN SAFELY

Campus To be advised
Prerequisite(s) To be advised
Content Collect and deliver children; Monitor safety of children.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CHCCN7A FOSTER CHILDREN'S SELF HELP SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Develop the child's capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN8A PLAN CARE ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Plan daily routine; Adapt and change routines.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCN10A SUPPORT THE EMOTIONAL NEEDS OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Provide a supportive relationship; Respond to children's emotional needs; Respond to emotional distress and children's problems; Develop children's sense of belonging in the service; Prepare children for change.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN11A GUIDE THE ESTABLISHMENT AND MAINTENANCE OF A SAFE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Assess and improve the safety of environments; Coordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCCNAA SUPPORT BABIES' NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Respond to babies/infants cues; Assist in the response to babies/infants needs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM1A COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCOM2A COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Campus To be advised
Prerequisite(s) To be advised
Content Exercising effective communication skills in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Effective communication in the workplace and applying specialist communication techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Applying higher level communication skills required for effective operation in the workplace.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS0A DELIVER SERVICES TO CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of service delivery and monitor its implementation.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCS1A DELIVER AND MONITOR SERVICE TO CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Applying defined organisational services which address the needs of clients
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCS2A DELIVER AND DEVELOP CLIENT SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Meeting the specific needs of a broad range of existing and new clients within a defined framework.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS3A COORDINATE THE PROVISION OF SERVICES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Identifying a range of service options which meet existing client needs.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS5A IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Establish a rapport with clients; Extract and analyse information of client needs; Match services to client needs.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCS6A ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS7A COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify program requirements for individual clients, coordinate program delivery to ensure client needs are addressed and coordinate the evaluation of client service delivery.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCWI1A OPERATE UNDER A CASE WORK FRAMEWORK

Campus To be advised
Prerequisite(s) To be advised
Content Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCDIS1A ORIENTATION TO DISABILITY WORK

Campus To be advised
Prerequisite(s) To be advised
Content Work is performed ethically, supports the rights and interests of people with disabilities and follows appropriate reporting mechanisms to meet duty of care requirements.
Required Reading To be advised
Nominal Hours 47–50 Hours
Assessment As per accredited curriculum

CHCDIS2A MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by those working with people with disabilities aimed at enhancing the ability of people with disabilities to communicate and be independent; upholding the rights and responsibilities of people with disabilities; applying the organisation's philosophy and contributing to the design and review of policies and procedures for empowerment.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES (NURSING)

Campus To be advised
Prerequisite(s) To be advised
Content This subject describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CHCDIS4A DESIGN PROCEDURES FOR SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to design modules for support including assessing requirements and designing and implementing procedures.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS6A PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to maximise the integration of people with disabilities in various community settings through planning, assessing locations, making necessary adaptation, liaising with families, and enhancing access to other services.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS7A DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to design and implement measures to maximise convenience of use of various physical settings in the community at large for people with disabilities as a group through assessing and adapting locations and designing new locations.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS9A MAXIMISE PARTICIPATION IN WORK BY PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies performed by staff who support people with disabilities in a workplace to prepare for employment and maximise their performance through working safely and effectively, matching jobs and people and understanding related industrial issues.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CHCDIS11A COORDINATE WORK IN THE DISABILITY SECTOR

Campus To be advised
Prerequisite(s) To be advised
Content Performing work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCFC1A SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCFC2A FOSTER THE PHYSICAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Create opportunities for children to develop a wider range of physical skills; Provide experiences to support physical development of children; Interact with the child to foster skill development.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC3A FOSTER THE SOCIAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Provide opportunities for social interaction; Develop and promote positive interaction between children; Encourage children to accept diversity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC4A FOSTER THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Foster the child's independence/autonomy; Foster each child's self esteem and developing self concept; Encourage the child to express their feeling, ideas and needs; Encourage children to support each other.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC5A FOSTER CHILDREN'S COGNITIVE DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Help children develop thinking skills; Help children develop problem solving skills; Assist children to explore the world; Assist children to develop their understandings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC6A FOSTER CHILDREN'S LANGUAGE DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Provide opportunities to stimulate the child developing language; Interact with the child to foster language development; Encourage the child to express themselves in language; Stimulate the child's understanding of language; Support the child's skills in their own (non English) language, as relevant; Assist children with specific communication needs, as required.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFP1A PRESENT FOOD

Campus To be advised
Prerequisite(s) To be advised
Content Prepare food for service; Portion and plate food.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCGROUP1A SUPPORT THE ACTIVITIES OF EXISTING GROUPS

Campus To be advised
Prerequisite(s) To be advised
Content Respond to requests for support from existing groups; Provide resources.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCGROUP2A SUPPORT GROUP ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Participating in, and providing general support for a range of informal and formal groups in a variety of settings.
Required Reading To be advised
Nominal Hours 15-20 Hours
Assessment As per accredited curriculum

CHCGROUP3A PLAN AND CONDUCT GROUP ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Address resourcing issues for group activities, coordinate a group planning process, manage group processes including responding to conflict and evaluate group activities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCIC1A INTERACT POSITIVELY WITH CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Form a positive relationship with children; Communicate with children on an ongoing basis; Respect similarities and differences among children and encourage children to respect these similarities and differences; Interact flexibly with children.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content Promote positive behaviour; Respond to feelings behind behaviours; Apply limits and guidelines for behaviour; Respond to serious incidents of behaviour which breach guidelines.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Collaborate with children about their interests; Support children in learning about the decision making process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCIC10A ESTABLISH PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop plan to effectively guide a particular child's behaviour; Implement plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCIC14A FACILITATE CHILDREN'S COMMUNICATION SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Assist children to communicate with others; Assist children to communicate about experiences and emotional issues; Assist children to resolve difficulties and conflicts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCICAA COMMUNICATE WITH CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Communicate positively with children; Apply limits and guidelines for behaviour within service policies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCINF1A PROCESS AND PROVIDE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Correctly handling organisational information including incoming and outgoing communications and enquiries.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCINF2A MAINTAIN ORGANISATION'S INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Collecting, storing and providing accurate and current information to clients.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCINF3A COORDINATE INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinating all aspects of information management including: collection, collation, storage and preparation of information in different formats depending on client needs.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCINF5A MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Ensuring the information system of an organisation is effective and efficient.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCNET2A MAINTAIN EFFECTIVE NETWORKS

Campus To be advised
Prerequisite(s) To be advised
Content Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.
Required Reading To be advised
Nominal Hours 20–50 Hours
Assessment As per accredited curriculum

CHCNET3A DEVELOP NEW NETWORKS

Campus To be advised
Prerequisite(s) To be advised
Content Setting up formal networks which will benefit the organisation and the clients.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG1A FOLLOW THE ORGANISATION'S POLICIES, PROCEDURES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Follow organisation guidelines and work ethically.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG2A WORK WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan, communicate and work with others
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Campus To be advised
Prerequisite(s) To be advised
Content Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES (NURSING)

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the student to the Occupational Health and Safety legislation and Codes of Practice, including Hazard Identification and Risk Control. The subject also introduces the principles of infection prevention for the Registered Nurse Division 2. It also includes the duties and responsibilities for the health care team.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Meeting individual responsibilities within a work group.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCORG6A COORDINATE THE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Undertaking supervisory and coordinating activities in work groups in community service organisations.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES

Campus To be advised
Prerequisite(s) To be advised
Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG9A MANAGE PROJECTS AND STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Initiating, planning, implementing and evaluating project management activities
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG10A MANAGE ORGANISATIONAL CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Fostering and implementing constructive and beneficial change in a complex organisation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCORG11A LEAD AND DEVELOP OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG17A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Implementing and monitoring relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCORG19A DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCP&R2A CONTRIBUTE TO POLICY DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Developing and analysing policies which impact on the client group and the work of the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R3A UNDERTAKE RESEARCH ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R4A DEVELOP AND IMPLEMENT POLICY

Campus To be advised
Prerequisite(s) To be advised
Content Developing and applying policy initiatives in the workplace.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCP&R5A MANAGE RESEARCH ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Initiating, managing and acting upon research and the resultant recommendations.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCPR1A FACILITATE PLAY AND LEISURE

Campus To be advised
Prerequisite(s) To be advised
Content Create an environment to foster play and leisure; Actively guide and facilitate children's play and leisure; Actively encourage children to enjoy play and leisure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCPR2A ORGANISE EXPERIENCES FOR CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Establish a stimulating and positive environment; Encourage children's involvement in experiences; Respond to unexpected occurrences; Organise for excursions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCPR3A OBSERVE CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Gather information about the child; Observe children's play; Contribute to observation recording; Contribute to program planning.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCPR4A PROVIDE OPPORTUNITIES AND EXPERIENCES TO ENHANCE CHILDREN'S DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Establish an environment that can foster children's development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan and implement a program for the day; Review and improve the plan.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCPR5A ENHANCE CHILDREN'S PLAY AND LEISURE

Campus To be advised
Prerequisite(s) To be advised
Content Ensure the environment fosters play and leisure; Assist children to develop their play and leisure; Assist children to participate in a wider range of play and leisure experiences; Adopt a variety of roles to enhance play and leisure, as appropriate.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCPR9A USE OBSERVATIONS AND RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Gather detailed information about the child; Record information in appropriate ways; Use information from observations to develop understanding of the child; Use information from observations with children and family members; Use information to plan the program.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCPR10A FACILITATE THE DESIGN OF PROGRAMS OF THE SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Design programs with all those involved; Design program to enhance development of children; Design programs which reflect the philosophy and goals of the service; Design programs which are relevant to the cultural and social contexts of the children and their community; Design programs which reflect a multicultural perspective.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCPR12A MONITOR AND EVALUATE PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Assess the progress of each child; Evaluate the current programs.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCPR13A FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCRF1A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

Campus To be advised
Prerequisite(s) To be advised
Content Establish a relationship with family members; Exchange information with family members about the child; Respond to a family member's concern about a child.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCRF11A WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Campus To be advised
Prerequisite(s) To be advised
Content Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; Facilitate the transition to child care; Provide opportunities for family members to participate in the service/program; Provide information to parents about incidents and develop care strategies together; Respond to a family member's concerns about a child.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCRF23A RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Respond to a family member's concerns about their child; Acknowledge and address grievances and complaints; Effect resolution of complaints; Develop service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCSD10A DEVELOP NEW APPROACHES FOR PROVIDING SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Develop better child care practice; Contribute to service development initiatives; Participate in planning and evaluation processes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCSD12A ACT AS A RESOURCE TO WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate about the child; Communicate about the child's family circumstances; Promote appropriate care practices; Promote understanding of the child and family circumstances; Follow up issues; Provide support to workers; Communicate with workers in ways that are relevant to them.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCT2A RECEIVE TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Campus To be advised
Prerequisite(s) To be advised
Content Receive and check food deliveries; Transport food safely and hygienically; Store food safely and hygienically.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CHCT3A APPLY SAFE FOOD HYGIENE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Apply hygienic practices; Prevent the occurrence of food safety risks.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CHCT8A DELIVER FOOD/BEVERAGES

Campus To be advised
Prerequisite(s) To be advised
Content Deliver beverages; Deliver meals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCYTH1A WORK EFFECTIVELY WITH YOUNG PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Operate effectively within the youth work context; Demonstrate effective approaches to working with young people.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCYTH3A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Campus To be advised
Prerequisite(s) To be advised
Content Support individuals and groups of young people to take action to meet their needs or respond to community issues.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCYTH4A ASSIST YOUNG PEOPLE IN RESPONDING TO CRISIS

Campus To be advised
Prerequisite(s) To be advised
Content Responding to crises, including risk of violence to self or others or extreme emotional responses.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCYTH5A MANAGE YOUTH PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Devising, setting up, coordinating, delivering and evaluating activities and programs for individuals and groups.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCYTH6A PROVIDE APPROPRIATE SERVICES TO YOUNG PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Ensuring the provision of support to enable young people to choose and implement options to address their circumstances.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCYTH7A RESPOND TO CRITICAL SITUATIONS INCLUDING RISK OF VIOLENCE

Campus To be advised
Prerequisite(s) To be advised
Content Responding to crises, including risk of violence to self or others or extreme emotional responses.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CUECOR2A WORK WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CUEDES1A DEVELOP THE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Identify design requirements; Conduct research; Create initial design concepts.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUEDES2A PRESENT AND NEGOTIATE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Present design concepts; Finalise design brief; Negotiate terms and conditions.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUEEVT1A PLAN & MANAGE EVENTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for events; Prepare implementation strategy; Oversee event implementation.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUEFIN1A DEVELOP A BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Plan for a budget; Develop and prepare budget.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUEFIN2A MANAGE A BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Allocate funds; Monitor and control expenditure; Complete financial reports.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUEIND1A APPLY ORGANISATION & INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUELGT5A OPERATE LIGHTING

Campus To be advised
Prerequisite(s) To be advised
Content Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan, implement, review and report on marketing and promotional activities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

Campus To be advised
Prerequisite(s) To be advised
Content Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP

Campus To be advised
Prerequisite(s) To be advised
Content Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP

Campus To be advised
Prerequisite(s) To be advised
Content Determine special effects make-up requirements; Make prosthetics; Prepare to apply special effects make-up; Apply special effects make-up; Maintain special effects make-up; Remove prosthetics.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP5A DRESS (STYLE) WIGS

Campus To be advised
Prerequisite(s) To be advised
Content Determine requirements for dressing hair; Create hair designs.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUESET5A ASSIST IN MAKING SETS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to assist in making sets; Construct set elements; Work with others to package sets for transportation.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMTIA ASSIST IN STAGE MANAGING THE PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Assist in organising the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSALS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate performers; Coordinate physical elements, director's performers' and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT6A FOLLOW SCORES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare score for rehearsal; Stage manage rehearsals with the score; Use the score to call the performance; Undertake post-performance procedures.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Repair sound equipment; Maintain sound equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUESOU3A OPERATE SOUND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

CUETEM2A MANAGE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain inventory system; Maintain repair and maintenance system; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUETHTCORO2A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUETHTCORO31 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

CUEWRH19A MAINTAIN WIGS AND HAIRPIECES

Campus To be advised
Prerequisite(s) To be advised
Content Select and use cleaning products and techniques; Cut and style wigs and hairpieces.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUEWRH20A MAKE WIGS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse and select hair type; Prepare hair; Colour hair; Perform process curl on a variety of hair types; Perform hair blending for texture; Make wigs; Make hair pieces and postiche; Fit wig or hairpiece.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL

Campus To be advised
Prerequisite(s) To be advised
Content Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Refine the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief for the creation of titles; Identify items to be included in the titles; Generate and assess ideas; Produce and evaluate titles and other graphic items; Present the initial title compilation and make amendments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES

Campus To be advised
Prerequisite(s) To be advised
Content Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief for visual effects design; Break down scripts to product a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUFMEM04A TEST A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUFMEM06A DESIGN A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Campus To be advised
Prerequisite(s) To be advised
Content Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUFPOP09A CONDUCT A BRIEFING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT

Campus To be advised
Prerequisite(s) To be advised
Content Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUFRAD02A DEVELOP AND IMPLEMENT DESIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Receive and interpret the brief for product design; Breakdown scripts to produce plots; generate and assess ideas; Conduct research; Develop and document the product design; Communicate design ideas and make amendments; Liaise with others to implement product realisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB201A ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content To help clients make effective use of information providers' services and facilities, practitioners assist clients to access the facilities or refer them to the appropriate person. Feedback from clients is treated in a courteous and ethical manner to add value to the client focussed organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB202A ASSIST WITH THE MAINTENANCE OF SERVICE AREA

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners use organisational, interpersonal and observational skills to ensure that clients and others are provided with a sage and orderly environment in which to satisfy their information needs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB203A DEVELOP OWN INFORMATION LITERACY SKILLS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information through various systems and in a variety of formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CULLB204A MANAGE OWN WORK PERFORMANCE AND LEARNING

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners are responsible for managing their own performance and contributing to their own professional development within the context of the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB205A PREPARE, PROCESS AND STORE RESOURCES

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content To ensure consistent organisation and maintenance of information, materials and equipment, practitioners process and store resources in accordance with the information service provider's policies and procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CULLB301A PARTICIPATE IN A WORK TEAM

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Co-ordination of work activities in a limited area of responsibility or of a small work group requires practitioners to participate in the work team.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB302A USE BIBLIOGRAPHIC METHODS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content The variety of information systems used by information providers requires practitioners to understand the principles underpinning the organisation of bibliographic and other relevant information and classification systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB303A ACCESSION AND PROCESS RESOURCES

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Accessioning and processing of resources requires practitioners to maintain quality acquisition procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CULLB304A CONTRIBUTE TO PROMOTIONAL PROGRAMS AND ACTIVITIES FOR CLIENTS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Effective contribution to programs and activities for target groups requires practitioners to apply organisational and team-working skills to confirm, achieve and continuously improve required customer outcomes.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CULLB305A PROCESS ORDERS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content The acquisition of resources requires practitioners to liaise with suppliers, to order resources and to maintain accurate records within the information provider's policies and guidelines.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CULLB307A USE MULTIMEDIA EQUIPMENT

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Assistance to clients in libraries and information agencies requires practitioners to understand, use and maintain a range of multimedia technologies and programs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB401A CONTRIBUTE TO CLIENT ACCESS TO INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Assisting clients to obtain information from readily accessed sources requires practitioners to locate the information, or refer clients appropriately, or assist clients to find and access the information themselves.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CULLB402A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Contribution to effective working relationships requires practitioners to develop and maintain constructive relationships across the workplace which focus on achieving agreed outcomes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CULLB403A DEVELOP AND APPLY OWN INFORMATION LITERACY SKILLS IN WORKING WITH CLIENTS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information to assist clients.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CULLB405A MANAGE OWN WORK DEVELOPMENT AND LEARNING

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners are responsible for managing their own performance and taking responsibility for their own professional development within the context of the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB406A ORGANISE AND CO-ORDINATE WORK ACTIVITIES

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Achievement of planned outcomes requires practitioners to contribute to the planning, organising and co-ordination or work activities in specific workplace contexts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB407A USE NETWORKED SERVICES EFFECTIVELY TO PROVIDE ACCESS TO INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content By developing their awareness of, and effectively using a range of networked services practitioners enhance their responses to client requests for information.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB411A PROVIDE PROMOTION AND PROGRAMS AND ACTIVITIES FOR CLIENTS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Planning and administering programs and activities for various programs for diverse client groups requires innovation, organisation, evaluation and a pro-active focus on client outcomes.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CULLB501A CONTRIBUTE TO THE ORGANISATION AND CO-ORDINATION OF THE WORK OF OTHERS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners contribute to the planning, organising and co-ordination of the work and welfare of other team members or junior staff to achieve planned outcomes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CULLB502A DELIVER INFORMATION LITERACY PROGRAMS FOR CLIENTS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners play a prominent role in supporting the information literacy development of their clients. Learning, through instruction to staff, individual clients or groups, is enhanced where there is a clear focus on client learning needs and outcomes.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

CULLB503A ORGANISE INFORMATION FOR CLIENT ACCESS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content The organisation of information to suit client needs requires practitioners to develop and maintain simple databases to enable clients to access and retrieve information.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CULLB504A PROVIDE CLIENTS WITH ACCESS TO REQUIRED INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Providing clients with access to required information requires practitioners to accurately analyse and assess and respond to a variety of client needs.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

CULLB505A ANALYSE AND DESCRIBE MATERIAL

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners analyse and describe material by indexing and abstracting the **Content** and format of materials accurately and consistently to ensure the retrieval of information by clients.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB506A CATALOGUE AND CLASSIFY MATERIAL

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Cataloguing and classifying material to facilitate client access to material/information, requires practitioners to understand bibliographic organisation and to use interpretation, judgement and the ability to deviate from precedent where necessary.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB507A CONTRIBUTE TO COLLECTION DEVELOPMENT

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Library practitioners contribute to collection development by reviewing materials required for the information provider's collection and recommending or acting on acquisition decisions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB508A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content The development and improvement of the service provider's systems and processes requires practitioners to monitor new technological developments and evaluate them in the light of the organisation's policies and to develop strategies to improve existing services or introduce new services.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organisation's selection and acquisition policies and to make recommendations for acquisition and selection.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB511A LEAD A TEAM

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Leading and participating in, facilitating and empowering work teams within the context of the organisation requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY TECHNOLOGICAL APPLICATIONS IN THE LIBRARY

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Maintenance of physical resources and the work environment requires practitioners to evaluate requirements, develop schedules and take appropriate action, including making recommendations for replacement, to ensure equipment and facilities are operational at all times.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content When assistance is provided for research and projects to internal and external clients, practitioners are actively engaged in confirming research objectives and outcomes with clients, collecting and evaluating relevant information, presenting findings and participating in evaluation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Provide practitioner with the basic techniques required for preservation of library documentation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUSADM03A MANAGE A PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUSADM10A ESTABLISH AND MANAGE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Clarify the requirements of both parties to the contract; Negotiate terms and conditions of the contract; Ensure that the contract complies with legislative and regulatory requirements; Obtain specialist legal advice, where necessary; Ensure that all parties to the contract are fully informed of the contract terms and conditions; Finalise contract; Monitor compliance with the contract.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSBAD13A ASSESS PERFORMING AND RECORDING DEALS

Campus To be advised
Prerequisite(s) To be advised
Content Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISES FOR AN ACT OR SHOW

Campus To be advised
Prerequisite(s) To be advised
Content Manage crises as they arise prior to the performance; Manage crises during an event.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBAD18A MANAGE ARTISTS AND THEIR CAREERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and maintain the management business; Manage clients' artistic development; Manage clients' business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBFI12A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME

Campus To be advised
Prerequisite(s) To be advised
Content Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty for synchronisation with film/television; Secure and disburse mechanical royalty rates for third party goods and services; Secure mechanical royalty rates for public performance; Trace and monitor use of works under licence; Maintain accounts for royalty collection and disbursement.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBGE16A MAINTAIN SELF OR GROUP IN BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm responsibilities and relationships for each party; Plan checks and balances for continuous improvement; Plan the business; Plan and control finances; Maintain work, deals and promotions; Maintain accurate knowledge or use advice on legal requirements.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBGE16A MAINTAIN SELF OR GROUP IN BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm responsibilities and relationships for each party; Plan checks and balances for continuous improvement; Plan the business; Plan and control finances; Maintain work, deals and promotions; Maintain accurate knowledge or use advice on legal requirements.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Campus To be advised
Prerequisite(s) To be advised
Content Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Campus To be advised
Prerequisite(s) To be advised
Content Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Campus To be advised
Prerequisite(s) To be advised
Content Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBRA19A DEVELOP ARTISTS AND REPERTOIRE

Campus To be advised
Prerequisite(s) To be advised
Content Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSFIN01A FINANCE A PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSLRN01A PROVIDE MUSICAL LEADERSHIP IN PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Use and extend music techniques; Combine resources and techniques to express ideas and concepts in performance.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMAR01A PROMOTE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE

Campus To be advised
Prerequisite(s) To be advised
Content Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate instrumentation; Compose an accompaniment for a song or tune; Set down the song or tune and accompaniment for a performance.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

Campus To be advised
Prerequisite(s) To be advised
Content Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director's approval.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMCP08A ARRANGE MUSIC FOR A BRIEF

Campus To be advised
Prerequisite(s) To be advised
Content Identify resource requirements; Prepare work plan; Prepare final plan of the work; Brief others; Arrange work.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMGE02A DEVELOP SELF AS ARTIST

Campus To be advised
Prerequisite(s) To be advised
Content Acquire and develop technical skills; Develop artistic and expressive skills; Develop own creative voice; Evaluate own work.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMGE04A ANALYSE MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMGE07A ANALYSE HARMONY

Campus To be advised
Prerequisite(s) To be advised
Content Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMGE10A USE MIDI DEVICES OR SOFTWARE TO COMPOSE MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Develop stagecraft skills; Apply stagecraft skills; Maintain stagecraft skills; Maintain stage fitness; Avoid occupational hazards.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF04A PREPARE SELF FOR PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF08A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Perform accompaniment; Provide, adapt and perform appropriate backup; Provide stimulus and support for performers; Interact with performers.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE

Campus To be advised
Prerequisite(s) To be advised
Content Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION

Campus To be advised
Prerequisite(s) To be advised
Content Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP

Campus To be advised
Prerequisite(s) To be advised
Content Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF12A PLAN, PREPARE AND PRESENT A LIVE AUDITION PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Establish requirements of the auditioning body; Plan audition program; Secure materials and instruments; Present audition; Follow up audition.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF13A PLAN AND PREPARE A PROGRAM FOR PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan performance program; Prepare the components of the program; Study technical and stylistic content of music; Develop interpretation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMPF14A PERFORM ACCOMPANIMENT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to perform accompaniment; Provide, adapt and perform appropriate accompaniment; Provide stimulus and support for performers; Interact with performers; Observe OHS principles for self and others.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMPF15A PERFROM MUSIC AS A SOLOIST

Campus To be advised
Prerequisite(s) To be advised
Content Perform warm up routine; Perform work; Perform as a soloist; Evaluate performance.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF16A PERFORM IMPROVISATION FOR AUDIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for ensemble improvisation; Contribute to the work of ensemble; Contribute solo improvisation as required; Evaluate improvisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE

Campus To be advised
Prerequisite(s) To be advised
Content Use technical control in performing music; Maintain and care for the instrument; Plan and use personal practice time effectively to develop technique; Perform pieces appropriate to the repertoire and musical style in area of specialisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSSOU08A OPERATE SOUND REINFORCEMENT SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Determine playback requirements; Provide playback for relevant personnel; Provide sound balance for relevant personnel; Provide sound reinforcement for audiences.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSSOU14A BREAKDOWN SOUNDTRACK

Campus To be advised
Prerequisite(s) To be advised
Content Breakdown soundtrack into frame references; Transfer breakdown onto bar sheet/dope sheets.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE

Campus To be advised
Prerequisite(s) To be advised
Content Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING

Campus To be advised
Prerequisite(s) To be advised
Content Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUSSOU22A IMPLEMENT SOUND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUSSOU23A SPECIFY SOUND SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSTGE01A SUPERVISE TECHNICAL OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

DP.1 SANITARY SYSTEMS DESIGN

Campus To be advised
Prerequisite(s) Core Modules; 3212CDA Stage 3 Advanced Waste Disposal and Drainage; Unit 1 Designing Sewer Drains; Unit 2 Designing Sanitary Plumbing Systems; Unit 6 Domestic Septic Tanks
Content Develop skills and knowledge required to design suitable sanitary and drainage systems that will connect all the plumbing fixtures and any special treatment required for prohibited discharges to the sewer for all types of commercial, industrial and institutional buildings.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

DP.2 STORM WATER DESIGN

Campus To be advised
Prerequisite(s) Core modules; 3212 CDA Advanced Units: Waste Disposal and Drainage Unit 7 Designing Stormwater Drains; Advanced Roofing Units 1 & 2
Content {Insert Competencies (separate each by a semi colon)}
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

DP.3 COLD WATER DESIGN

Campus To be advised
Prerequisite(s) Core Modules; CDA Advanced Stage 3: Water Supply Units 1,2,3,4,5,6 & 8
Content Gain knowledge and skills required to design, plan, interpret and install cold water supply systems to multi-story, institutional and commercial buildings to industry standards and controlling authority's requirements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

DP.4 HOT WATER DESIGN

Campus To be advised
Prerequisite(s) Core Modules; Cold Water Design; CDA Advanced Stage 3 Water Supply Unit 7
Content Knowledge and skills required to design, plan, interpret and install domestic hot water supply systems to multi-storey, institutional and commercial buildings to industry standards and controlling authority's requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

DP.5 FIRE HYDRANT DESIGN

Campus To be advised
Prerequisite(s) Core Modules; Cold Water Design; 3212 CDA Advance Stage 3 Water Supply Unit 3
Content Knowledge and skills to design, plan, interpret and install fire hydrant and fire hose reel systems for multi story, commercial, institutional and industrial buildings to industry standards and controlling authorities requirements.
Required Reading To be advised
Nominal Hours 40Hours
Assessment As per accredited curriculum

DP.6 SOLAR SYSTEMS DESIGN

Campus To be advised
Prerequisite(s) Core modules; CDA Advanced Stage 3 Water Supply Unit 7 Hot Water
Content Develop skills to complete solar hot water and air installation designs for domestic, commercial, institutional and industrial projects.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

DP.7 INTRODUCTION TO CAD

Campus To be advised
Prerequisite(s) To be advised
Content To provide basic skills to use Computer Aided Drafting (CAD) for the production of simple drawings, and provide the basis for further studies in CAD
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

DP.8 PLUMBING SERVICES CAD

Campus To be advised
Prerequisite(s) Introduction to CAD
Content Provide the knowledge and skills to use Computer Aided Drafting (CAD) for the production of prototype and complex 2D and isometric plumbing services drawings at an advanced level
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA000 BASIC STATISTICS

Campus Sunshine.
Prerequisite(s) EA002 Engineering Maths A.
Content Averages, variables, relationships, statistic, sample, parameter; Precise description, prediction, statistical inference, confidence limit; Nominal scales, ordinal scales, interval scales ratio scales; Discrete and Continuous Variables Frequency Distributions; Univariate distribution, Cumulative distributions, Skewed distribution, bivariate distribution; Measures of Central Tendency; Mean, The Median; Measures of Variability; The Standard Deviation; Other measures; Elementary Probability; Independent events; Conditional Probability; Permutations; Combinations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum.

EA001 CALCULUS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A.
Content Differential and Integral calculus, curve sketching, algebraic, exponential logarithmic and trigonometric functions; Applications to practical situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA002 ENGINEERING MATHS A

Campus To be advised
Prerequisite(s) To be advised
Content Rational and irrational numbers, surds; Engineering notation; Units of measurement; Errors and estimations; Algebraic expressions; Geometry; Graphs of linear functions; Laws of indices; Pythagoras; Circles; Areas.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA003 ENGINEERING MATHS B

Campus To be advised
Prerequisite(s) To be advised
Content Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA010 MATERIAL SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content This module will enable students to recognise the different materials used in engineering; the classification of materials, the properties of materials, and the factors that influence these properties. Participants will be made aware of common testing methods used to determine engineering properties of materials.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA011 SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to investigate and report on engineering problems associated with the various aspects of motion, work, energy, power, heat and temperature, and electromagnetic waves.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA027 PRESENTING REPORTS

Campus To be advised
Prerequisite(s) (EA026) Presenting Information
Content Develop effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA030 WORK TEAM COMMUNICATION

Campus To be advised
Prerequisite(s) To be advised
Content Workplace Communication
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA031 WRITING IN PLAIN ENGLISH

Campus To be advised
Prerequisite(s) To be advised
Content To develop the ability to apply principles of plain English to one's own writing and the writing of others within organisations and to advocate its use.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA032 WRITING TECHNICAL DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Preparation of an outline of a document relevant to a specified industry. Writing a technical document. Technical Writing skills.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA034 COMMUNICATION STUDIES

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) To be advised
Content To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Practical.

EA040 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe legal frameworks and strategies that act to safeguard workplace health and safety, and to conduct workplace hazard audits. The course will introduce the student to the legislative requirements on employer and employee and to the preventative nature of workplace health and safety.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA042 QUALITY FUNCTIONS – RECEIVING INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Quality functions – Receiving inspection
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA045 QUALITY CONCEPTS

Campus Sunshine.
Prerequisite(s) To be advised
Content To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA047 QUALITY IMPROVEMENT IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Quality improvement in the workplace
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA050 ENGINEERING COMPUTING

Campus Sunshine.
Prerequisite(s) To be advised
Content To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA059 STATICS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A.
Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA060 ENGINEERING DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe essential features of a design philosophy specification and economic design principles and procedures for simple design problems applicable to the fields of mechanical, electrical and civil engineering and calculate design loads.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA061 ENGINEERING GRAPHICS

Campus To be advised
Prerequisite(s) To be advised
Content Equipment and media used to produce drawings (manual and computer aided drafting); The use and maintenance of manual drafting equipment; Orthographic projection; Third angle projection; Line drawing and printing skills; Drawing layout an engineering drawing; Sections and isometric drawings of simple engineering components.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA062 COMPUTERS AND THEIR APPLICATION TO CAD

Campus To be advised
Prerequisite(s) To be advised
Content Use of computers in industry, introduction to computers, introduction to operating systems, peripheral devices, use of computers, applications packages used in industry. Includes the use of a CAD package to produce a simple CAD drawing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA063 TECHNICAL DRAWING INTERPRETATION

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to interpret technical drawings, apply geometric construction and the detailing of components to technical drawings.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA064 COMPUTER AIDED DRAFTING A

Campus To be advised
Prerequisite(s) EA061 Engineering Graphics.
Content Operation of CAD software; Construction of basic shapes; Production of basic drawings to the relevant standards (AS1100); Save and transfer of drawing files and modification of existing CAD drawings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA065 COMPUTER AIDED DRAFTING B

Campus To be advised
Prerequisite(s) EA064 Computer Aided Drafting A.
Content To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA066 COMPUTER AIDED DRAFTING C

Campus To be advised
Prerequisite(s) EA065 Computer aided drafting B.
Content Principles of menu structures, customization techniques, configuring software, information on CAD consumable.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA067 COMPUTER AIDED DRAFTING D

Campus To be advised
Prerequisite(s) EA065 Computer aided drafting B.
Content Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA068 COMPUTER AIDED DRAFTING 3D

Campus To be advised
Prerequisite(s) NM06 Computer aided drafting A.
Content Using the latest release of AutoCAD to draw, modify, view, save and plot objects/components in 3D views.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA069 COMPUTER AIDED DRAFTING SYSTEMS

Campus To be advised
Prerequisite(s) EA062 Computers and their Application to CAD; EA063 Technical Drawing Interpretation
Content Describe the computer Aided Drafting and Design Systems in terms of current classifications, emerging trends, terminology, and their application to the areas of drafting and design.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA070 ENGINEERING ORGANISATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Features and structures of the engineering industry; Types of engineering occupations; Qualifications and training requirements for education, training and retraining; Technological organisational and social change; Management styles, economic climate, legal environment, technological; Methods of engineering; Industrial, administrative/management practices and processes.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA071 PLANNING ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) EA040 Occupational Health and Safety.
Content To enable students to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA074 CAD MODELLING CONCEPTS

Campus To be advised
Prerequisite(s) (EA068) CAD – 3D
Content Necessary knowledge and skills to apply modelling techniques to three dimensional drawings for presentation purposes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA080 ENGINEERING MEASUREMENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the measuring concepts and the application of scales, rules, micrometer, venires and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.
Required Reading To be advised
Nominal Hours 20-40 Hours;2pts
Assessment As per accredited curriculum

EA081 CIVIL MATERIALS – CONCRETE 1

Campus To be advised
Prerequisite(s) To be advised
Content Concrete ingredients, hydration, setting strength; Reinforcement, bars, wires and tendons.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA084 INTRODUCTION TO STRENGTH OF MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Stress and strain, modules of elasticity, Poisson's Ratio; Stresses strains and deformations caused by axial loads; Shear stress, shear strain, modules of rigidity and shear stresses in simple bolted connections; Failure method of fillet welds, nominal weld size or length of weld required on simple welded connections; Hoop and longitudinal stress in thin walled cylinders subject to pressure; Centroid, second moment of area and radius of gyration of plane figures; Shear force and bending moment diagrams for simply supported and cantilevered beams subject to vertical point loads and UDL's; bending stress in beams; Deflection of beams; Torque distribution diagrams; Torsional shear stress and angle of twist on circular shafts subject to torques; Coefficient of linear expansion; Thermal shear stress in single members.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA085 LOAD ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Dead load, live load, wind load and load due to liquid pressure; AS 1170 – 1989 Part 1; Dead load and live load on simple structural elements; Wind load on simple structural elements; Loading of structural elements due to liquid pressure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA090 FAULT-FINDING AND DIAGNOSTICS

Campus Sunshine.
Prerequisite(s) To be advised
Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA100 ANALOGUE ELECTRONICS

Campus Sunshine.
Prerequisite(s) Amplifiers 1 (NMEC Code To be advised)
Content To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA102 ESTABLISHING A CONTRACTING BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA196 SINGLE USER OPERATING SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Functions and characteristics of operating systems; Single-User Operating System; Disk and File Organisation; Data and System Security.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA160 ADVANCED PLC

Campus To be advised
Prerequisite(s) NE49 Introduction to Programmable Controllers; NE76 AC Motor Control; NE77 DC Motor Control
Content Develop skills to apply concepts of computer software interface to microprocessor PLC technology; to program the PLC to achieve specified control functions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA501 PRODUCTION PLANNING AND CONTROL – MAIN FUNCTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Objectives of manufacturing, production planning and control; Terminology, QCD, quality, cost; Control feedback loop. Organizational structure and functions. Lean manufacturing. Decision making process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA506 GAUGE DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content Limits and fits; Tolerances; Selective fits; Plain limit gauging; Special requirements for: working snap gauges, bore working gauges, thread calliper, adjustable thread ring gauges, tolerances for commercial master setting gauges. Indicating gauges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA517 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA518 CAD TOOL DESIGN PROJECT

Campus To be advised
Prerequisite(s) EA517 Computer applications to plastics tool design.
Content CAD system operation and application to a tooling design solution for a product. Design modelling analysis techniques using part creation, mass property analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA601 MAINTENANCE PROCESSES

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to plan and schedule all maintenance work, using computer project management software.
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA602 MAINTENANCE SYSTEMS

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable student to select, implement, monitor and evaluate the appropriate Maintenance Systems to suit a range of industrial applications.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA603 PREVENTATIVE MAINTENANCE

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to describe various maintenance systems currently used in industry, to carry out an audit of plant, machinery and equipment, and to plan, implement and review a Preventative Maintenance Program.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA604 SUPERVISION OF MATERIALS HANDLING SYSTEM

Campus Sunshine.
Prerequisite(s) NBB02 Occupational Health and Safety, NBB03 or equivalent.
Content This module enables students to identify, assess and control risks from lifting in the workplace; Select suitable lifting techniques and systems (both manual and crane in accordance with relevant legal requirements); Supervise those persons who carry out the lifting operations.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA606 LIQUID PENETRANT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principle and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, 'Non-destructive Testing – Qualification and Certification for Personnel – General Engineering.'
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA607 MAGNETIC PARTICLE

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, procedures and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.
Required Reading To be advised
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

EA608 NON-DESTRUCTIVE TESTING METHODS

Campus Newport
Prerequisite(s) Nil
Content To enable students to describe the principles and application of several of the specialised non-destructive testing N.D.T methods that may be used to detect discontuties in products that are Welded and Fabricated.
Required Reading Magnetic acoustics emission, eddy current strain gauge, thermo graphic testing. Heat resistance, x-rays, hydro-static testing
Nominal Hours 60 Hours;6pts
Assessment As per accredited curriculum

EA609 PENETRANT TESTING

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, processes and various media used for different applications, apply the various penetrant test techniques and interpret the test results.
Required Reading To be advised
Nominal Hours 60 Hours;6pts
Assessment As per accredited curriculum

EA610 RADIOGRAPHIC TESTING

Campus To be advised
Prerequisite(s) To be advised
Content Radiographic testing
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

EA611 RADIOGRAPHIC TESTING METHODS

Campus To be advised
Prerequisite(s) To be advised
Content Radiographic testing methods
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA612 RADIOGRAPHY AND RADIATION SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Radiography and radiation safety
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA613 ULTRASONIC TESTING

Campus To be advised
Prerequisite(s) To be advised
Content Ultrasonic testing
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

EA614 ULTRASONIC TESTING METHODS

Campus To be advised
Prerequisite(s) To be advised
Content Ultrasonic testing methods
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA618 NON DESTRUCTIVE TESTING

Campus To be advised
Prerequisite(s) To be advised
Content Non destructive testing
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA700 COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)

Campus To be advised
Prerequisite(s) To be advised
Content CAMS, geometry database, cutter path and NC file, transfer of CAM generated files, production of a component on the NC machine.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA701 ENGINEERING DRAWING (DETAIL)

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content To enable students to produce detail drawings of engineering components complete with surface texture details and dimensions
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA702 ENGINEERING (DEVELOPMENT AND PIPEWORK)

Campus To be advised
Prerequisite(s) To be advised
Content Engineering (Development and pipework)
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA703 ENGINEERING DRAWING (STRUCTURAL) & MECHANICAL

Campus To be advised
Prerequisite(s) EA701 Engineering (drawing detail).
Content Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds, shaft and housing tolerances, abutment and fillet dimensions, key and keyway sizes, draw bedplates for various motor/pump/gearbox arrangements, drawing of machine component and copy suing a dye line printing process.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA705 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS

Campus To be advised
Prerequisite(s) EA061 Engineering graphics, EA050 Engineering computing.
Content Applications software for use in design, manufacturing, marketing, simulation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA706 FLUID MECHANICS 1

Campus To be advised
Prerequisite(s) EA002 Engineering maths A or EA008.
Content Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA708 INDUSTRIAL FLUID POWER 1

Campus To be advised
Prerequisite(s) To be advised
Content This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA709 INDUSTRIAL FLUID POWER 2

Campus To be advised
Prerequisite(s) To be advised
Content This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EA710 DIMENSIONAL METROLOGY – BASIC

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA775 Introduction to metrology.
Content Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA711 MECHANICAL DRIVE COMPONENTS

Campus To be advised
Prerequisite(s) Nil *Note:* There is significant overlap between this module and two other modules: EA762 Mechanical Equipment; EA704 Mechanical Systems
Content To describe functions, applications and significant parts of common mechanical drive components, state criteria for selection of a particular drive component, and identify relevant Australian Standards governing design of drive components,
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA714 THERMODYNAMICS 1

Campus To be advised
Prerequisite(s) EA003 Engineering Maths B.
Content To describe the basic concepts, forms and principles and perform relevant calculations with respect to thermodynamic concepts including the forms of energy available, energy transfer, its utilisation in engineering application and the principles of operation of heat engines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA715 MECHATRONICS 1 – PROCESS MODEL

Campus To be advised
Prerequisite(s) To be advised
Content This module is used to provide feedback on a students mechanical design skills by allowing the opportunity to test the constructability and operability of their designs. It also provides the opportunity for construction of a system to meet a given quality standard which may be used for any of the Mechatronics modules.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA716 MECHATRONICS 2 – PLC AUTOMATION

Campus To be advised
Prerequisite(s) To be advised
Content This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller including al wiring and programming to achieve automation. It also encompasses the commissioning and troubleshooting requirements for the understanding of a complete operating system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA740 WORKSHOP PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA741 WORKSHOP PROCESSES (MACHINE SHOP)

Campus To be advised
Prerequisite(s) To be advised
Content The entry lathe, the milling machine, the grinding machine; a hands-on approach.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA760 LUBRICATION

Campus Sunshine.
Prerequisite(s) Nil
Content This module enables students to develop the knowledge and skills required to classify and select common and special lubricants as used in industry, and to diagnose problems in lubricating systems.
Required Reading To be advised
Nominal Hours
Assessment As per accredited curriculum

EA762 MECHANICAL EQUIPMENT

Campus To be advised
Prerequisite(s) Nil *Note:* There is significant overlap between this module and tow other modules; EA711 Mechanical Drive Components; EA704 Mechanical Systems
Content Select and operate the correct item of mechanical equipment for a particular work situation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

EA763 VIBRATION MONITORING, CONDITION ANALYSIS & CONTROL

Campus To be advised
Prerequisite(s) NM23 Plant Condition Monitoring
Content To trend, interpret and control potentially harmful machine vibrations using knowledge of the nature and source of machine vibrations, the instruments used for vibration monitoring and condition analysis.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

EA772 INTRODUCTORY DYNAMICS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A or EA003 Engineering maths B, EA859 Statics.
Content Linear motion, circular motion, work, energy and power, simple machines, dynamics of linear motion, dynamics of circular motion, momentum.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA773 DIMENSIONAL METROLOGY – MEASURING AND TESTING

Campus To be advised
Prerequisite(s) EA710 Dimensional metrology–basic.
Content Measuring instruments, calibration, straightens, flatness, roundness, squareness. Tapers, surface texture, limit gauging.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA775 INTRODUCTION TO METROLOGY

Campus To be advised
Prerequisite(s) EA000 Basic statistics, EA080 Engineering measurement.
Content SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA780 DESIGN FOR MANUFACTURE

Campus To be advised
Prerequisite(s) EA701 Engineering (drawing detail).
Content Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA786 CALIBRATION OF TIME AND FREQUENCY STANDARDS

Campus To be advised
Prerequisite(s) EA791 Electronic Counter Calibration
Content Enable learners to operate and calibrate time and frequency measurement standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA790 MANUFACTURING PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Casting, forging, extrusion, pressworking, powder metallurgy, automatic lathes, economics of applications, grinders; CNC machines; Metal cutting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA803 CIVIL MATERIAL – SOILS A

Campus To be advised
Prerequisite(s) Nil
Content Detailed and thorough qualitative understanding of the behaviour of Engineering soils, by the use of practical activities and tests (rather than the study of the various numerical analyses associated with soil mechanics). Thus the performance of standard tests, the physical handling of a variety of soils and the viewing of photographs and other media should be maximised in order to promote an understanding of the physical implications of the various concepts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA804 INTRODUCTORY STRENGTH OF MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA805 LOAD ANALYSIS

Campus To be advised
Prerequisite(s) EA804 Introductory Strength of Materials
Content Calculate different kinds of loading on structural elements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA810 DRAFTING PIPELINES

Campus To be advised
Prerequisite(s) EA861 Surveying Measurement; EA813 Drafting Roads 1 (Rural); NM06 CAD A.
Content Prepare drawings for sewerage, water and stormwater drainage pipelines and reticulation networks, in accordance with the practices outlined in AS1100.401..
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA812 DRAFTING REINFORCED CONCRETE 1

Campus To be advised
Prerequisite(s) To be advised
Content Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and construction joints.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA813 DRAFTING ROADS 1

Campus To be advised
Prerequisite(s) To be advised
Content Plotting from survey data; Symbols, terminology, linework and lettering; Plotting horizontal alignment, vertical alignment and cross sections; Calculation of earthwork quantities; Plotting haulage diagrams.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA814 DRAFTING ROADS 2 URBAN

Campus To be advised
Prerequisite(s) EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural); NM06 CAD A
Content To produce drawings required in the construction of urban roads, to the standards of AS1100.401 and 'AUSROADS' publications: "Policy for the Geometrical Design of Rural Roads" and "Guide for the Design of Intersections at Grade".
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA815 DRAFTING STEELWORK 1

Campus To be advised
Prerequisite(s) To be advised
Content Interpretation and use of Steel Sections Handbook; Drafting structural steel line diagrams; Draw, label and dimension structural steel connections; Detailing base plates, column/bearer and beam/bearer joints, trusses, gusset plates, girts, purlins and bracing; Specification of protective coatings; calculation of member lengths; Member marking system.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA817 RADIOGRAPHIC INTERPRETATION

Campus To be advised
Prerequisite(s) To be advised
Content To provide the theoretical knowledge and practical experience necessary to carry out simple interpretation of sample films.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA818 WELD INSPECTION PRACTICES

Campus To be advised
Prerequisite(s) NF16, NF75, NF76.
Content To enable the student to perform the duties of a certified inspector for welded fabrications, in accordance with the relevant Australian standards.
Required Reading To be advised
Nominal Hours 60 Hours;6pts
Assessment As per accredited curriculum

EA819 WELD PROCEDURE DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Weld procedure development
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA820 SURVEY MEASUREMENT 2

Campus To be advised
Prerequisite(s) To be advised
Content Three dimensional survey control using total station (or theodolite and EDM); Radiations in three dimensions using total station (or theodolite and EDM); Construction site levelling and detail; Survey using automatic level tacheometry; Mapping of engineering/construction sites.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA821 WELD PROCESSES

Campus To be advised
Prerequisite(s) NBB09.
Content To enable the student to describe the basic principles of arc welding and the selection of welding processes for specific purposes, and to select an appropriate wielding process, including mechanised, automated and robotic welding.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA822 BOILERS AND PRESSURE VESSEL CODES

Campus To be advised
Prerequisite(s) NF75, NF76.
Content To enable student to interpret rules set out in the Australian Standards for the construction, repair and installation of welded boilers and pressure vessels.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA823 WELDING TECHNOLOGY 1

Campus To be advised
Prerequisite(s) NF16, NBB10.
Content To enable students to describe the range of welding processes and considerations, to appropriate national and internationals codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA850 CIVIL CONSTRUCTION TECHNIQUES A

Campus To be advised
Prerequisite(s) Nil
Content Describe the construction processes and equipment employed in earthworks and pipe works, and to describe the distinguishing features of common civil engineering structures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA851 CIVIL CONSTRUCTION TECHNIQUES B

Campus To be advised
Prerequisite(s) EA850 Civil Construction Techniques A
Content To describe and sketch where appropriate, the people, plant equipment and processes employed in the building and civil construction industry, including identification of the various materials used in the construction process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA853 FABRICATION – STRUCTURAL STEEL

Campus To be advised
Prerequisite(s) NBB09, NBB10.
Content To enable student to describe material and processes used in Structural Steel Fabrication, with emphasis on quality, safety and economical procedures.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA854 GEOSCIENCE GEOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Geological study; Structure of the earth and its components; Major minerals; Exploration; Engineering uses of minerals; Major types of rocks; Mechanical properties and engineering uses; structural deformation of rocks and minerals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA855 HYDRAULIC MECHANICS

Campus To be advised
Prerequisite(s) To be advised
Content Principles of fluid statics; Pascal's Law; Hydrostatic pressures on submerged surfaces; Fluid flow; Reynolds Number; Continuity flow equation; Energy of a flowing liquid; Bernoulli Equation; Hydraulic grade line and total energy line; Fluid dynamic forces; Momentum equation; Forces exerted by a jet.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA856 INTRODUCTION TO ROAD ENGINEERING

Campus To be advised
Prerequisite(s) To be advised
Content Civil Engineering; The role of the Associate in the field of civil engineering; Elements and components of flexible pavements, rigid pavements and semi rigid pavements, urban roads and rural roads; Stages of construction; Selection of mechanical plant in the construction of roads; Earth retaining structures; Bridges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA857 PIPE AND CHANNEL FLOW

Campus To be advised
Prerequisite(s) EA855 Hydraulic Mechanics
Content Describe the nature of hydraulic flow and apply basic mathematical principles in developing and manipulation pipe and channel flow formulae, using tables, charts and nomograms.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

EA858 SITE INVESTIGATION

Campus To be advised
Prerequisite(s) EA032 Writing Technical Documents
Content Carry out a site investigation in accordance with AS1726.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA859 STATICS

Campus To be advised
Prerequisite(s) To be advised
Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA860 SURVEY COMPUTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Reduction and calculation of survey field data; Determination of horizontal and vertical coordinates of feature points; Closed and open traverse calculations; Relative position and orientation of features; Detection of error; Precision of observed and calculated quantities through statistical procedures; Direct and iterative calculation procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA861 SURVEY MEASUREMENT 1

Campus To be advised
Prerequisite(s) To be advised
Content Surveying fundamentals; Reconnaissance of construction/engineering sites; Detail measurement on a construction/engineering site; Third order levelling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA862 WELD TESTING AND INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Weld testing and inspection
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA868 CIVIL MATERIALS CONCRETE

Campus To be advised
Prerequisite(s) EA032 Writing Technical Documents Content Design concrete mixes, carry out laboratory tests on concrete materials and concrete to Australian Standards, AS114, AS2578.1 and AS2350
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA904 CONTROL CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content Initial training in industrial/process controls to enable them to assess and select measurement and control system components, to perform dimensional calculations, to use appropriate terminology and to use instrumentation and controls.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

Campus Sunshine.
Prerequisite(s) To be advised
Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing IC'S
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA929 SCADA SYSTEMS

Campus To be advised
Prerequisite(s) EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems
Content An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB022 DEVELOPING INSTRUCTIONAL MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the participant with the necessary knowledge, skills, attitudes and attributes needed to design, develop, implement and evaluate instructional materials to support training in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB030 ADVANCED QUALITY CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content Quality and reliability; The effect on productivity, competiveness and standard of living; Customer satisfaction; Principles of Total Quality Management; Case studies; the application of TQM to a simple industrial situation.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB031 QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB040 QUALITY CONTROL AND COMPUTING

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Computerized manual development, quality manuals, procedure manuals, computer systems, process control data, statistical inputting, control data analysis, compute control.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB041 QUALITY MANUAL DEVELOPMENT WRITING

Campus To be advised
Prerequisite(s) EA040 Occupational Health and Safety.
Content Quality manual planning, development, writing. Interoperation of AS3902.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB050 ENGINEERING PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to proceed form a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.
Required Reading To be advised
Nominal Hours 80 Hours;8pts
Assessment As per accredited curriculum

EB060 MANAGING CAD SYSTEMS

Campus To be advised
Prerequisite(s) EA066 Computer aided drafting C.
Content Computer hardware components, peripheral devices, software compatibility, configure CAD systems; Application and integration of LAN; Consumables for CAD systems, CAD office management procedures and requirements, set system variables and assign layers to utilize the capabilities of a CAD system to an industrial application.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB061 MANAGING CAD UTILITIES

Campus To be advised
Prerequisite(s) EA066 CAD C
Content Coordinate CAD operations and to apply extended customisation techniques to CAD operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB070 ENGINEERING MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Analyse management/supervisory situations in case studies with engineering organization, including possible problem solving strategies, leadership styles, staff selection procedures and factors affecting employment conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB071 PROJECT MANAGEMENT

Campus To be advised
Prerequisite(s) EB040 Occupational Health and Safety for Supervisors
Content Describe the principles and concepts of project management, as related to a specific project or process, including typical documents required and procedures associated with commissioning and finishing a project and to draw up a Critical Path Method network for this project or process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB072 CRITICAL PATH AND PROJECT ANALYSIS

Campus To be advised
Prerequisite(s) Nil
Content Implement production control for personnel in the construction industry, by producing production schedules and critical paths, and identifying means of monitoring activities and applying corrective measures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB073 PROJECT PLANNING

Campus To be advised
Prerequisite(s) Nil
Content To provide the means of producing a production control bar chart schedule to enable efficient monitoring of a project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB076 INTRODUCTION ENVIRONMENT MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Introduction environment management
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB078 IMPROVING WORKPLACE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content The new workplace culture, skills development, flexible work practices, measuring and rewarding performances.
Required Reading To be advised
Nominal Hours 60 Hours;6pts
Assessment As per accredited curriculum

EB122 COMPUTER GRAPHICS

Campus To be advised
Prerequisite(s) NM06 Computer aided drafting A.
Content Graphics hardware, software, principles. Programming tools, computer animation. Graphics applications design.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB123 COMPUTER SYSTEMS MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Installation practices/requirements, operational and administrative aspects of computer systems, and data security techniques and procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB160 PLC APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content The aim of this module is to provide students with an overview of advanced PLC system applications and to describe the features and functions of PID closed loop control, specialist instruction set, alternate programming styles and communications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB504 MATERIAL HANDLING SYSTEM DESIGNS 1

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to state the concepts, equipment types and purpose associated with materials handling equipment, and, when designing the handling system, the selection and integration of the equipment.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB507 PRODUCTION PLANNING AND CONTROL – CHARTING TECHNIQUES

Campus To be advised
Prerequisite(s) EA501 Production planning and control – main functions.
Content Production control and charting, machine loading. Gantt charts. Production programming. Network analysis. CPM. PERT. Production process matrix. Cost benefits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB508 PRODUCTION PLANNING AND CONTROL – ESTIMATING AND PLANNING TECHNIQUES

Campus To be advised
Prerequisite(s) EB507 Production planning and control – charting techniques.
Content Manufacturing Resource Planning. Master production scheduling. Materials planning. Capacity planning. Just in Time. Total quality control. Set up time. Scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB509 PRODUCTION PLANNING AND CONTROL – FORECASTING

Campus To be advised
Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.
Content Forecasting in sales and production planning. Data sources. Computer applications to forecasting. Estimating, budget control. Capacity management and analysis. Resource planning. Computer modelling and simulation. Quality assurance, planning, monitoring techniques. Use of electronic media services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB520 STATISTICAL QUALITY CONTROL 1

Campus To be advised
Prerequisite(s) EA000 Basic statistics.
Content Manufacturing process and its control, data collection and presentation, process modelling, process capability, control charts, use of computer software.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB521 STATISTICAL QUALITY CONTROL 2

Campus To be advised
Prerequisite(s) EA000 Basic statistics.
Content Sampling plans, probability distributions, use of AS 1199 and AS 1399. Attribute sampling plans.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB650 MATERIAL FOR ENGINEERING

Campus To be advised
Prerequisite(s) EA010 Material Science.
Content To enable students to identify and describe the structure, properties and specification of metals and non-metals, to specify materials and heat treatment processes for engineering applications and to describe common failures of engineering materials.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB676 METAL JOINING PROCESSES

Campus To be advised
Prerequisite(s) NBB09.
Content To enable student to describe weld, brazing and soldering processes used in industry, the knowledge of which is required in selection and quality control procedures.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EB701 ADVANCED MACHINE DESIGN

Campus To be advised
Prerequisite(s) EB771 Advanced dynamics, EA001 Calculus, EB703 Machine design, EA780 Design for manufacture.
Content Stress, Design factors, Circular and Non-circular shaft systems, theory of parts, Theory of brakes and clutches, theory of gear drives, Fatigue failure analysis, Couplers. Shook, Fatigue and Stress raiser analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB702 DYNAMICS OF INDUSTRIAL MACHINES

Campus To be advised
Prerequisite(s) EA001 Calculus, EB771 Advanced dynamics.
Content Simple harmonic motion, free vibration, forced vibration, damped vibration, balancing and static balance measurement, vibration measurement, static balance apparatus, vector analysis of velocity and acceleration of mechanisms, simple and command gears, epicyclical gears.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB703 MACHINE DESIGN

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB704 MECHANICAL DESIGN

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB705 PROJECT MECHANICAL DESIGN SYNTHESIS

Campus To be advised
Prerequisite(s) EB703 Machine design or EB704 Mechanical design, EA703 Engineering drawing (structural).
Content Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing component design, detailed drawings, final report, oral presentation to peers.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB709 MECHATRONICS 4 – ANALOG AUTOMATION

Campus To be advised
Prerequisite(s) To be advised
Content This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output and using a PC interface or PLC and carry out an arithmetic calculation which conditions the output dependent upon the input/s.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB711 THERMODYNAMICS 2

Campus To be advised
Prerequisite(s) To be advised
Content Heat transfer methods, mechanisms of combustion, fuel, characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB712 PLANT LAYOUT

Campus To be advised
Prerequisite(s) EA790 Manufacturing processes, EA741 Workshop processes (machine shop), EA740 Workshop practice.
Content This module aims to provide the student with the basic skills necessary to design a plant layout taking into account the economic use of the associated materials handling and storage procedures.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB714 ELECTRO-FLUID CONTROL SYSTEMS

Campus To be advised
Prerequisite(s) NBB08 Electrical Fundamentals; EA709 Industrial Fluid Power 2; or NM31 Pneumatics 1 and NM32 Hydraulics 1
Content To interpret, design and draw/construct electric and fluid power circuit diagrams, using standard symbols, for Pneumatic and Hydraulic circuits, and incorporate simple circuits with proportional valves.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB720 FLUID MECHANICS 2

Campus To be advised
Prerequisite(s) EB706 Fluid Mechanics 1
Content To calculate the fluid flow and head loss in pipes and through open channels, determine operational aspects of a pump in a system and describe the basic types of fluid machinery.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB722 COMPUTER BASED MODELLING DESIGN AND DRAFTING

Campus To be advised
Prerequisite(s) EB123.
Content Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB723 FLUID POWER (SYSTEMS CONCEPTS)

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic; pneumatic and PLC/electric/electronic areas of study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB724 FLUID POWER (COMPONENT SELECTION AND TESTING)

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to select correct components for design, involving sizing and correct design specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB725 FLUID POWER (COMPONENT TESTING & SYSTEM/SPACE ANALYSIS)

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to develop a theory of analysis of trouble shooting and apply the theory to practical component testing and system problem solving.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB755 FLUID POWER SYSTEMS PROJECT

Campus To be advised
Prerequisite(s) EB714 Electro-Fluid Control systems; EB904 Control Concepts
Content To combine previous Fluid Power and Mechatronics systems knowledge and skills by designing, constructing and commissioning a Fluid Power Systems Project to given criteria.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

EB770 ROBOTICS 2

Campus To be advised
Prerequisite(s) NM14 Robotics.
Content Select robots to meet industry requirements, interphase robots to peripherals, fault diagnosis, maintenance, machine interfacing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB771 ADVANCED DYNAMICS

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics.
Content Friction, Centrifugal Force, Balancing, Mechanical Vibrations, Impulses, Momentum and Impact, Systems of Bodies in Motion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB785 DIMENSIONAL METROLOGY – ADVANCED TECHNIQUES

Campus To be advised
Prerequisite(s) EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.
Content Calculations, thermal influences, gauge blocks, angle measurement, indirect measurement, optical projectors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB786 DIMENSIONAL METROLOGY – COMPLEX FORMS

Campus To be advised
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.
Content Measurement of screw threads, spur gears, cam profiles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB830 REINFORCED CONCRETE DESIGN 1

Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis; EA832 Beam and Column Analysis
Content Carry out the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB831 REINFORCED CONCRETE DESIGN 2

Campus To be advised
Prerequisite(s) EB830 Reinforced Concrete Design 1
Content Carry out the analysis and design of flexural reinforced concrete members, including beams, one and two-way slabs, footings and columns.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB832 BEAM AND COLUMN ANALYSIS

Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis
Content To perform analysis of beam and column structures involving calculation of such features as strengths, forces, distribution of moments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES

Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable student to describe process and requirements for welded joint design, to select suitable structural steels and alloys for welded connections.
Required Reading To be advised
Nominal Hours 40 hours;4pts
Assessment As per accredited curriculum

EB834 WELDED JOINT DESIGN

Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to build on the knowledge and skills gained in Welding Technology 1 and to further the knowledge and understating of the welding techniques and processes associated with the application of welding technology for the production of welded fabrications and productions using a wide range of welding processes.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EB840 ADVANCED STRENGTH OF MATERIALS

Campus To be advised
Prerequisite(s) EA804 Introductory strength of materials.
Content Stress and Strain, Strain Energy, Beading and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses. Johnson or Euler formulae, Deflections, Impact loading.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB850 CIVIL ESTIMATING

Campus To be advised
Prerequisite(s) EA071 Planning, Estimating and Costing; EA850 Civil Construction Techniques A
Content Ability to interpret civil engineering drawing and specification so as to calculate quantity of civil works, determine production rates, determine resource costs, produce direct cost estimates and major items, and produce total job tender price.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB851 ENVIRONMENT ENGINEERING

Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA851 Civil Construction Techniques B; EA856 Introduction to Road Engineering
Content Describe the major components of the Earth's environment and its pollution problems, the methods used for monitoring the environment, the principles for restoration programs, and undertake an environmental case study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB852 FOUNDATIONS 1

Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA803 Civil Materials (Soils); EA858 Site Investigation
Content Analyse and design residential slabs and footings, shallow footings in general and retaining structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB853 FOUNDATIONS 2

Campus To be advised
Prerequisite(s) EB852 Foundations 1
Content To select the most appropriate pile for a project and describe a number of underpinning methods and their applications, based on the fundamental principles and concepts applied to retaining walls slops, embankments and trenches.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB854 STORMWATER DRAINAGE

Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA855 Hydraulic Mechanics; EA857 Pipe and Channel Flow
Content Design an underground piped drainage system for a small urban development using a simplified procedure based on the principles outlined in the Australian Institute of Engineers publication "Australian Rainfall and Runoff" 1987 and design a minor culvert for a rural road based on procedures outlined in VicRoad "Road Design Manual" Chapter Six.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1

Campus To be advised
Prerequisite(s) To be advised
Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and grits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB856 STRUCTURAL TIMBER DESIGN

Campus To be advised
Prerequisite(s) EA804 Introductory Strength of Materials; EA805 Load Analysis; EA859 Statics; EA832 Beam and Column Analysis
Content Interpret Australian Standards and design simple timber structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB858 WASTE-WATER ENGINEERING

Campus To be advised
Prerequisite(s) EA855 Hydraulic Mechanics; EA857 Pipe & Channel Flow; EA810 Drafting–Pipelines
Content Apply Local Authority guidelines in the design of a sewerage reticulation system, and to investigate the principles of sewage treatment and thence proportion the elements of a small plant.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB859 WATER ENGINEERING

Campus To be advised
Prerequisite(s) EA855 Hydraulic Mechanics; EA857 pipe and Channel Flow
Content Apply the principles of hydraulic mechanics to domestic water supply and irrigation design, to use tables, charts, nomograms and formulae in these areas and to design a complete irrigation system using a "flood" method.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB860 GEOMETRIC ROAD DESIGN

Campus To be advised
Prerequisite(s) EA856 Introduction to Road Engineering; EA860 Surveying Computations; EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural)
Content Skills necessary to design and calculate the geometry of both rural and urban roads.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB861 MINOR CIVIL ENGINEERING PROJECTS A

EB862 MINOR CIVIL ENGINEERING PROJECTS B

EB863 MINOR CIVIL ENGINEERING PROJECTS C

EB864 MINOR CIVIL ENGINEERING PROJECTS D

Campus To be advised
Prerequisite(s) Nil
Content Topics: Roads; Water Supply; Sewerage; Drainage; Irrigation; Concrete; Steel; Timber
Fabrication or any relevant Civil Engineering or Construction
Required Reading To be advised
Nominal Hours 20 Hours each
Assessment As per accredited curriculum

EB865 MUNICIPAL DESIGN

Campus To be advised
Prerequisite(s) EB870 Engineering Surveying 1
Content Working knowledge of Local Government's engineering services and responsibilities, and the planning process with particular reference to subdivision development. Further, it aims to give a competence in the design of an urban, residential subdivision, excluding stormwater drainage, sewerage and water supply which are covered by other modules (EB854, EA858, EA859).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB866 PAVEMENT DESIGN

Campus To be advised
Prerequisite(s) EA002 Engineering Maths A; EA032 Writing Technical Documents (NCS017); EA803 Civil Materials Soils A.
Content Knowledge and skill necessary to determine and select the most economical pavement thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Pavement Design Manual by AUSTROADS or using procedures based on AUSTROADS but with results from research and investigation which relate specifically to local conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB869 LAND INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) EA061 Engineering Graphics; EA050 Engineering Computing; EA032 Writing Technical Documents
Content Basic concepts and applications of land information systems
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB870 ENGINEERING SURVEYING 1

Campus To be advised
Prerequisite(s) EA820 Surveying Measurements 2
Content Opportunity to develop the skills and knowledge to determine the locations of engineering/construction elements from surveying and design information and accurately set out these elements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB872 FRAME ANALYSIS

Campus To be advised
Prerequisite(s) EB805 Load Analysis; EB832 Beam and Column Analysis
Content Knowledge and understanding of the fundamental principles, concepts and calculation skills necessary in the analysis of two dimensional and three dimensional frames as well as providing hands on experience with sophisticated frame analysis computer software packages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB874 STRUCTURAL STEEL DESIGN 2

Campus To be advised
Prerequisite(s) EB855 Structural Steel Design 1
Content Knowledge, understanding and training in the fundamental principles, concepts and AS4100 – 1990 Steel Structures Code requirements in the analysis and design of simple structural steelwork members.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB875 DRAFTING REINFORCED CONCRETE 2

Campus To be advised
Prerequisite(s) EA812 Drafting Reinforced Concrete 1
Content Knowledge and skills necessary to prepare typical reinforced concrete drawings, in accordance with accepted practice as outlined in AS1100.501 and AS 3600.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB878 CIVIL ENGINEERING COMPUTER APPLICATIONS

Campus To be advised
Prerequisite(s) Topics: structural Engineering Programs; Civil Engineering Programs; Computer Aided Design Programs; Project Management Software; Finite Element Analysis and Design Software; Spreadsheet and Database Software.
Content Demonstrate an integration of knowledge and skills acquired through earlier study and work experience. Able to perform designs using a variety of appropriate civil engineering computer software applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED009 INSTALLATION AND COMMISSIONING

Campus To be advised
Prerequisite(s) To be advised
Content The design construction process, construction documentation, legal records, construction safety, tenders and supply evaluation, maintenance systems, planning, plant installation, plant commissioning, Mechanical Services specifications and contract documents.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED012 APPLIED MECHANICS 3A

Campus To be advised
Prerequisite(s) EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1.
Content Beam/Column theory, arterial section, linear and rotational inertia, power transmission, variable speed drives, design techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED013 APPLIED MECHANICS 3B

Campus To be advised
Prerequisite(s) ED012 Applied mechanics 3A.
Content Machine frames, machines and mechanism, balancing of reciprocating masses, rotational speed control and variation, pressure vessels, strain gauges.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED014 CADD SYSTEMS ENGINEERING

Campus To be advised
Prerequisite(s) ED067 or ED041.
Content CADD sofware and hardware considerations, operating systems, CADD software installation, CADD system management, symbol orbiters, command menu, tablet and keyboard customizing parameterized details, CADD system high level language prophecies and graphics, conversion of graphics files to text and modifications for interfacing with other software packages or high level language routines.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED015 FLEXIBLE MANUFACTURING SYSTEMS (FMS) DESIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Flexible manufacturing systems (FMS) designs
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ED016 INTERCHANGEABLE MANUFACTURE

Campus To be advised
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA701 Engineering (drawing detail).
Content Interchangeability, dimensioning of lengths and diameters, selected fits, measurement/checking of lengths and diameters, geometry tolerance, screw thread, surface texture, adaptive control, importation – jig/fixture design.
Required Reading To be advised
Nominal Hours 80 Hours;8pts
Assessment As per accredited curriculum

ED023 HISTORY AND IMPACT OF TECHNOLOGICAL CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content History and impact of technological change
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

ED031 QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Quality management
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

ED043 TOTAL QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content TQM terminology and concepts, organisational requirements, Australian and International Standards, team management, group problem solving techniques, implementing TQM.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED046 RESEARCH PROJECT A

Campus To be advised
Prerequisite(s) To be advised
Content This module is a research-based activity where scope for selection of an appropriate topic is available. The module is compulsory.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

ED049 ADVANCED ENGINEERING MATHS A

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.
Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

ED050 ADVANCED ENGINEERING MATHS B

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.
Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

ED054 COMPUTER APPLICATIONS

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Spreadsheets and graphics, database software packages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC001 PRODUCTION TECHNOLOGY/SYSTEMS 1

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills to recognise technical processes and systems used within the manufacturing industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC005 PRODUCTION TRAINING 1

Campus To be advised
Prerequisite(s) NBB01 Communication and Industrial Relations (Parts 1 & 2); NBB02 Occupational Health and Safety.
Content Introduces the methods employed in the training process. Also acquire basic instructional skills.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC071 EQUIPMENT MAINTENANCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify the components of machines which require routine cleaning and describe the most effective methods which can be used to clean specific machines and components. Identify machines which require regular filter maintenance and perform a filter service. Dismantle assess or repair, reassemble and test a mechanical component from a production machine.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EPC072 EQUIPMENT OPERATION

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills required in the setting up and procedural operation of production equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC075 MACHINE MONITORING

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills to identify, analyse and interpret variations in basic machine operation and performance relating to product quality.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EPC085 WORK ENVIRONMENT – GROUP PROCESSES

Campus To be advised
Prerequisite(s) NBB01 Communications and Industrial Relations (Parts 1 and 2)
Content Develop the knowledge and skills associated with the working relationships and concepts encountered in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC087 MEASUREMENT–INTRODUCTION

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills in the use of measuring equipment to obtain accurate measurement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC118 TOTAL QUALITY MANAGEMENT–INTRODUCTION

Campus To be advised
Prerequisite(s) NBB05 Quality Concepts
Content Develop the knowledge and skills required to operate effectively in a total quality management team.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC135 STATISTICAL PROCESS CONTROL– INTRODUCTION

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills required of an operative working in a production environment utilising statistical process control.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC173 FUNCTIONAL MATHEMATICS

Campus Footscray Nicholson, Sunshine.
Prerequisite(s) To be advised
Content The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EPC174 INVENTORY PROCEDURES (AATM02)

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills associated with goods/inventory control and materials scheduling procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EPC185 BLASTER COATER – SURFACE PREPARATION 1 (BCTM01)

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills associated with the substrates encountered within industry and the various methods of pre-cleaning prior to coating.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC186 BLASTER COATER – SURFACE COATINGS 1 (BCTM02)

Campus To be advised
Prerequisite(s) EPC185 Blaster Coater – Surface Preparation 1 (BCTM01)
Content Develop the knowledge and skills associated with the various types of surface coatings used in industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC189 FIRST AID (BCTM05)

Campus To be advised
Prerequisite(s) Nil
Content Develop the knowledge and skills in first aid.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EPC190 SOLDERING (EPTM01)

Campus To be advised
Prerequisite(s) Nil
Content Perform fundamental soldering techniques on a range of components and connections.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EPC191 ELECTONIC COMPONENTS AND DEVICES (EPTM02)

Campus To be advised
Prerequisite(s) Nil
Content Introduce students to the basic functions of commonly used electronic components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORCOM1A COMMUNICATION IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Exchange verbal information; Locate and use workplace information; Record routine workplace information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORCOM2A COLLECT, PRESENT AND APPLY WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Select and present verbal information; Use and maintain workplace information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORCOM3A ANALYSE AND CONVEY WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Manage information; Analyse information; Present information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORFS1A APPLY BASIC FOOD SAFETY PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Conduct self within hygiene standards; Handle product hygienically; Maintain work area in clean and orderly state.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORFS2A IMPLEMENT THE FOOD SAFETY PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Monitor food safety in work area or sub-system; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORFS3A MONITOR THE IMPLEMENTATION OF THE FOOD SAFETY PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of the food safety plan; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORGMP1A APPLY BASIC GOOD MANUFACTURING PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content Apply the GMP requirements in immediate work area; Control contamination; Implement GMP documentation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FDFCORNUM1A APPLY BASIC MATHEMATICAL CONCEPTS

Campus To be advised
Prerequisite(s) To be advised
Content Estimate routine workplace measures; Calculate routine workplace measures; Record routine workplace data.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCOROHS1A APPLY SAFE WORK PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Conduct work safely; Identify, control and report OHS hazards; Follow emergency procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FDFCOROHS2A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCOROHS3A MONITOR THE IMPLEMENTATION OF OH&S

Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORQA1A APPLY BASIC QUALITY ASSURANCE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Monitor quality of own work; Conduct routine inspections.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORQA2A IMPLEMENT THE QUALITY SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Monitor quality in work area or sub-system; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORQA3A MONITOR THE IMPLEMENTATION OF THE QUALITY SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of the quality system; Respond to hazardous situations; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNAMERC03B SERVE LEGAL PROCESS

Campus St Albans
Prerequisite(s) Nil
Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNARFS14A DELIVER A SERVICE TO CUSTOMERS

Campus St Albans
Prerequisite(s) Nil
Content Project a professional image; Maintain customer confidentiality; Respond to customer requests for information; Deliver customer service.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

FNBACC01A PROVIDE FINANCIAL INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Assess client needs; Analyse data; Prepare advice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC02A PREPARE STATUTORY RETURNS

Campus To be advised
Prerequisite(s) To be advised
Content Gather and verify data; prepare statutory returns; prepare tax returns; review compliance.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC03A PREPARE BUDGETS AND FORECASTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare budgets; forecast estimates; document budget.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC04A PROVIDE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Compile data; develop recommendations; prepare reports.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC05A ESTABLISH AND MAINTAIN FINANCIAL SYSTEMS & RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify record and system requirements; evaluate alternative systems; acceptance test system; prepare system documentation; implement financial systems and records; monitor financial systems; review recording procedures.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC06A IMPLEMENT FINANCIAL POLICY STATEMENTS & OPERATING PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Review requirements; implement operating procedures; monitor policy.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC08A EVALUATE ORGANISATIONAL PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Identify organisational processes; assess practices; prepare recommendations.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC09A AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify information sources; determine reporting formats; review data; verify statements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC10A IMPLEMENT TAX PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Assess tax liabilities; Optimise tax positions; Establish processes and plans; Evaluate tax policies.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC11A MONITOR COMPLIANCE ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Research reporting trends; Determine processes for adherence; Examine standards and practices; Review compliance.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC12A IMPLEMENT ORGANISATIONAL IMPROVEMENT PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Review programs; Contribute to strategic development; Develop options for improvement; Establish systems to support change.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC14A EVALUATE BUSINESS PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Analyse trends in performance; Develop performance indicators; Identify options for improvement.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC15A EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate returns to operations; Determine long and short term needs; Review performance.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC17A IMPLEMENT FINANCIAL SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Review data; Determine options; Implement processes; Evaluate objectives.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS

Campus To be advised
Prerequisite(s) To be advised
Content Batch monetary items; Prepare deposit facility; Lodge flows.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN65A PROCESS JOURNAL ENTRIES

Campus To be advised
Prerequisite(s) To be advised
Content Check and verify supporting documentation; prepare journal; authorise journal; enter data into system; check journal processing report; file documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN68A PREPARE REPORTS FOR MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop report to specifications; access report data; analyse data; prepare reports; distribute reports.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBFS01A WORK WITHIN A FINANCIAL SERVICES CONTEXT

Campus To be advised
Prerequisite(s) To be advised
Content Industry and company policies and procedures in regard to customer service and administration; knowledge of relevant legislative and statutory requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS02A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of communication techniques; question and listening techniques.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS03A WORK AS PART OF A TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and principles of effective teamwork; basic understanding of reasons of organisational change.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS04A USE TECHNOLOGY IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of basic computer applications, including the internet; use of appropriate software; knowledge of data storage and retrieval techniques; knowledge of equipment start up and shut down techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBFS05A APPLY HEALTH & SAFETY PRACTICES IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of health and safety legislation and procedures; Knowledge of safe work practices.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

FNBFS06A RESOLVE CUSTOMER COMPLAINTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer complaint/dispute; Refer complaint/dispute; Implement corrective action policy regarding customer complaints; Process complaint/dispute; Follow up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

Campus To be advised
Prerequisite(s) To be advised
Content This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2, to establish and maintain effective communication with the client. The principles of therapeutic relationships are included, as well as managing difficult and challenging behaviour. Subject also introduces basic counselling skills that facilitate treatment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

HLTIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content This subject deals with the cultural awareness required for effective communication and co-operation with persons of diverse cultures. Work will be within a prescribed range of functions involving known routines and procedures with some accountability for the quality of outcomes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD041B DETERMINE CLIENT BUSINESS EXPECTATIONS AND NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Specify context of business need or problem; Specify interested parties; Plan the requirements phase; Gather requirements; Carry out preliminary analysis of information; Resolve conflicts and develop consensus.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm client expectations and needs; Confirm that information is consistent and complete; Verify that overall process is integrated, ensures remote users and any distributed requirements are covered; Specify organisation specific issues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT

Campus To be advised
Prerequisite(s) To be advised
Content Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Review and confirm requirements information and any existing models; Resolve conflicts and inconsistencies; Build and test model; Ensure that the model represents a workable solution.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

Campus To be advised
Prerequisite(s) To be advised
Content Analyse components; Prepare schema; Prepare component model; Iterate and review model.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD051B DEVELOP CLIENT USER INTERFACE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare design for interface; Design and document the system user interface.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD057A MANAGE A REUSE LIBRARY

Campus To be advised
Prerequisite(s) To be advised
Content Specify components for reuse library; Document the reuse library; Set up library structure.
Campus To be advised
Prerequisite(s) To be advised
Content Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify database scope; Identify database requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Undertake DBMS modelling; Monitor database performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW

Campus To be advised
Prerequisite(s) To be advised
Content Review software standards; Review implementation standards; Review software metrics and milestones.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITB067B PREPARE FOR SOFTWARE DEVELOPMENT USING RAD

Campus To be advised
Prerequisite(s) To be advised
Content Determine RAD requirements; Determine work metrics; Implement administration method.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITB068B BUILD USING RAD

Campus To be advised
Prerequisite(s) To be advised
Content Construct the application using RAD; Prepare the handover stage.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB069B DEVELOP SOFTWARE

Campus To be advised
Prerequisite(s) To be advised
Content Code each program module; Review each program module; Document each program module.
Required Reading To be advised
Nominal Hours 280 Hours
Assessment As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propogation procedures for exceptions; Use debugging and error handling techniques.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION

Campus To be advised
Prerequisite(s) To be advised
Content Determine document usage and structure; Create document structure with chosen mark-up language; Format document and import objects; Create tables; Generate links; Test and save document.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB136A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

Campus To be advised
Prerequisite(s) To be advised
Content Execute a SQL statement to access and retrieve data; Perform SQL statement to limit and sort rows retrieved by a query; Perform SQL functions; Execute create table statement; Create and run subqueries; Create views.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

Campus To be advised
Prerequisite(s) To be advised
Content Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION

Campus To be advised
Prerequisite(s) To be advised
Content Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI090B CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Assess compatibility of existing software; Confirm interoperablilty of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITI091B CONDUCT POST IMPLEMENTATION REVIEW

Campus To be advised
Prerequisite(s) To be advised
Content Schedule review; Carry out review; Document and publish results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI097B INSTALL AND CONFIGURE A NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI098B INSTALL AND MANAGE COMPLEX NETWORKS

Campus To be advised
Prerequisite(s) To be advised
Content Implement mulitple servers; Install and configure devices to extend network reach; Manage differing levels of security; Connect to a host computer; Integrate and manage network resources with network utilities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI099B BUILD AN INTRANET

Campus To be advised
Prerequisite(s) To be advised
Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Install and configure intranet services to meet business requirements; Manage and support the intranet.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI100B BUILD AN INTERNET INFRASTRUCTURE

Campus To be advised
Prerequisite(s) To be advised
Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Install and configure Internet services to meet business requirements; Monitor security and Internet access; Ensure user accounts controlled; Manage and support the Internet.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS

Campus To be advised
Prerequisite(s) To be advised
Content Install and configure network protocol environment; Install network protocol applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITPM129A APPLY SKILLS IN PROJECT INTEGRATION

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to integration of the nine functions of project management; Contribute to the coordination of internal and external environments; Contribute to the support of project activities throughout the life cycle.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS010C APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS

Campus To be advised
Prerequisite(s) To be advised
Content Scan immediate environment to identify possible problems; Identify, assess and resolve routine problems; Refer non-standard problem to supervisor.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS014C CONNECT HARDWARE PERIPHERALS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS015B INSTALL SOFTWARE APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS017C MAINTAIN SYSTEM INTEGRITY

Campus To be advised
Prerequisite(s) To be advised
Content Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS020B INSTALL AND OPTIMISE SYSTEM SOFTWARE

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to apply aspects of systems optimisation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE

Campus To be advised
Prerequisite(s) To be advised
Content Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to connect internal hardware components according to specifications
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION

Campus To be advised
Prerequisite(s) To be advised
Content Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS023B PROVIDE ONE TO ONE INSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content Record security access; Record software licences; Carry out system back-up; Restore system back-up; Document security access.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS

Campus To be advised
Prerequisite(s) To be advised
Content Operate system diagnostics; Scan system for viruses.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

Campus To be advised
Prerequisite(s) To be advised
Content Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback.
Required Reading To be advised
Nominal Hours 36-40 Hours
Assessment As per accredited curriculum

ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM

Campus To be advised
Prerequisite(s) To be advised
Content Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS103B ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Identify client user liaison procedures; Determine appropriate client user to make contact with; Establish contact and develop reporting protocol; Maintain established communication links.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS106B ACTION AND COMPLETE CHANGE REQUESTS

Campus To be advised
Prerequisite(s) To be advised
Content Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITS107B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY

Campus To be advised
Prerequisite(s) To be advised
Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS

Campus To be advised
Prerequisite(s) To be advised
Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES

Campus To be advised
Prerequisite(s) To be advised
Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

Campus To be advised
Prerequisite(s) To be advised
Content Diagnose problems; Configure database; Tune database.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Campus To be advised
Prerequisite(s) To be advised
Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE

Campus To be advised
Prerequisite(s) To be advised
Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK O/S

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.
Required Reading To be advised
Nominal Hours 20-50 Hours
Assessment As per accredited curriculum

ICAITS121A ADMINISTER NETWORK PERIPHERALS

Campus To be advised
Prerequisite(s) To be advised
Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS124B MONITOR AND ADMINISTER NETWORK SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS125B MONITOR AND ADMINISTER A DATABASE

Campus To be advised
Prerequisite(s) To be advised
Content Start up a database; Manage database; Manage database access.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Prepare test environment and gather tools; Prepare test data; Complete test plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITT078B PERFORM UNIT TEST

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for unit test; Conduct unit test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for test; Conduct test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for test; Conduct test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST

Campus To be advised
Prerequisite(s) To be advised
Content Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM

Campus To be advised
Prerequisite(s) To be advised
Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

Campus To be advised
Prerequisite(s) To be advised
Content Establish own work schedule; Participate in team structure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITTW026B COORDINATE AND MAINTAIN TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU006C OPERATE COMPUTING PACKAGES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES

Campus To be advised
Prerequisite(s) To be advised
Content Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

Campus To be advised
Prerequisite(s) To be advised
Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES

Campus To be advised
Prerequisite(s) To be advised
Content Produce required organisational documents; Determine and use help.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU019C MIGRATE TO NEW TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Apply existing knowledge and techniques to new technology; Apply advanced functions of the technology to solve organisational problems; Apply new functions of upgraded technology.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Manipulate data; Access and use support resources; Configure the computing environment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU127B SUPPORT SYSTEM SOFTWARE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITU128A OPERATE A PERSONAL COMPUTER

Campus To be advised
Prerequisite(s) To be advised
Content Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION

Campus To be advised
Prerequisite(s) To be advised
Content Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION

Campus To be advised
Prerequisite(s) To be advised
Content Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION

Campus To be advised
Prerequisite(s) To be advised
Content Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU132A OPERATE A PRESENTATION PACKAGE

Campus To be advised
Prerequisite(s) To be advised
Content Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

Campus To be advised
Prerequisite(s) To be advised
Content Access the internet; Search the internet; Send and organise messages; Create an address book.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITTW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Comply with general IT policies and procedures; Promote the organisation and the IT department in a manner consistent with the organisational mission; Identify Information Technology equipment/software and operating system supported by the organisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITTW002B COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Establish contact with clients; Process information.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM13CA AUTHOR A MULTIMEDIA SEQUENCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify the elements of multimedia; Idenftify the scope of authoring software; Use authoring software; Create a multimedia presentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Assess digital camera qualities; Photograph and upload a digital image.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Use multimedia text software; Create multimedia text.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify and use local resources and identify and use remote resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM81EA MANAGE MULTIMEDIA PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC200A USE TELECOMMUNICATIONS TECHNOLOGY IN RECEIVING AND MAKING OUTGOING CALLS IN THE CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Operate and effectively use telecommunications technology in the operational environment; Receive and respond to incoming calls; Make outgoing calls and transmit messages.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC201A USE BASIC COMPUTER TECHNOLOGY TO PROCESS ENTERPRISE AND CUSTOMER REQUIREMENTS

Campus City King
Prerequisite(s) Nil
Content Establish context and background information; Identify and access relevant computer files; Retrieve, view and close system files; Navigate help files.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.

Campus City King
Prerequisite(s) Nil
Content Locate and interpret information on most commonly used system screens; Update and maintain information related to customer transaction on commonly used system screens; Seek support for system problems/issues identified during transaction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Access a range of enterprise business systems; Determine and locate information to satisfy customer requirements using multiple screens and more than one enterprise system; Enter or modify data to provide complex or advanced customer needs; Identify and rectify system information and processing errors.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment As per accredited curriculum

ICTTC204A ESTABLISH POSITIVE RELATIONSHIPS WITH CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Receive an inquiry from the customer; Make initial contact with the customer; Establish a relationship with the customer; Determine customer requirements; Respond to customer requests in a timely and effective manner.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC205A MANAGE AND BUILD ON RELATIONSHIPS WITH CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Contribute to identification and dimensioning of customer needs; Obtain feedback from customers; Contribute to assessment and enhancement of customer satisfaction and relationships.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC206A RESPOND TO INBOUND CALLS RELATING TO SPECIFIC MARKETING CAMPAIGN

Campus City King
Prerequisite(s) Nil
Content Identify campaign details; Process customer inquiries; Arrange provision of campaign product/service; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC207A CONDUCT OUTBOUND TELEMARKETING CAMPAIGN

Campus City King
Prerequisite(s) Nil
Content Identify telemarketing campaign requirements; Conduct campaign; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC208A CONDUCT TELEMARKETING CAMPAIGN INVOLVING SELLING OF PRODUCT/SERVICE

Campus City King
Prerequisite(s) Nil
Content Identify telemarketing campaign requirements; Conduct campaign; Complete sales; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC209A CONDUCT DATA COLLECTION FOR MARKET RESEARCH, OPINION POLLS, CUSTOMER SURVEYING

Campus City King
Prerequisite(s) Nil
Content Identify research/survey details; Plan data collection for research/survey; Conduct data collection for research/survey; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/SERVICE FROM INCOMING INQUIRIES

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records.
Required Reading To be advised
Nominal Hours 30-35 Hours
Assessment As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment As per accredited curriculum

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records; Provide sales support where required.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC213A PROVIDE BASIC PRODUCT/SERVICE SUPPORT AND ASSISTANCE TO CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC214A PROCESS GENERAL INQUIRIES FROM CUSTOMERS AND PROVIDE ASSOCIATED SUPPORT AND ASSISTANCE

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need; Follow up customer on inquiry resolution.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC215A PROVIDE SUPPORT TO STAFF AND CUSTOMERS ON ALL INQUIRIES AND ON MATTERS DEFENDING ENTERPRISE ACTIONS, POLICY AND LEGISLATION

Campus City King
Prerequisite(s) Nil
Content Receive and respond to queries; Satisfy inquiry; Deal directly with customers in the defence of enterprise actions; Negotiate with customers whose needs cannot be met because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC216A ACTION REPORTS OF FAULTS REPORTED BY CUSTOMERS RELATING TO SPECIFIC PRODUCT/SERVICE

Campus City King
Prerequisite(s) Nil
Content Receive fault report; Resolve customer difficulties; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC217A ACTION REPORTS OF PRODUCT/SERVICE FAULTS REPORTED BY CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Receive fault report; Perform analysis and tests of customer product/service where practicable; Resolve customer difficulties; Provide feedback to the customer during and at the completion of the repair process; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC218A NEGOTIATE WITH CUSTOMERS ON MAJOR PRODUCT/SERVICE FAULTS

Campus City King
Prerequisite(s) Nil
Content Identify major fault and/or service difficulty; Determine impact of fault/service difficulty; Plan action to inform customers. Inform customers of planned action; Process incoming reports/complaints resulting from major fault and/or service difficulty; Provide feedback to the customer during and at the completion of the repair process; Follow up customer on inquiry resolution.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC219A RESOLVE COMPLAINTS DEALING WITH SPECIFIC PRODUCT/SERVICE

Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Determine and agree appropriate action to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC220A RESOLVE CUSTOMER COMPLAINTS

Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Comply with enterprise standards and procedures when resolving complaints; Determine and agree appropriate action to resolve the complaint; Action agreed plan to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC221A RESOLVE THE MORE COMPLEX CUSTOMER COMPLAINTS

Campus City King
Prerequisite(s) Nil
Content Receive and respond to complaints; Develop plans for dealing with complaint; Negotiate complaint resolution with customer; Negotiate with customers whose complaints cannot be resolved because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC222A PROCESS LOW RISK CREDITS APPLICATIONS

Campus City King
Prerequisite(s) Nil
Content Receive application; Process application; Complete administrative arrangements; Apply credit management action to outstanding accounts.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC223A PROCESS HIGH RISK CREDIT APPLICATIONS

Campus City King
Prerequisite(s) Nil
Content Receive application; Determine application; Negotiate credit application details with customer.; Complete administrative arrangements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC224A PROVIDE BASIC ASSISTANCE TO CUSTOMERS IN RELATION TO ACCOUNT INQUIRIES

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC225A PROCESS THE MORE COMPLEX BILLING/ACCOUNT INQUIRIES FROM CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need; Negotiate account payment extensions;Approve waiver of charges where errors are evident.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC226A HANDLE TO FINALITY THE VERY COMPLEX CUSTOMER ACCOUNT MATTERS INCLUDING SEVERANCE OF SERVICE/RETURN OF PRODUCT FOR NON PAYMENT OF ACCOUNT

Campus City King
Prerequisite(s) Nil
Content Receive and respond to queries; Satisfy inquiry; Negotiate with payment defaulters; Advise defaulting customers of service/product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC227A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus City King
Prerequisite(s) Nil
Content Manage self; Set and meet own work priorities; Develop and maintain professional competency.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC228A PROVIDE LEADERSHIP TO A TEAM OF CALL CENTRE OPERATIONAL STAFF IN THE ACHIEVEMENT OF BUSINESS GOALS AND OBJECTIVES

Campus City King
Prerequisite(s) Nil
Content Demonstrate high standards of management performance; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC229A ESTABLISH AND MANAGE EFFECTIVE RELATIONSHIPS WITHIN THE CALL CENTRE TEAM ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC230A LEAD, PARTICIPATE IN AND FACILITATE THE ACTIVITIES OF A CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Participate in team planning; Develop team commitment and cooperation; Participate in and facilitate work team; Manage and develop team performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC231A MANAGE THE OPERATIONS OF A CALL CENTRE WORK TEAM TO ACHIEVE PLANNED OUTCOMES

Campus City King
Prerequisite(s) Nil
Content Plan resource use to achieve profit/productivity targets; Acquire resources to achieve operational plan; Monitor operational performance; Monitor resource usage.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC232A MANAGE INFORMATION AND INFORMATION SYSTEMS IN THE CALL CENTRE TEAM ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans and budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC233A LEAD A CALL CENTRE TEAM DELIVERING QUALITY CUSTOMER SERVICE

Campus City King
Prerequisite(s) Nil
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products and services; Monitor, adjust and report customer service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC234A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Access and share legislation, codes and enterprise policy; Plan and implement safety requirements; Monitor, adjust and report safety performance; Investigate and report non-conformance.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC235A IMPLEMENT AND MONITOR QUALITY AND CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King
Prerequisite(s) Nil
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC236A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus City King
Prerequisite(s) Nil
Content Participate in planning the introduction of change; Develop creative and flexible approaches and solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC237A CONTRIBUTE TO THE DEVELOPMENT OF A LEARNING CULTURE WITHIN THE CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Create learning opportunities; Assess workplace competence; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ITB301 THE BUSINESS ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Identify organisation goals, objectives and functions: for a variety of business environments; Identify the relationship between a business organisation and the financial system; Identify different types of organisations and their structures; Identify the effects of technological change on business organisations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITC005 SUPPORTING THE INTERNET AND THE WORLD WIDE WEB

Campus To be advised
Prerequisite(s) To be advised
Content This module will enable a student to explain the Internet to users, set up Home Pages and create links to customised pages.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF202 INTERNET FUNDAMENTALS USING NETSCAPE NAVIGATOR AND EMAIL

Campus To be advised
Prerequisite(s) To be advised
Content Describe the main features of the internet; access the World Wide Web (WWW) using Netscape; search the WWW; transfer files on the WWW; access News Groups; use electronic mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF205 DATABASE FUNDAMENTALS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written short answers

ITF304 ADVANCED OPERATIONS–WORD PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Produce, format, and electronically file multiple-page word processing documents; common paragraph formatting commands; word processing tools such as find/search and replace, spell checker, grammar checker, thesaurus and page formatting options.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF305 ADVANCED OPERATIONS–SPREADSHEET

Campus To be advised
Prerequisite(s) To be advised
Content Spreadsheets incorporating mathematical and financial functions and common formulae; mathematical, statistical, financial, date and logical functions; creating, saving and printing graphs; relative and absolute cell reference; spreadsheet design.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF309 INTRODUCTION TO DESKTOP PUBLISHING

Campus To be advised
Prerequisite(s) To be advised
Content To enable a student to use the features of a desktop publisher to produce professional quality business documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF413 PAGE AND DOCUMENT DESIGN PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Differentiate between types of layouts, designs and styles; select and use appropriate software and hardware; design, develop and print different types of documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF415 COMMERCIAL DATABASE PACKAGES 1

Campus To be advised
Prerequisite(s) To be advised
Content Discuss the purpose and features of current commercial database packages and define basic database terms; Use a commercial database package to create a simple database, then enter, edit and delete data from it; Conduct queries (search the database) using a commercial database package; Create reports using a commercial database package.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITL303 WORKPLACE HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Outline the current Australian occupational health and safety (OH&S) regulations; Identify ergonomic factors that affect OH&S in an IT work environment; Identify the electrical safeguards required for an IT work environment; Outline the OH&S procedures to be followed in an IT work environment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LGACORE101A ACCESS LEARNING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify learning goals; Select appropriate strategies for achieving learning goals; Learn from workplace experience; Work cooperatively with others to facilitate learning; maintain record of learning.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LGACORE102A FOLLOW DEFINED OHS POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangement for the management of OHS.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LGACORE103A PROVIDE SERVICE TO CUSTOMERS IN A LOCAL GOVERNMENT ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer needs and expectations; Decide appropriate action and respond accordingly; Present a positive image of Council to the public; Deal with difficult customer situations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LGACORE104A WORK EFFECTIVELY IN LOCAL GOVERNMENT CONTEXT

Campus To be advised
Prerequisite(s) To be advised
Content Apply knowledge and understanding of Council responsibilities and structure to work; Accept responsibility for quality of own work; Manage own work; Maintain public safety; Implement environmental procedures; Contribute to change process.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

LGACORE105A WORK WITH OTHERS IN LOCAL GOVERNMENT

Campus To be advised
Prerequisite(s) To be advised
Content Promote cooperation; Assist others; Contribute to a productive work environment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LGACORE501A PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL

Campus To be advised
Prerequisite(s) To be advised
Content Advise Council of current legislative requirements; Monitor and assess trends and developments that impact on Council; Assess impact of Council proposals; Respond to questions or requests for information from the Council/Councillors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LGACORE601A DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Facilitate the development of operational plans; Link operational plans to Council's strategic/management plan; Coordinate and monitor the implementation of operational plans; Review and evaluate operational plans.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LGACORE602A PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Develop, maintain and review organisational structure; Develop, maintain and review an employee relations strategy; Develop, maintain and review an effective communication strategy; Develop organisational innovation, creativity and excellence; Establish and maintain a Council culture in which staff work ethically, productively and harmoniously; Develop and maintain relevant knowledge and competencies in a changing environment; Promote and monitor a fair and equitable workplace.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

LGACORE603A PROMOTE COUNCIL'S MISSION AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain networks; Represent the Council and advocate its mission strategies and activities; Identify and build a rapport with stakeholders; Provide advice to stakeholders; Plan and implement special promotional events; Liaise and coordinate with other organisations and Councils; Approve information for public dissemination.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LMTHRGN08A FOLLOW DEFINED OH&S POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

LMTPRLA01A COLLECT, RECEIVE AND SORT PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Receive product; Classify soiled product; Remove foreign objects and return lost property; Carry out preparation procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

LMTQAGN01A APPLY QUALITY STANDARDS

Campus To be advised
Prerequisite(s) To be advised
Content Assess own work; Assess quality of received component parts; Measure parts; Record information on production indicator; Investigate causes of quality deviations.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify task requirements; Plan steps required to complete task; Review plan.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM2.10C5A WRITE REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate concepts in writing.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.11C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Research information; Analyse information; Summarise and organise technical data.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.13C5A PERFORM MATHEMATICAL COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10A Perform Computations – Basic, MEM2.8C10A Perform Computations.
Content Perform calculations involving the six trigonometrical ratios; Apply the sine and cosine rule in the solution of problems; Perform simple algebraic operations; Use geometrical principles in the solution of problems; Calculate areas and volumes of complex shapes.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.14C5A USE GRAPHICAL TECHNIQUES & PERFORM SIMPLE STATISTICAL COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Read and construct graphs from given or determined data; Perform basic statistical calculations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.15C5A OPERATE IN AN AUTONOMOUS TEAM ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine work roles of team members; Participate in team planning; Operate as a team member; Monitor and review team performance; Implement team performance improvements.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.16C5A INTERPRET QUALITY SPECIFICATIONS AND MANUALS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify and access all documentation; Interpret documentation; Explain documentation; Monitor quality processes/systems.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.1C12A APPLY QUALITY SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Understand and follow standard operational or specification requirements; Engage in quality improvement.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.2C11A ORGANISE AND ANALYSE INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Access information and/or records; Give verbal and/or written reports.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.3C11B OPERATE IN A WORK BASED TEAM ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING

Campus Footscray Nicholson
Prerequisite(s) Nil
Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.5C11A MEASURE WITH GRADUATED DEVICES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Required Reading To be advised
Unit Weight Points 2 Points (20 Hours)
Assessment As per endorsed training package

MEM2.6C10A PLAN A COMPLETE ACTIVITY

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify activity requirements; Plan process to complete activity; Modify plan.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.7C10A PERFORM COMPUTATIONS – BASIC

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.8C10A PERFORM COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10 Perform Computations – Basic.
Content Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.9C10A PERFORM COMPUTER OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM3.1AA MANUAL PRODUCTION ASSEMBLY

Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select assembly equipment and components; Assemble components; Perform tests; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM3.2AA PRECISION ASSEMBLY

Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select and use assembly tools and equipment; Assemble engineering components; Adjust mechanical assemblies; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.10AA UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING

Campus To be advised
Prerequisite(s) Nil
Content Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.11AB ASSEMBLE FABRICATED COMPONENTS

Campus To be advised
Prerequisite(s) Nil
Content Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.13AB PERFORM MANUAL PRODUCTION WELDING

Campus To be advised
Prerequisite(s) Nil
Content Tack and/or weld material using appropriate welding process.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.14AB MONITOR QUALITY OF PRODUCTION WELDING/FABRICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Monitor quality of welded products; Initiate testing when required; Undertake procedure's reporting.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.15AB WELD USING MANUAL METAL ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld materials by correct process to quality described in AS1554 General Purpose or equivalent.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.16AB PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Select welding settings and electrodes; Assemble welding equipment; Weld joint to meet quality as described in Australian Standard 1554, Structural Purpose or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.17AB WELD USING GAS METAL ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 General Purpose; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.18AB PERFORM ADVANCED WELDING USING GAS METAL ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare welding materials and equipment; Weld joints to code requirements using GMAW; Assess weld quality and rectify faults.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM5.19AB WELD USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding settings and consumables; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints by correct process to Australian Standard 1554 General Purpose; Inspect joints; Correct faults.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.1AA MANUAL SOLDERING/DESOLDERING – ELECTRICAL/ELECTRONIC COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare materials for soldering; Solder materials; Inspect solder joints; Undertake desoldering.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.20AB PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.21A WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 GP or equivalent; Inspect welds; Correct welds.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.22AB PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)

Campus To be advised
Prerequisite(s) Nil
Content Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.23AB WELD USING SUBMERGED ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Prepare material for welding; Select weld machine settings and consumables; Assemble and set up welding equipment; Identify distortion prevention methods; Weld joints using submerged arc by correct process; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.24BA PERFORM WELDING SUPERVISION

Campus To be advised
Prerequisite(s) Nil
Content Prepare and determine welding procedure; Qualify welders to required procedures; Monitor/maintain quality assurance and safety procedures; Prepare documents; Arrange for non- destructive testing and destructive testing.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.25BB PERFORM WELDING/FABRICATION INSPECTION

Campus To be advised
Prerequisite(s) Nil
Content Select and organise/conduct appropriate non-destructive test procedures or verify previous test procedures; Establish welding procedure; Validate welding procedures; Ensure quality assurance procedures are carried out: Monitor procedures in progress.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.26AA APPLY WELDING PRINCIPLES

Campus To be advised
Prerequisite(s) Nil
Content Apply all statutory and regulatory requirements to welding procedures; Interpret all welding terms, codes and symbols; Determine the effects of heat treatment on metal in relation to welding; Identify the logical sequence of events involved in planning a welding operation.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.36AB REPAIR/REPLACE/MODIFY FABRICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Assess and process repair/replacement/modification requirement; Assess and process material requirements; Prepare materials; Repair/replacement or modification carried out; Repair, replacements and/or modification finished and inspected.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.37AA GEOMETRIC DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.38AA ADVANCED GEOMETRIC DEVELOPMENT – CYLINDRICAL/RECTANGULAR

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.39AA ADVANCED GEOMETRIC DEVELOPMENT – CONICAL

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.3AA SOFT SOLDERING (BASIC)

Campus To be advised
Prerequisite(s) To be advised
Content Identify job requirements; Undertake soft soldering.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM5.40AA ADVANCED GEOMETRIC DEVELOPMENT – TRANSITION

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of material from engineering drawings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.41AA WELD USING POWDER FLAME SPRAYING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare work for spray welding; Select spray welding equipment and powders; Set up spray welding equipment; Implement distortion prevention/control measures; Spray weld material; Inspect spray weld.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.4AB PERFORM ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Assemble and set up welding equipment; Select welding equipment, setting and consumables.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.6AA PERFORM BRAZING AND/OR SILVER SOLDERING

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials and equipment; Braze and/or silver solder; Inspect joints.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.7AB MANUAL HEATING AND THERMAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; Operate heating and/or thermal cutting and gouging equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.8AB ADVANCED MANUAL THERMAL CUTTING GOUGING AND SHAPING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual thermal cutting, gouging and shaping; Select equipment settings and consumables; operate hand held thermal cutting and shaping equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.9AB AUTOMATED THERMAL CUTTING

Campus To be advised
Prerequisite(s) To be advised
Content Set up material; Set up and use automated cutting machine; Use automated thermal cutting machine.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM6.3AB CARRY OUT HEAT TREATMENT

Campus To be advised
Prerequisite(s) To be advised
Content Determine requirements of job; Select heat treatment equipment; Set up equipment; Work safely with hot metals; Heat treat material; Identify hazardous conditions.
Required Reading To be advised
Nominal Hours 6 Points
Assessment As per accredited curriculum

MEM6.4AA SELECT HEAT TREATMENT PROCESSES AND TEST FINISHED PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Determine requirements of job; Maintain documentation of jobs; Test material.
Required Reading To be advised
Nominal Hours 6 Points
Assessment As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM7.10AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM12.3A Precision Mechanical Measurement, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM7.8A Perform Milling Operations, MEM7.5A Perform General Machining.
Content Observe safety precautions; Determine job requirements; Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.11AA COMPLEX MILLING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Perform mathematical computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.
Content Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.12AA COMPLEX GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM12.3A Precision Mechanical Measurement, MEM7.8A Perform Milling Operations.
Content Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM7.21AA PERFORM COMPLEX LATHE OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Perform mathematical Computations, MEM7.5A Perform General Machining, MEM7.6A Perform Lathe Operations, MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.
Content Accurately setup work; Identify inserts from International Standard Organisation or other appropriate standards; Perform complex turning.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.2AA PERFORM PRECISION SHAPING/PLANING/SLOTTING OPERATION

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.5AA PERFORM GENERAL MACHINING

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools
Content Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.
Required Reading To be advised
v 8 Points
Assessment As per endorsed training package

MEM7.6AA PERFORM LATHE OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.7AA PERFORM MILLING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM7.8AB PERFORM GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Determine job requirements; Observe safety precautions; Select appropriate wheels and accessories; Perform grinding operations; Check components for conformance with specifications.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine design requirements; Create design.
Required Reading To be advised
Nominal Hours 6 Points
Assessment As per accredited curriculum

MEM9.1AA DRAW AND INTERPRET SKETCH

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Prepare freehand sketch; Interpret details from freehand and sketch.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM9.2AA INTERPRET TECHNICAL DRAWING

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Interpret technical drawings; Select correct technical drawing.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM9.3AA PREPARE BASIC ENGINEERING DRAWING

Campus To be advised
Prerequisite(s) To be advised
Content Identify drawing requirements; Prepare of make changes to engineering drawing; Prepare engineering parts list; Issue drawing.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM9.5AA BASIC ENGINEERING DETAIL DRAFTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare assembly, layout and detail drafting; Determine component and/or material requirement.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM9.6BA ADVANCED ENGINEERING DETAIL DRAFTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare assembly, layout and detail drawing; Interpret specifications and select material, components and/or assemblies.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM9.7BA ADVANCED MECHANICAL DETAIL DRAFTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare mechanical assembly, layout and detail drawing.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM9.8BA ADVANCED STRUCTURAL DETAIL DRAFTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare fabrication/structural assembly, layout and detail drawing.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM10.10AA INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan the installation; Pipework and pipework assemblies prepared for assembly; Install pipework and assemblies.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM10.1AB ERECT STRUCTURES

Campus To be advised
Prerequisite(s) To be advised
Content Inspect and prepare erection site; Erect structures.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM10.6AA INSTALL MACHINE/PLANT

Campus To be advised
Prerequisite(s) To be advised
Content Inspect and prepare installation site; Install machine/plant.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM11.11AA MANUAL HANDLING

Campus To be advised
Prerequisite(s) To be advised
Content Lift materials manually; Move/shift materials manually.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM11.4AA UNDERTAKE DOGGING/CRANE CHASING

Campus To be advised
Prerequisite(s) To be advised
Content Attach lifting gear to loads; Move loads.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)

Campus Footscray Nicholson.
Prerequisite(s) MEM9.2A Interpret Technical Drawing.
Content Determine job requirements; Transfer dimension; Make templates as required.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM13.1AA PERFORM EMERGENCY FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Perform emergency first aid.
Required Reading To be advised
Nominal Hours 1 Point
Assessment As per accredited curriculum

MEM13.2AA UNDERTAKE OCCUPATIONAL HEALTH AND SAFETY ACTIVITIES IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Apply principles of OHS in a workplace; Carry out safety audit; Identify health and safety improvements; Follow requirements of enterprise OHS program including emergency procedures.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM14.1BA SCHEDULE MATERIAL DELIVERIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify material requirements; Schedule material delivery.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM14.2BA BASIC PROCESS PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Review process specifications; Determine production sequence.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM14.3BA UNDERTAKE BASIC PRODUCTION SCHEDULING

Campus To be advised
Prerequisite(s) To be advised
Content Identify production requirements and capacities; Prepare schedule for production of a component/part.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM15.10BA PERFORM LABORATORY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Work under laboratory condtitions; Perform calibration; Write reports; Verify quality status.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM15.4AA PERFORM INSPECTION (BASIC)

Campus To be advised
Prerequisite(s) To be advised
Content Inspect products; Keep records; Provide feedback.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM15.5AA PERFORM INSPECTION (ADVANCED)

Campus To be advised
Prerequisite(s) To be advised
Content Select inspection/test procedures; Control inspection/test environment and equipment.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM16.1BA GIVE FORMAL PRESENTATIONS AND TAKE PART IN MEETINGS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Participate in formal meetings; Give formal presentations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM17.1AA ASSIST IN DEVELOPMENT AND DELIVER TRAINING IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Plan for delivery of on-the-job training; Deliver on-the-job training; Review training program.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM17.2AA CONDUCT WORKPLACE ASSESSMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify and plan assessment requirements; Carry out assessment; Record results and review the procedure.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM18.18AB MAINTAIN PNEUMATIC SYSTEM COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.19AA MAINTAIN & REPAIR PNEUMATIC SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.55A Dismantle, replace & assemble engineering components, MEM18.18A Maintain pneumatic systems.
Content Undertake preventative maintenance checks/adjustments on pneumatic systems; Indertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic power system; Recommission pneumatic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.1AB USE HAND TOOLS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use hand tools.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM18.20AB MAINTAIN HYDRAULIC SYSTEM COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use and tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.
Content Undertake preventative maintenance checks/adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic system; Recommission hydraulic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use power tools.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM18.3AB USE TOOLS FOR PRECISION WORK

Campus Footscray Nicholson.
Prerequisite(s) MEM18.2A Use Hand Power Tools.
Content Use tools to produce precision work to specifications; Tools and equipment stored appropriately.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.55AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM18.1A Use Hand Tools, MEM18.2A Use hand power tools.
Content Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.
Required Reading To be advised
Unit Weight Points 3 Points
Assessment As per endorsed training package

MEM18.5AA BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.
Content Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.6AA
DISMANTLE/REPAIR/REPLACE/ASSEMBLE & FIT ENGINEERING COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, MEM18.55A Dismantle, Replace & Assemble Engineering Components.
Content Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MPM021 PURCHASING AND INVENTORY FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content The role of the purchasing function; Select a source that satisfies requisite needs and organisational requirements; Place a purchase order; Select an alternative method to placing a purchase order; Select a purchasing agreement; Supplier performance systems; Describe the relationship between Purchasing and Accounting functions; compare the major methods of inventory tracking and holding strategies.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MPM022 PURCHASING POLICY

Campus To be advised
Prerequisite(s) To be advised
Content The purchasing function's role in achieving organisational objectives; Develop policy and procedures for the purchasing function that satisfies organisational requirements; Performance measures to monitor the purchasing function; New purchasing agreements; Purchase requisites from overseas sources; Develop a mission statement for the Purchasing Unit.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MTMCOR401A MANAGE OWN WORK PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMCOR402A FACILITATE QUALITY ASSURANCE PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Facilitate the ongoing implementation of the QA program in the workplace; Monitor inspection and test records; Respond to non conforming product or processes; Review product samples; Calculate yield, wastage and productivity indicators; Calculate calibration adjustments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

MTMMP2B APPLY HYGIENE AND SANITATION PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace's hygiene and sanitation requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP3B APPLY QUALITY ASSURANCE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify hazards and control points; Identify elements of the quality assurance (QA) system; Follow requirements of a hazard analysis and critical control points (HACCP) based QA system; Identify quality control practices in a HACCP based QA system; Perform inspection of own work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP4B FOLLOW SAFE WORK POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel; Follow workplace OH&S policies and procedures; Follow legal provisions related to OH&S; Contribute to OH&S; Follow workplace requirements for hazard identification and risk control; Follow emergency procedures; Operate machinery safely.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP5B COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP6B OVERVIEW THE MEAT INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Work within industry structure; Apply workplace policies; Follow award/employment agreement provisions; Identify appropriate organisations and associations; Follow equal employment opportunity (EEO) legislative requirements; Demonstrate awareness of environmental issues in the meat industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP70B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in workplace inspections; Participate in OH&S risk control process; Monitor implementation of safe work practices; Assist development of safe work practices; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP72B FACILITATE HYGIENE AND SANITATION PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

MWCC01 CALL CENTRE WORK ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content Review of the Call Centre Industry; Work requirements; Visit to a Call Centre.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

MWCC02 CALL CENTRE TECHNOLOGY

Campus City King.
Prerequisite(s) Nil
Content Navigational skills in basic computing, including the internet, office, email and Call Centre databases plus use of telephone systems in a Call Centre environment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MWCC03 CALL CENTRE CUSTOMER SERVICE

Campus City King.
Prerequisite(s) Nil
Content Basic customer service skills and appropriate telephone technique.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NAP703 INTEGRATED COMPUTER ACCOUNTING

Campus To be advised
Prerequisite(s) NAP701 Inventory-Computerised, NOS227 Accounts Payable-Computerised, NOS226 Accounts Receivable-Computerised, NOS234 Payroll-Computerised, NAP702 Fixed Assets-Computerised, NOS225 General Ledger-Computerised
Content Role and uses of integrated computer accounting packages; Operation of an integrated accounting package; Evaluation and selection of accounting packages.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP710 FINANCIAL ACCOUNTING APPLICATIONS 1

Campus To be advised
Prerequisite(s) NOS219 Accounting – Basic Reports.
Content Basic management reports and analysis; Incomplete/single entry systems; one-write systems; Not-for-profit organisations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP712 COMPANY ACCOUNTING AND FINANCIAL STATEMENTS.

Campus To be advised
Prerequisite(s) To be advised
Content Formation, documentation and statutory records; Share issues and debentures; Conversion to a company; Reserves and provisions including treatment of income tax expense; Statement of cashflow; Company financial statements; Consolidated accounts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NAP719 ACCOUNTING FOR NON-ACCOUNTANTS

Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts; Debits and credits; Double entry bookkeeping; Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions, Budgeting process.
Required Reading To be advised
Nominal Hours 51-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP720 BUSINESS MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NAP721 BUSINESS STATISTICS

Campus To be advised
Prerequisite(s) NAP720 Business Mathematics.
Content Interpret and use statistical techniques in a variety of business activities; Visual presentation of data; Measures of central tendency and dispersion; Correlation and regression; Elementary probability; The normal distribution; Sampling; Index numbers; Time series and trend analysis.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP722 ECONOMICS FOR BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content The economic problem – basic concepts; Supply and demand; Markets; The financial sector; The international sector; Macro-economic model of the economy; Economic fluctuations and policies; Micro-economic reform.
Required Reading To be advised
Nominal Hours 51-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group

activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP723 MARKETING & PLANNING FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Develop a written business plan to enable a business to reach its maximum potential in a competitive environment including: Planning for small business success; Small business marketing; and Business plans for small business.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

NAP750 COMMERCIAL LAW PRINCIPLES

Campus To be advised
Prerequisite(s) Nil
Content Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP752 CONTRACT LAW

Campus To be advised
Prerequisite(s) To be advised
Content To provide the participant with the knowledge of basic contract law and a selection of speciality contracts applicable within recreation organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NAP757 INCOME TAX LAW FOR ACCOUNTANTS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to Income Tax Law; Assessable & exempt income; Allowable deductions; Depreciation; Trading Stock; Rebates; Calculation of Tax Payable; Provisional Tax; Clubs and societies.
Required Reading To be advised
Nominal Hours 50–60 Hours
Assessment As per accredited curriculum

NBB000 INTRODUCTION TO WORK PLANNING

Campus To be advised
Prerequisite(s) Nil
Content Deals with introduction procedures at the workplace. The trainee will be required to follow instructions and tasks, to work in teams and understand workplace practices and procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB003 MATERIALS HANDLING

Campus To be advised
Prerequisite(s) Nil
Content Identify the importance of and develop basic skills in materials handling in an engineering organization.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NBB004 COMPUTING IN ENGINEERING

Campus To be advised
Prerequisite(s) Nil
Content Develop basic skills and knowledge in use of computers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 1 – COMMUNICATIONS)

Campus To be advised
Prerequisite(s) Nil
Content Assist to communicate more effectively, both orally and in writing, with the emphasis on their vocational area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 2 – INDUSTRIAL RELATIONS)

Campus To be advised
Prerequisite(s) Nil
Content Introduction to the concepts and processes of industrial relations; introduction to the metals and engineering industry and its future direction and the career paths open to them.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB010 FABRICATION TECHNIQUES 1

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills to develop fundamental fabrication techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB011 MECHANICAL COMPONENTS

Campus To be advised
Prerequisite(s) Nil
Content Develop a sound understanding of the principles involved in the mechanical transmission of energy and major applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB013 ENGINEERING SCIENCE

Campus To be advised
Prerequisite(s) Nil
Content The opportunity to consolidate relevant previous studies and develop an integrated understanding of the link between theory and practice of science in a metal and engineering environment
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB02 OCCUPATIONAL HEALTH & SAFETY

Campus To be advised
Prerequisite(s) Nil
Content An overview and legal requirements of Occupational Health and Safety in an engineering environment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NBB05 QUALITY CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content To enable students who intend to work in the metal and engineering industry, particularly, manufacturing to operate effectively within a structured quality system
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NBB06 MACHINING

Campus To be advised
Prerequisite(s) Nil
Content Develop fundamental machining skills.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB07 HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) Nil
Content Develop fundamental skills and knowledge in the use of hand and power tools.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB08 ELECTRICAL FUNDAMENTALS

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short progressive tests. Practical exercises.

NBB09 WELDING AND THERMAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content An overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB12 ENGINEERING DRAWING INTERPRETATION 1

Campus To be advised
Prerequisite(s) Nil
Content An overview of engineering drawings and develops the skills and knowledge associated with the reading and interpretation of technical drawings, the application of geometric construction and the detailing of components by freehand sketching.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NCS001 WORKPLACE COMMUNICATION

Campus Sunshine.
Prerequisite(s) Nil
Content Simple and routine information using the telephone; Face to face interaction; Document storage; Simple and routine instructions in the workplace; Participate in small informal work groups; Interaction with client, within and external to the organisation; Simple routine matters; Using the telephone and face-to-face contact.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS002 WRITING SKILLS FOR WORK

Campus Sunshine.
Prerequisite(s) Nil
Content Competency based training in communication skills to write simple work related documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS003 JOB SEEKING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS004 WORK TEAM COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

NCS005 DEALING WITH CONFLICT

Campus To be advised
Prerequisite(s) Nil
Content Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS006 WRITING WORKPLACE DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Leaflet and and Instructions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS007 PRESENTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS009 NEGOTIATION SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Appropriate negotiating skills for resolving conflict and business issues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS010 TEAM BUILDING COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Select strategies to establish a work team communication climate; Use the communication skills necessary to organise and manage work teams; Represent a work team effectively to others.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS011 CLIENT INTERACTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan for establishing and maintaining a working relationship with clients; Establish a working relationship with clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS012 MEETINGS

Campus To be advised
Prerequisite(s) Nil
Content Organising and conducting structured meetings; Recording the outcomes of meetings in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS013 INTERVIEWER SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Planning an interview; Preparing interview materials and environment; Organisational policies and procedures; The interview Climate; Questions and questioning techniques; Active listening skills; Note-taking techniques; Follow-up procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS014 SPEAKING IN PUBLIC

Campus To be advised
Prerequisite(s) To be advised
Content Speak in a public forum.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NCS015 PRESENTING REPORTS

Campus To be advised
Prerequisite(s) Nil
Content Materials research; Information analysis; Solution identification and development; Oral presentation delivery.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS018 DEALING WITH CUSTOMERS AND CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Communication Skills to effectively interact with customers and clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NE01 DC PRINCIPLES

Campus Sunshine.
Prerequisite(s) NBB08 Electrical fundamentals.
Content This module aims to provide student with the knowledge and skills in basic electrical concepts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, objective, sketch, practical.

NE03 AC PRINCIPLES

Campus Sunshine.
Prerequisite(s) NE20 Test Equipment, NE01 DC Principles
Content This module aims to provide students with an introduction to the basic concepts of single phase alternating current.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, multiple choice questions, laboratory exercise.

NE05 POWER CONTROL DEVICES

Campus To be advised
Prerequisite(s) NE03 AC Principles
Content Provide the knowledge and skills of power control using thyristors
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE07 AMPLIFIER PRINCIPLES 1

Campus To be advised
Prerequisite(s) NE04 Power Supply Principles
Content Provide the knowledge and skills to use amplifier principles and concepts
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE14 CORDS, CABLES AND APPLICATIONS

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety; NBB08 Electrical Fundamentals
Content Provide knowledge and skills relevant to the maintenance of electric motors
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE20 TEST EQUIPMENT

Campus Sunshine.
Prerequisite(s) NBB08 Electrical fundamentals.
Content This module introduces students to the concepts of electronic power supply regulation, using linear and switched mode regulators.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Practical exercises, short answer, objective answer.

NE23 NON DOMESTIC INSTALLATIONS–1

Campus To be advised
Prerequisite(s) NE125 Electrical Installations
Content To determine maximum demand and cable sizes within non-domestic installations, as well as apply in practice SAA and local requirements for switchboards, meters, earthing and special situations such as caravan, caravan parks, hazardous locations and booting marinas
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NE30 ELECTRIC MOTOR CONTROL AND PROTECTION

Campus To be advised
Prerequisite(s) NE10 A.C. Machines; NE11 D.C. Machines
Content To be advised
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE31 ELECTRICAL DRAWING INTERPRETATION AND CONNECTION

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills to use drawings associated with the electrical industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS

Campus To be advised
Prerequisite(s) NE07 Amplifier Principles; NE30 Electric Motor Control and Protection
Content Provide knowledge and skills to develop control system terminology, components and broad applications
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NE75 THYRISTOR APPLICATIONS

Campus To be advised
Prerequisite(s) NE05 Power Control Devices; NE04 Power Supply Principles
Content Knowledge and skills of power control circuits that use thyristors
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE125 ELECTRICAL INSTALLATION – CABLE AND PROTECTION

Campus To be advised
Prerequisite(s) NE14 Cords, Cables & Applications
Content Provide knowledge and skills to correctly interpret the SAA Wiring Rules, identify electrical accessories describe the operation and application of protection devices, and the requirements of effective earthing systems as well as correctly use an earth continuity and insulation resistance tester.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE160 ELECTRICAL PRINCIPLES 1

Campus Sunshine.
Prerequisite(s) Nil
Content To gain an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of emf; Students will be able to carry out calculations relative to Ohm's Law, power, work and energy for series-parallel circuits; Additionally, students will be able to apply their knowledge of series-parallel circuits to make a battery for a specific purpose from a group of uniform cells; At the conclusion of this module students will be able to determine relationships between voltage, current, resistance, power and work in both simple resistive loads and simple voltage sources in series, parallel and series-parallel circuits and to connect and make measurements in circuits of that kind.
Required Reading To be advised
Nominal Hours 20-60 Hours
Assessment Questioning, Written tests/problem solving, Assignments/practical exercises.

NE172 ELECTRICAL WIRING AND EQUIPMENT 1

Campus Sunshine.
Prerequisite(s)
Content This module aims to provide the students with the knowledge and skills in working safely with electrical wiring and equipment and using relevant standards.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NE175 WORKSHOP PRACTICES

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills in the use of hand and power tools in installing, maintaining and repairing electrical or electronic or instrumentation systems and equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE177 PLC 1.

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE184 ELECTRONIC HAND SOLDERING TECHNOLOGY

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NEC05 PROJECT WORK

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to enhance the knowledge and practical skills of the learner through participation of the construction of a practical (hands on) project item appropriate to the electrical/electrical field of study/industry.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NEC06 WIRING REGULATIONS, ACCESSORIES AND BASIC CIRCUIT PROTECTION

Campus To be advised
Prerequisite(s) To be advised
Content Provide the learner with the skills and knowledge necessary for interpreting Electrical Industry Regulatory Standards, a identifying commonly used accessories that are in the Electrical Industry; a basic understanding of the principal circuit protection
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NF01 MANUAL METAL ARC WELDING 1

Campus To be advised
Prerequisite(s) NBB09 Welding and Thermal Cutting
Content Weld fillet and butt joint welds with general purpose electrodes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NF03 GAS TUNGSTEN ARC WELDING 1

Campus To be advised
Prerequisite(s) NBB09 Welding and Thermal Cutting
Content Knowledge and skills to join engineering materials using the GTAW process
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NF04 OXY ACETYLENE WELDING 1

Campus To be advised
Prerequisite(s) NBB09 Welding and Thermal Cutting
Content Knowledge and skills to deposit Fillet and Butt welds on Steel, Cast Iron and Plastic materials
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NF13 THERMAL CUTTING AND ASSOCIATE PROCESSES

Campus To be advised
Prerequisite(s) (BB09 Welding and Thermal Cutting
Content The knowledge and skills to carry out thermal cutting
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NF15 MATERIAL SCIENCE

Campus To be advised
Prerequisite(s) Nil
Content Provide the knowledge of the composition and behaviour of metals and quality assurance programs used in productions
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NF19 FABRICATION TECHNIQUES 2

Campus To be advised
Prerequisite(s) NBB09 Welding and Thermal Cutting; NBB10 Fabrication Techniques 1; NBB12 Engineering Drawing Interpretation
Content Manufacture of components produced by the Fabrication Industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NF21 COMPUTER APPLICATIONS

Campus To be advised
Prerequisite(s) NBB04 Computing in Engineering
Content Knowledge and skills in the application of computer software packages in Fabrication
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NF65 WELDING CERTIFICATE 1/1E

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 1/1E
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF66 WELDING CERTIFICATE 2

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 2
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF67 WELDING CERTIFICATE 3/3E

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 3/3E
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF68 WELDING CERTIFICATE 4

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 4
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF69 WELDING CERTIFICATE 5

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 5
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF70 WELDING CERTIFICATE 6

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 6
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF71 WELDING CERTIFICATE 7

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 7
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF72 WELDING CERTIFICATE 8G

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 8G
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF73 WELDING CERTIFICATE 9

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 9
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF74 WELDING CERTIFICATE 8 FLUX CORED

Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 8 flux cored
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NGMS101 MANAGING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide competency based training to develop effective information management skills in the workplace. This module is suitable for participants who have an established work orientation, and who can perform procedural and analytical tasks with minimum control. Some participants will come from workplaces where they already perform tasks without close management and may have responsibility for work group performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NGMS102 MANAGING OPERATIONS – CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS103 MANAGING OPERATIONS – PRODUCTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quality and service levels; Disruption in the production, quality and/or delivery of products and services; Improvements, corrective actions, and contingency procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS104 MANAGING OPERATIONS – INNOVATION

Campus To be advised
Prerequisite(s) NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity.
Content Current practices and recent developments in respect to services, products, systems, materials, equipment and technology; Appropriate process for identification of opportunities for improvement; Opportunities for improvement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS106 MANAGING EFFECTIVE WORKING RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Establish and maintain effective working relationships with peers, colleagues, superiors and subordinates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NGMS107 MANAGING AND DEVELOPING TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content To enable participants to develop skills in managing and developing teams, with the emphasis on work teams.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NGMS108 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT

Campus To be advised
Prerequisite(s) Nil
Content Work methods and roles; Monitoring procedures; Goals achievement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS109 MANAGING PERFORMANCE AND GOAL ACHIEVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Planning, organising and controlling work and operations to effectively achieve goals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS111 MANAGING PEOPLE – WORKPLACE PRACTICE

Campus To be advised
Prerequisite(s) Nil
Content Industrial issues affecting workplace practices; Industrial awards and agreements.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS112 MANAGING PEOPLE–RECRUITMENT, SELECTION AND INDUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Training in recruitment, selection and induction of candidates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NGMS113 MANAGING FINANCE – SETTING AND ACHIEVING BUDGETS

Campus To be advised
Prerequisite(s) Nil
Content Budgets; Institute related monitoring; Control methods; Actions to achieve budgets.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS114 MANAGING FINANCE – PERFORMANCE

Campus To be advised
Prerequisite(s) NGMS113 Managing Finance – Setting and Achieving Budgets.
Content Financial implications of operational performance; Analysis and interpretation of operational performance reports; Improving reports and reporting systems.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS115 MANAGING FINANCE – COST AND EFFICIENCY

Campus To be advised
Prerequisite(s) To be advised
Content Optimising financial performance through reducing costs whilst improving efficiency; Cost elements and operational performance indicators and outcomes; Cost types, behaviours, trends and variances; Controlling/reducing time input costs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS116 MANAGING FINANCE – OPERATING AND CAPITAL EXPENDITURE

Campus To be advised
Prerequisite(s) NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS115 Managing finance – cost and efficiency.
Content Fundamentals of financial management; Maximising financial returns to expenditure; Investment in operating and capital assets; Short and long term investments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS117 MANAGING GROUP PROBLEM SOLVING AND DECISION MAKING

Campus To be advised
Prerequisite(s) Nil
Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS118 MANAGING PEOPLE – TRAINING AND DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Training needs; Plan and promote training programs; deliver and evaluate training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS201 ENTREPRENEURING AND INNOVATING

Campus To be advised
Prerequisite(s) NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS117 Managing group problem solving and decision making.
Content Characteristics of organisations that foster entrepreneurial and innovative environments, cultures and behaviours; The nature of entrepreneurship, personality characteristics, skills, attributes and behaviours of successful and effective entrepreneurs; Projects requiring innovative and entrepreneurial action.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS202 FORECASTING FUTURES

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Forecast, purposes, systems and parameters; Forecast teams and programs; Decision oriented forecasts; Evaluation forecasting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS203 ANALYSING ENVIRONMENTS AND ORGANISATIONS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Analyse and assess the influence of the general and specific external environments; Influences of interrelationships and interactions of subsystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS204 MANAGING STRATEGICALLY

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations-Customer Service, NGMS103 Managing Operations-Productivity, NGMS104 Managing Operations–Innovation, NGMS108 Managing and Organising Work for Goal Achievement, NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations.
Content Analyse organisational cultures, philosophies, ethics and associated behaviours; Situational analysis to determine the impact of external influences; Conduct internal situational analysis; Select strategy alternatives; Procedures and processes for implementation, monitoring, maintenance and evaluation of selected strategies and performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS205 MANAGING IN AMBIGUITY AND CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content The nature of relationships; Behaviours of complex systems and environments; Effectively managing conditions of change, uncertainty and ambiguity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS206 MAKING DIFFICULT DECISIONS

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, D638, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS203 Analysing environments and organisations, NGMS205 Managing in ambiguity and change.
Content Nature and characteristics of difficult decisions; Variables influencing non-routine, complex or difficult decisions; Nature and probability of successful and unsuccessful organisational outcomes; Implications of success or failure; A range of action and decision strategies; Strategies to evaluate organisational outcomes and personal risk.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS207 LEADING AND VISIONING

Campus To be advised
Prerequisite(s) NGMS106 Managing effective working relationships, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.
Content Shared vision, mission and goals; Instilling a culture of cooperation, responsiveness, high performance, innovation and continual improvement; Organisational characteristics, attributes; Individual, group and leader behaviours; Vision and strategic leadership behaviours.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS208 DEVELOPING BUSINESS OVERSEAS

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making, NGMS113 Managing Finance-Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations
Content Strategies to identify and evaluate overseas business opportunities; Plans to access and service overseas business opportunities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS209 MANAGING SELF

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Identifying current competencies and areas for development against agreed criteria; Strategies and actions to extend and enhance personal competence.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS210 MANAGING OPERATIONS AND LOGISTICS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS114 Managing Finance – Performance, NGMS115 Managing Finance – Cost and Efficiency, NGMS116 Managing Finance – Operating and Capital Expenditure, NGMS203 Analysing Environments and Organisations, NGMS216 Tactical Marketing
Content Strategies for the implementation of operations and logistics management plans and associated systems and technologies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS211 MANAGING RISK

Campus To be advised
Prerequisite(s) NGMS102 Managing operations – customer 120 120service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS110 Managing grievances and disputes, NGMS111 Managing people – workplace practice, NGMS112 Managing people–recruitment, selection and induction, NGMS113 Managing finance – setting and achieving budgets, NGMS201 Entrepreneuring and innovating, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.
Content Nature, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specified organisational areas, assets, activities, or proposals and estimate consequential costs; Risk management strategies and actions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS212 MANAGING FOR QUALITY

Campus To be advised
Prerequisite(s) NGMS101 Managing information, NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS111 Managing people – Workplace practice.
Content Quality, productivity enhancement; Continuous improvement; Culture, systems and processes of the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS215 ADVOCACY AND INFLUENCE

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS203 Analysing Environments and Organisations, NGMS205 Managing in Ambiguity and Change, NGMS207 Leading and Visioning.
Content Personal skills and attributes, associations and organisational networks; Strategies and techniques to influence others and achieve desired results and goals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS216 TACTICAL MARKETING

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations
Content Establishing market goals and objectives; Establishing operational strategies and tactics.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NM01 MILLING 1

Campus To be advised
Prerequisite(s) NBB12 Engineering Drawing Interpretation 1; NBB06 Machining
Content Knowledge and skills to operate milling machines and perform specific operations using milling machines
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM05 ENGINEERING CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills to use mathematics as a tool of trade and develop abilities in general problem solving techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM07 PRINCIPLES OF MACHINING

Campus To be advised
Prerequisite(s) Nil
Content Principles of cutting for machining applications
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NM08 ENGINEERING MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Identify, select and heat treat engineering materials.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM09 CNC MACHINING

Campus To be advised
Prerequisite(s) NM05 or EA002 Engineering maths A.
Content Definitions, industrial applications, CNC machine sub units, CNC programming, FMS.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM10 CNC TURNING 1

Campus To be advised
Prerequisite(s) NM09 CNC machining.
Content Lathe tooling, cutting conditions, external and internal machining, screw cutting, work holding, CNC programming, setup, program operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM11 CNC TURNING 2

Campus To be advised
Prerequisite(s) NM10 CNC turning 1.
Content Automatic programming, unmanned projection, C axis, canned cycles, special operations, CNC production turning machines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM12 CNC MILLING 1

Campus To be advised
Prerequisite(s) NM09 CNC machining.
Content Milling tooling, external and internal machining, CNC programming, setting up milling machines, machine and program operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM13 CNC MILLING 2

Campus To be advised
Prerequisite(s) NM12 CNC milling 1.
Content Automatic programming, unmanned production, fourth axis, thread milling, advanced programming, canned cycles, CNC production milling machines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM14 ROBOTICS 1

Campus To be advised
Prerequisite(s) To be advised
Content Classification, applications. Industrial Robots. Features, specification. Programming of Robots, Safety. End effects. Installation, Maintenance. Special purpose. Social implications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM15 FITTING TECHNIQUES 1

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM16 DRILLS & DRILLING MACHINES

Campus To be advised
Prerequisite(s) NM19 Tool Grinding Offhand; NBB12 Engineering Drawing Interpretation
Content Knowledge and skills to operate and perform specific operation on a drilling machine
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM19 TOOL SHARPENING–OFFHAND

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills to set-up and operate an offhand grinder to rough, grind and sharpen drills, lathe tools and hand tools.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NM22 MECHANICAL REPAIR AND INSTALLATION

Campus Sunshine.
Prerequisite(s) NM28 Fitting techniques 2.
Content This module aims to provide the student with knowledge and skills to install and repair machining.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM23 PLANT CONDITION MONITORING

Campus Sunshine.
Prerequisite(s) NBB11.
Content This module aims to provide the student with knowledge and skills to interpret, analyse and integrate data from process control instruments and condition monitoring systems for effective machine preventative and predictive maintenance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM25 TURNING 1–PARALLEL

Campus To be advised
Prerequisite(s) NBB06 Machining; NBB12 Engineering Drawing Interpretation 1
Content Knowledge and skills to carry out parallel turning
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM28 FITTING TECHNIQUES 2

Campus Sunshine.
Prerequisite(s) NBB11, NBB09, NM15 Fitting techniques 1.
Content This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM29 MECHANICAL POWER TRANSMISSION

Campus Sunshine.
Prerequisite(s) NBB07, NBB13.
Content This module aims to provide the student with knowledge and skills to select, identify the use of and maintain mechanical power transmission components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM30 FLUID POWER

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM31 PNEUMATICS 1

Campus Sunshine.
Prerequisite(s) NM30 Fluid power.
Content This module aims to provide the student with knowledge and skills to maintaining and constructing pneumatic componentry and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM32 HYDRAULICS 1

Campus Sunshine.
Prerequisite(s) NM30 Fluid power.
Content This module aims to provide the student with knowledge and skills to maintaining and constructing hydraulic componentry and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM33 FLUID POWER CONTROL 1

Campus Sunshine.
Prerequisite(s) NM32 or NM31, NE160.
Content This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems, and introduces some of the concepts of automation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM34 AIR COMPRESSION AND DISTRIBUTION

Campus Sunshine.
Prerequisite(s) NBB07.
Content This module aims to provide the student with knowledge and skills to select air compressors, explain and demonstrate the operation and maintenance procedures of compressors and their distribution systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM39 ENGINES 1

Campus Sunshine
Prerequisite(s) NBB07.
Content This module aims to provide the student with knowledge and skills to service and repair small two (2) stroke and four (4) stroke petrol engines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM42 WATER PUMPING

Campus Sunshine.
Prerequisite(s) NBB07.
Content This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM43 PUMPS APPLICATION AND MAINTENANCE/INSTALLATION

Campus Sunshine.
Prerequisite(s) NM42 Water pumping.
Content This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM45 EDM 1 – PROCESS & OPERATION

Campus To be advised
Prerequisite(s) NBB06 Machining
Content Provide the knowledge and skills to use EDM
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM46 PRESS TOOL 1–INTRODUCTION

Campus To be advised
Prerequisite(s) NM44 Engineering Drawing Interpretation 2; NM17 Grinding 1; NM18 Grinding 2; NM01 Milling; NM25 Turning 1
Content Knowledge and skills in basic Press Tool marking techniques
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM47 PRESS TOOL 2 – BLANK AND PIERCE

Campus To be advised
Prerequisite(s) NM46 Press Tools 1–Introduction
Content Knowledge and skills to manufacture simple blanking and/or piercing tools, and enable them to function in a tool-room environment
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM48 PRESS TOOL 3–BEND

Campus To be advised
Prerequisite(s) NM46 Press Tools 1 – Introduction; NM02 Milling 2
Content Knowledge and skills to manufacture simple bending tools and enable them to function in a tool room environment
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM49 PRESS TOOL 4 – DRAW DIES

Campus To be advised
Prerequisite(s) NM48 Press Tools 3–Bend
Content Knowledge and skills to manufacture simple drawing dies and enable them to function in a tool room environment
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM50 PRESS TOOLS 5 – PROGRESSIVE DIES

Campus To be advised
Prerequisite(s) NM49 Press Tools 4 – Draw Dies
Content Knowledge and skills in the manufacture of simple progressive dies to enable competent functioning in a tool-room environment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM57 HYDRAULICS 2

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills in the operation, maintenance and construction of hydraulic componentry, transmission systems and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM58 HYDRAULICS 3

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills in hydraulic and electro-hydraulic, componentry and control systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM59 HYDRAULICS 4

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM60 PNEUMATICS 2

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM61 PNEUMATICS 3

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM62 PNEUMATICS 4

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM63 FLUID POWER CONTROL 2

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems using Programmable Logic Controllers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM64 PRESS TOOL–DRAWING

Campus To be advised
Prerequisite(s) NM46 Press Tools 1–Introduction
Content Provides instruction in the interpretation of press tool – Drawings and practice in the production of detail drawing of individual items.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM81 CAM 1 – CONCEPTS

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Compute aided machining software, CAM files, Drawing tools, File management, Geometry files, Tool path definition, File transfer, CNC files
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM82 CAM 2 – 2D PROGRAMMING

Campus To be advised
Prerequisite(s) NM09 CNC machining, NM81 Cam 1–concepts.
Content Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM88 PRESS TOOL MAINTENANCE

Campus To be advised
Prerequisite(s) NM01 Milling 1; NM19 Tool Sharpening–Offhand
Content Knowledge and skills to maintain simple press tools for the press tool industry
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NM91 CAM 3 – 2D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) NM12 CNC milling 1, NM82 Cam2 – 2D programming.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, islands/posts, CAM files, editing ENC program files, file communications, fixture, machine operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM92 CAM 4 – CNC LATHE OPERATIONS

Campus To be advised
Prerequisite(s) NM82 Cam2 – 2D programming, NM10 CNC turning 1.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, drill, screw threads, CAM support files, tooling description files, material description files, graphically providing toolpaths, post processing tool pathes, editing CNC program files, dry runs/program providing, machine operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM96 PRECISION FITTING & ASSEMBLY

Campus To be advised
Prerequisite(s) NBB06 Machining; NM16 Drills & Drilling Machines; NBB12 Engineering Drawing Interpretation
Content Provide the knowledge and skills of several precision fitting and assembly techniques used in the production of press tools, moulds, dies, jigs & fixtures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NMRK402 MARKETING LAW

Campus To be advised
Prerequisite(s) To be advised
Content Marketing industry practices; historical origins of common law and its growth into commercial law; tortious liability within the business environment; contractual agreements and their effect on business activities; consumer protection offered by common law and various State and Federal enactments; advertising in the workplace and the regulation of practices; regulation of business practices within the marketplace; intellectual and industrial property; consumers and credit contracts; Principal and Agent relationship and how it operates within a commercial context.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum.

NMRK441 SELLING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Role and importance of personal selling; Personal Selling Techniques; Sales positions and human resource needs, communication, buyer behaviour and company knowledge; Company policies, products and competition; Effective sales presentations; Complex negotiation skills; Pre-sale and post-sale activities; territory management; Legal and ethical impacts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK632 INTERNATIONAL MARKETING

Campus To be advised
Prerequisite(s) NMRK531 Marketing Channels.
Content Basic marketing concepts to address international markets; Australia's current international standing and its operating environment; Methods to analyse opportunities and threats; Entering an International market; Culture.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS110.V2 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health and Safety legislation, application and responsibilities.
Required Reading To be advised
Nominal Hours 10-15 Hours
Assessment A combination of one or more of the following: tests, written work, presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS118.V2 COMPUTER OPERATIONS – DATA RETRIEVAL

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health and Safety; Retrieve, View and Close – spreadsheets, database, graphic and wordprocessing files; Recycling technique
Required Reading To be advised
Nominal Hours 6-20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS119 WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Function and structure of public and private organisations; Rights and responsibilities of employers and employees, their reciprocal nature, and the importance of
co-operation in the workplace; Principles and implementation of equal opportunity and anti-discrimination as they apply to the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS124 ACCOUNTING TO TRIAL BALANCE

Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts and environment; Entry of details into journals from source documents; Posting to ledgers and extraction of trial balance; Bank reconciliations; Petty cash; Manual payroll.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS139 MEETINGS – ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Different types of business meetings; documentation for meetings; meeting arrangements; minutes of meeting..
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NOS140 PRACTICAL PLACEMENT

Campus To be advised
Prerequisite(s) Nil. However, it is recommended that students gain basic office skills/competence before Practical Placement is undertaken.
Content Provides the participant with the opportunity to practice skills gained on course in a real work situation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS149 PLANNING FOR CHANGE

Campus To be advised
Prerequisite(s) Nil
Content The external and internal environment; Strategies to optimise productivity and meet enterprise objectives; Strategies for supporting the workteam; Maximising productivity in a changing environment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS211 KEYBOARDING – SPEED AND ACCURACY

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
Content Occupational health and safety practices; Keying data from straight copy to acquire an Australian Standards Speed Statement; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS213 COMPUTER OPERATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practice; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS214 WORD PROCESSING FOR OPERATORS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS116 Keyboarding Techniques and Operations.
Content Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS215 DATABASE FUNDAMENTALS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manual and on-line help; Accessing/establishing databases; Manipulating data; Creating and modifying a simple database; Report production; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS216 SPREADSHEET FUNDAMENTALS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manuals and on-line help; Design, construct, manipulate, edit; format and print a spreadsheet; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS219 ACCOUNTING – BASIC REPORTS

Campus To be advised
Prerequisite(s) NOS124 Accounting to Trial Balance.
Content General journal adjustment; Closing entries and completion of trading; Profit and loss accounts and balance sheets; Preparation of a columnar worksheet and extraction of fully classified financial reports.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS222 WORD PROCESSING – INTRODUCTION

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.
Content Occupational health and safety practices; Manuals and on-line help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS230 ORGANISATIONAL BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content Theory of Organisational behaviour; Individuality and team management; Perceptions and attitudes; Influences and leadership; Conflict and stress in organisations; Ethics; Organisational culture; Change management.
Required Reading To be advised
Nominal Hours 50-54 Hours
Assessment As per accredited curriculum

NOS233 AUDIO TRANSCRIPTION–INTRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Occupational health and safety practices; Audio equipment maintenance
and operations; Transcribing pre-recorded text on keyboard equipment;
File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

NOS237 COMPUTER GRAPHICS FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the participant with the knowledge to use a graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NOS250 INTRODUCTION TO THE INTERNET

Campus To be advised
Prerequisite(s) NOS143 Computer Operations – Fundamental.
Content Basic knowledge of the internet; The purpose and development of the internet; Features of the internet; Services provided; Accessing and locating information on the internet.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS304 WORD PROCESSING – ADVANCED OPERATOR

Campus To be advised
Prerequisite(s) NOS211 Keyboarding speed and accuracy, NOS214 Wordprocessing for operators.
Content Occupational health and safety practices; Complex usable business documents; Retrieve, edit, reformat complex documents; Manipulate existing multi-page documents; Mail-merge documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS305 TEXT PRODUCTION

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations, NOS211 Keyboarding speed and accuracy.
Content Occupational health and safety practices; Simple usable business documents; Identifying errors; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NR01 REFRIGERATION FUNDAMENTALS

Campus To be advised
Prerequisite(s) Nil
Content Provide knowledge of the Principles of Refrigeration and they way that these Principles are currently applied within the industry
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NR02 REFRIGERATION PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Provide the knowledge and skills that are fundamental to the Refrigeration and Air Conditioning Industry
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NR03 REFRIGERANTS

Campus To be advised
Prerequisite(s) NR01 Refrigeration Fundamentals; NR02 Refrigeration Procedures
Content Provide the knowledge and skills required to safely handle, service and differentiate between various refrigerants.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NR04 REFRIGERATION SYSTEM COMPONENTS

Campus To be advised
Prerequisite(s) NR03 Refrigerants; NR08 Appliance Motors and Circuit
Content Provide knowledge and skills of refrigeration system components, types and their applications
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NR05 A/C FUNDAMENTALS OF AIR CONDITIONING

Campus To be advised
Prerequisite(s) Nil
Content Provide the knowledge and skills to identify, explain and apply the fundamentals of air conditioning
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NRT206 ROAD LAW UNDERSTANDING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Identify and explain road signs and road markings; Describe road laws and regulations and explain their application to case studies; Describe road laws and regulations relating to heavy vehicles and explain their application to case study situations (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

NRT210 SAFE AND EFFICIENT CAR DRIVING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the patterns, causes and consequences of road accidents and the use of protective devices to minimise road accident trauma; Describe basic psychological principles relating to the driving task and risk taking behaviour; Drive a car in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of the car.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT211 SAFE AND EFFICIENT HEAVY VEHICLE DRIVING

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the patterns, causes and consequences of road accidents; Describe basic psychological principles relating to the driving task and risk-taking behaviour; Drive a heavy vehicle in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of a heavy vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT380 THE DRIVING INSTRUCTION INDUSTRY

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; Describe the legal requirements of the driving instruction industry, and the code of ethical and professional conduct required of its members; Identify personal requirements to promote the motor vehicle driving instruction industry to the community; Describe and demonstrate emergency and reporting procedures required to manage a road crash and vehicle breakdown.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

NRT381 THE LEARNER DRIVER

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Explain the concept of competency and apply its meaning to the role of driving a vehicle; Describe the principles of adult learning and their application to the task of training learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT382 MOTOR VEHICLE INSTRUCTION METHOD

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the basic concepts, features and reasons for a systematic approach to driving, and apply a systematic approach to the instruction of learner drivers on specific procedures and manoeuvres; Deliver instruction on pre-driving checks, vehicle components, instruments, and controls; Operate left seat controls appropriately to assist learner drivers; Deliver instruction on starting, driving and stopping the vehicle; Deliver instruction on driving procedures and maneouvres in traffic and an open road and negotiating slow speed manoeuvres; Deliver instruction on coupling and uncoupling a trailer (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT383 TRAINING VEHICLE PRESENTATION AND MAINTENANCE

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Undertake procedures to clean the training vehicle and arrange for routine servicing; Describe the safety precautions and hand tools associated with basic maintenance of the component systems of the training vehicle; Undertake basic fault diagnosis on the component systems of the training vehicle; Undertake basic repairs and maintenance or arrange for repairs to the training vehicle; Describe and demonstrate procedures and safety considerations associated with LPG equipment vehicles.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

NRT384 COMMUNICATION SKILLS FOR DRIVING INSTRUCTORS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the elements and principles of effective communication between instructor and learner driver(s) and identify barriers to communication; Demonstrate clear, concise instructional language techniques; Demonstrate active listening and questioning techniques, and techniques for giving constructive feedback; Describe and demonstrate quality customer relations principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT385 PLANNING DRIVER TRAINING PROGRAMS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Analyse a driving task for which training is planned; Establish the existing competency level of a learner driver; Develop a training plan for a program of instruction for a learner driver, and establish a system to record training; Prepare learning outcome statements for a competency-based driver training session; Design training routes to meet the learning needs of learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT386 DELIVERING ONE-TO-ONE DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for one-to-one driver training sessions; Describe and demonstrate strategies for effective one-to-one driver training presentations; Develop effective training aids to support one-to-one driver training presentations; Present one-to-one competency-based training sessions to a learner driver and evaluate the delivery of the sessions.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT387 DELIVERING GROUP DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for group driver training sessions; Describe and demonstrate strategies for effective group driver training presentations; Develop effective training aids to support group driver training presentations; Present group competency-based training sessions to learner drivers and evaluate the delivery of the session.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT388 ASSESSING LEARNER DRIVERS

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the purpose of assessment, and principles and strategies of competency-based assessment; Describe the process and procedures for assessing learner drivers; describe procedures to assess the learner driver against the learning outcomes of the training program, or the licence requirements; Describe the process of providing feedback to the learner driver and describe procedures to record and secure assessment records; Describe methods of evaluating the assessment procedure.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

NRT389 EVALUATING AND REPORTING DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe procedures to evaluate driver training sessions; Describe procedures to evaluate driver training programs; Describe procedures to record and report outcomes of driver training.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

NSW8395A FINANCIAL INSTITUTIONS AND MARKETS

Campus To be advised
Prerequisite(s) To be advised
Content History and legislation of Banking in Australia; Financial systems, markets, facilties/instruments; Reserve Bank; Prudential/regulatory supervision; Money supply; Deregulation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395B FINANCIAL SALES SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content To enable the particpant to develop basic knowledge, skills and attitude necessary to effectively carry out personal selling in a busy financial services situation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NSW8395G COMMERCIAL BANKING AND FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content Organisation structure and functions of banks; Interaction of liquidity, profitability, risk and return; Capital adequacy and balance sheet management; Lending objectives and policies; Securities portfolio and overall financial management; Personnel marketing; Audit and control functions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395H BANKING AND LENDING PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content Banker/customer relationship; Lending principles and practices; Analysis and interpretation of financial statements; Lending practices for personal, small business and corporations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395J FINANCIAL INSTITUTIONS LAW

Campus To be advised
Prerequisite(s) To be advised
Content Legislation regulating financial institutions; Rights and liabilities of parties to negotiable instruments; Types of security interests and their registration; Capacity and authority to grant security; Rights of and remedies available to secured creditors.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395K INTERNATIONAL BANKING AND FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content Historical development of the international monetary system; Function of international financial centres and institutions; Rates of exchange; Categories of foreign exchange risk and their management; Reserve Bank intervention in and monitoring of foreign exchange dealings; Methods of payment in international trade; Trade finance facilities; major instruments of international lending and finance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NUE052 APPLIED ELECTRICITY 1

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide students with an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of EMF.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NUE053 MATH SKILLS FOR THE ELECTRICAL TRADES

Campus To be advised
Prerequisite(s) Nil
Content This module is intended to prepare students with mathematical skills necessary for installation planning, modification, fault diagnosis and repair work in the electrical industry. The module ensures a sound foundation for further education and training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMACOM100A RELAY AND RESPOND TO INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Receive and relay oral and written messages; Interpret oral or written messages; Respond to information.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PMACOM200A PROCESS AND RECORD INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Access information; Provide appropriate information; Give and follow routine instructions; Provide written and oral reports.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAENV100A IDENTIFY AND MINIMISE ENVIRONMENTAL HAZARDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify potential environmental threats; Monitor environmental discharges/emissions; Respond to abnormal environmental discharges/emissions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAHAZ200A RESPOND TO AN EMERGENCY SITUATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify emergency situation; Assess appropriate level of response; Notify responsible authorities; Minimise the affect of the emergency; Monitor emergency situation; Participate in review of emergency situation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAOHS100A FOLLOW OH&S POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification risk assessment and control; Contribute to consultative arrangements for the management of occupational health and safety.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAPLAN100A FOLLOW ESTABLISHED WORK PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Identify work activities; Organise daily work activities; Follow work plan; Modify work plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PMAPROC100A APPLY PROCEDURES TO EQUIPMENT OPERATION

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures; Monitor and operate the equipment/process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAPROC101A MAKE MEASUREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify appropriate measurements; Perform measurements; Record result.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PMAPROC102A UNDERTAKE HOUSEKEEPING OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify housekeeping requirements; Perform housekeeping procedures; Dispose of waste materials; Report/record housekeeping operations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PMAQUAL100A CONTRIBUTE TO QUALITY PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Identify plant goals; Develop customer focus; Identify role of wastage in applying quality; Participate in team to analyse an improvement proposal.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAQUAL300A INITIATE CONTINUOUS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify areas for improvement; Identify strategies for improvement; Communicate recommendations; Participate in implementing process improvement strategies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLCOM300A COMMUNICATE WITH OTHER PEOPLE

Campus To be advised
Prerequisite(s) Nil
Content Receive and act upon instructions; Receive and convey messages; Demonstrate appropriate interpersonal skills; Provide appropriate information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS

Campus To be advised
Prerequisite(s) PMLCOM300A Communicate with other people.
Content Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLCOM600A DEVELOP AND MAINTAIN LABORATORY DOCUMENTATION

Campus To be advised
Prerequisite(s) PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes.
Content Recognise documentation need/deficiency; Develop/revise documentation; Communicate and evaluate changes to laboratory documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLDATA300A PROCESS AND RECORD DATA

Campus To be advised
Prerequisite(s) Nil
Content Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

PMLDATA500A ANALYSE DATA AND REPORT RESULTS

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.
Content Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLDATA501A USE LABORATORY APPLICATION SOFTWARE

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.
Content Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Campus To be advised
Prerequisite(s) Nil
Content Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLOHS300A WORK SAFELY IN ACCORDANCE WITH DEFINED POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Follow established work practices and instruction aimed at keeping immediate work environment safe; Follow established safe work practices and procedures to maintain safe systems of work; Safely store, collect and dispose of hazardous materials; Respond effectively to incidents, accidents and emergencies; Maintain personal health in the workplace; Refer to relevant regulations and procedures to ensure regulatory requirements are met; Follow risk control measures to minimise environmental hazards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLOHS600A IMPLEMENT AND MONITOR RISK MANAGEMENT PROCESSES ASSOCIATED WITH OHS AND ENVIRONMENTAL POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Provide information to the work group and handle issues that arise; Implement and monitor workplace procedures for identifying hazards and assessing risks; Implement and monitor workplace procedures for controlling risk; Implement workplace procedures for dealing with hazardous events; Arrange for training; Keep accurate records.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLORG300A FOLLOW ESTABLISHED WORK PLAN

Campus To be advised
Prerequisite(s) Nil
Content Organise daily work activities; Follow work plan; Modify work plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMLORG600A SUPERVISE LABORATORY OPERATIONS IN WORK/FUNCTIONAL AREA

Campus To be advised
Prerequisite(s) PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content Program an direct work practices within functional area; Manage personnel within work area; Establish resource requirements and operating budgets; Procure resources to achieve operational plans; Monitor and optimise operational performance and resource usage.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLORG601A MAINTAIN REGISTRATION AND STATUTORY OR LEGAL COMPLIANCE IN WORK/FUNCTIONAL AREA

Campus To be advised
Prerequisite(s) PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content Interpret and communicate current legislation, codes and standards; Ensure that work practices meet compliance requirements; Monitor, analyse, adjust and report performance; Investigate, rectify and report non-conformance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

PMLQUAL300A CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

Campus To be advised
Prerequisite(s) Nil
Content Apply quality control procedures; Contribute to quality improvements; Maintain commitment to enterprise quality standards in own work; Assist in maintaining customer relationships; Update knowledge and skills as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLQUAL400A CONTRIBUTE TO ON-GOING DEVELOPMENT OF HACCP PLANS

Campus To be advised
Prerequisite(s) Nil
Content Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Campus To be advised
Prerequisite(s) Nil
Content Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLQUAL600A MAINTAIN QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES WITHIN WORK/FUNCTIONAL AREA

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop and maintain quality framework within work area; Maintain quality documentation; Provide training in quality systems and improvement processes; Optimise and report performance; Evaluate relevant components of quality system.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLSAMP400A OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN

Campus To be advised
Prerequisite(s) Nil
Content Prepare for sampling; Obtain the samples; Prepare sample for testing; Store backup samples; Dispose of waste and spent samples.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEAM300A WORK EFFICIENTLY AS PART OF A TEAM

Campus To be advised
Prerequisite(s) Nil
Content Work in a team environment; Complete allocated work; Identify and resolve work problems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMLTEAM600A MANAGE AND DEVELOP TEAMS

Campus To be advised
Prerequisite(s) PMLCOM500A Provide information to customers, PMLTEAM300A Work efficiently as part of a team.
Content Promote team effectiveness; Identify and develop individual potential Monitor individual and team performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Campus To be advised
Prerequisite(s) Nil
Content Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLTEST302A CALLIBRATE TESTING EQUIPMENT AND ASSIST WITH ITS MAINTENANCE

Campus To be advised
Prerequisite(s) Nil
Content Perform set up and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Campus To be advised
Prerequisite(s) Nil
Content Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEST400A PERFORM INSTRUMENTAL TESTS/PROCEDURES

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data, PMLTEST300A Perform basic tests, PMLTEST301A Perform biological laboratory procedures.
Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

PMLTEST401A PERFORM NON-INSTRUMENTAL TESTS/PROCEDURES

Campus To be advised
Prerequisite(s) PMLTEST300A Perform basic tests.
Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.
Content Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS

Campus To be advised
Prerequisite(s) PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.
Content Perform set up and pre-use safety checks; Perform calibration checks; Maintain equipment.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST305A Perform aseptic techniques, PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per accredited curriculum

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical procedures; Report and communicate test results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PRMCL01A MAINTAIN HARD FLOOR SURFACES

Campus To be advised
Prerequisite(s) To be advised
Content Identify type and condition of hard floor, soil type and size of area to be maintained; Select and set up equipment; Set up area; Sweep surface where waste needs to be collected; Apply dust mop to surface where removal of fine dust is required; Apply damp mop to floor surface where removal of adhered soil is required; Buff hard floor where required to improve appearance; Dispose of collected waste; Clean and store equipment.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

PRMCL04A MAINTAIN SOFT FLOOR

Campus To be advised
Prerequisite(s) To be advised
Content Identify type and condition of soft floor; Determine method and prepare equipment; Remove waste where required; Vacuum to remove any remaining waste where necessary; Rake or sweep soft surface to remove inground waste where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMCL05A REMOVE STAINS AND SPILLAGES FROM SOFT FLOORS

Campus To be advised
Prerequisite(s) To be advised
Content Identify type of spot or spillage; Determine remedial action; Apply chemical softening agent; Remove foreign material; Evaluate and report results.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMCL09A WASH AND SQUEEGEE GLASS SURFACES TO REMOVE ALL VISIBLE DIRT AND GRIME

Campus To be advised
Prerequisite(s) To be advised
Content Set up site for glass cleaning; Select and prepare glass cleaning equipment; Prepare glass surface; Apply washing and squeegee equipment to glass surface; Clean up and restore site to original condition; Clean and store equipment.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMCL15A MAINTAIN FURNITURE AND FITTINGS AND DRESS AN AREA OR ROOM

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned and dressed; Select and set up equipment; Dust surfaces to remove waste where required; Damp wipe furniture and fittings to remove adhered soil where required; Spot clean surfaces where required; Apply polish to restore applicable surfaces where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

PRMCL17A MAINTAIN WET AREA IN AN ODOUR FREE, SOIL AND HAZARD FREE CONDITION

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned; Set up work area; Remove soil from surface areas; Replenish and replace consumables; Clean and store equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRMCL19A REMOVE WASTE TO MAINTAIN A TIDY ENVIRONMENT/AREA

Campus To be advised
Prerequisite(s) To be advised
Content Obtain waste pickup equipment; Transfer waste to portable carrier; Deliver waste to disposal point; Identify and sort waste where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

PRMCL33A PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Assess the cleaning situation; Identify possible work restrictions; Select and plan for a suitable work method; Report on variations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRMCL34A FOLLOW RELEVANT OHS POLICIES AND PROCEDURES TO ENSURE OWN SAFETY AND THAT OF OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OHS.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PRMCL35A MAINTAIN A CLEANING STORAGE AREA

Campus To be advised
Prerequisite(s) To be advised
Content Maintain area in a clean, tidy and secure condition; Control and maintain stocks of consumables; Maintain and display cleaning site information.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG01A MAINTAIN THE SECURITY OF PREMISES AND PROPERTY

Campus To be advised
Prerequisite(s) To be advised
Content Patrol premises; Monitor installed system on premises; Respond to security alarm calls; Undertake specific site observation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG02A CONTROL ACCESS TO AND EXIT OF PREMISES

Campus To be advised
Prerequisite(s) To be advised
Content Control persons entering and leaving the site; Inspect baggage and/or vehicles; Manage vehicular traffic; Check loads and manifests entering and leaving site; Manage access control systems; Lock/unlock buildings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG03A MAINTAIN SAFETY OF PREMISES AND PERSONNEL

Campus To be advised
Prerequisite(s) To be advised
Content Respond to fire or safety alarm calls; Take preventative action on potential security hazards; Manage emergency situations; Conduct evacuations; Respond to bomb threat.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG04A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Act on instructions from supervising staff; Manage information relating to the workplace; Document incidents; Communicate verbally; Interact with the customer; Provide advice to clients, customers and the public.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

PRSSG05A MANAGE CONFLICT

Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Manage conflict situation.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG06A MAINTAIN OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s)
Content Identify OH&S risks; Contribute to the ongoing development of the organisation's OH&S procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum.

PRSSG07A MANAGE OWN PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan for completion of own workload; Maintain quality of own performance.
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

PRSSG08A OPERATE BASIC SECURITY EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG09A APPREHEND OFFENDERS

Campus To be advised
Prerequisite(s) To be advised
Content Establish if lawful arrest should be effected; Prepare for apprehension; Perform the arrest; Detain arrested person.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

PRSSG11A ESCORT AND CARRY VALUABLES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for escort assignment; Undertake escort.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG12A PROVIDE FOR SAFETY OF PERSONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify potential threats to client safety; Escort persons.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

PRSSG13A CONTROL CROWDS

Campus To be advised
Prerequisite(s) To be advised
Content Inspect venue; Provide security presence; Monitor crowd size; Respond to potential crowd problems; Monitor crowd behaviour and safety; Direct crowds.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

PRSSG17A MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain a professional image; Meet client/customer requirements; Build credibility with customers/clients.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG18A WORK AS PART OF A TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Establish role within the team; Build credibility with other team members; Contribute to team effectiveness; Maintain an effective team reporting procedure; Provide back-up support.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

PRSSG19A LEAD SMALL TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Provide team leadership; Allocate responsibilities; Set performance expectations for team members; Maintain team performance; Represent team's concerns to management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG20A INTERPRET INFORMATION FROM ADVANCED SECURITY EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate information from multiple sources; Respond to situations identified through security systems; Maintain control of security systems.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG22A MONITOR FIELD STAFF ACTIVITY FROM CONTROL ROOM

Campus To be advised
Prerequisite(s) To be advised
Content Monitor safety of field staff; Monitor security activity of field staff; Coordinate responses to alarm signals.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG23A OPERATE SECURITY VEHICLE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain vehicle; Drive to/from assignment; Drive in response to an alarm signal or back-up request.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG25A PROVIDE EMERGENCY FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Check site for danger; Provide appropriate emergency treatment; Monitor situation and arrange back-up; Prepare and provide an incident report.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

PRSSG28A INTERPRET AND COMPLY WITH LEGAL AND PROCEDURAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and apply regulatory guidelines to the requirements of the security function; Confirm assignment procedures; Complete relevant documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PSPETH301A UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Apply ethical standards; Deal with ethical problems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPGOV202A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Use effective communication in the workplace; Follow routine instructions; Prepare routine written correspondence, notes and records
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPGOV301A WORK EFFECTIVELY IN THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate and develop own expertise; Work within the organisational structure and culture; Manage own work.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPGOV302A CONTRIBUTE TO THE WORKGROUP ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the workgroup; Assist in training and development in the group; Provide assistance in supervising and guiding workgroup members
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPGOV308A WORK EFFECTIVELY WITH DIVERSITY

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate respect for individual differences; Work effectively with diversity.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPLEGN301A COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

Campus To be advised
Prerequisite(s) To be advised
Content Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPOHS201A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

PSPOHS401 IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content This unit covers implementation and monitoring of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998)
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PSPPROC301A PROCURE GOODS OR SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Plan for procurement of goods or services; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PSPPROC401A PLAN PROCUREMENT

Campus To be advised
Prerequisite(s) To be advised
Content Interpret procurement requirements; Specify procurement requirements; Plan procurement activities; Develop a procurement management strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PSPPROC402A REQUEST AND RECEIVE OFFERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop a request for offers; Request and receive offers.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PSPPROC403A AWARD CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Select a provider; Formalise contractual arrangements; Debrief market and other stakeholders.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PSPPROC404A MANAGE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish a contract management strategy; Monitor and maintain the performance of a contract; Complete contracts and implement contract review strategy.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PUXEME001A PROVIDE EMERGENCY CARE

Campus South Melbourne
Prerequisite(s) Nil
Content Identify need for emergency care; Ensure personal safety; Protect casualty and others from further harm; Reassure casualty; Assess casualty and plan course of action; Implement emergency care procedures; Work cooperatively with personnel from other organisations; Recover and restore first aid equipment; Complete documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

RE201 REAL ESTATE INDUSTRY OVERVIEW

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) Nil
Content Basic concepts of real estate; functions by personnel in the real estate industry, and the licensing requirements to undertake these functions; Role and functions of the licensing authority and industry associations; Structure of real estate agencies' terms of industrial awards and responsibilities of employers and employees; Rules of ethical and professional conduct.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE202 REAL ESTATE WORKTEAM COMMUNICATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) Nil
Content Real estate workplace related issues; Plan, prepare and present a simple real estate related presentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE211 INTRODUCTION TO PROPERTY MANAGEMENT

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE101 Real Estate Industry Overview
Content Functions and responsibilities of letting and managing a residential property; Processes available for resolving disputes between landlord and tenant; Differences between commercial and residential property leasing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE221 INTRODUCTION TO PROPERTY SALES CONSULTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE101 Real Estate Industry Overview
Content Basic concepts and common terminology related to the sale of land; Functions and responsibilities of selling a property.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE301 REAL ESTATE ADVERTISING PRINCIPLES

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting
Content Plan, implement and monitor effective advertising campaign to market a property for sale or lease.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE302 REAL ESTATE WORKPLACE PLANNING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE201 Real Estate Industry Overview
Content Prepare a daily work plan; Implement time management strategies; Implement strategies to manage work related stress.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE311 TENANCY DOCUMENTATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE312 Tenancy Transactions should be undertaken concurrently.
Content Statutory tenancy documents; Agency tenancy documents; Receive, record and lodge security deposits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE312 TENANCY TRANSACTIONS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management
Content Record tenancy transactions; Account to landlord for monies received.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE321 SALES DOCUMENTATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE221 Introduction to Property Sales Consulting
Content Standard sale authority documents; Requirements of a Vendor's Statement; standard contractual documents relating to the sale of land.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE322 SALES TRANSACTIONS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE221 Introduction to Property Sales Consulting
Content Record sales transactions on agency database; Receive, record and lodge deposits for sales; Release deposit to vendor.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE323 BASIC PROPERTY SALES PROCESSES

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE201 Real Estate Industry Overview
Content Structure of the employing agency, operations of the sales department; Area farming and prospecting processes; Market appraisal and listing processes; Property advertising and marketing processes; Statutory and administrative processes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE401 REAL ESTATE BUILDING PRINCIPLES

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting
Content Commonly found building styles, and major features; Types of building materials, common building construction techniques; Minor and major defects; Implications of defects for vendors/landlords and buyers/tenants; External and internal inspection; Role of various authorities in regard to buildings and building permits; Sources of advice and assistance in regard to building problems.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE402 REAL ESTATE NEGOTIATION SKILLS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting
Content Negotiate to achieve an agreed property listing, sale or dispute outcome.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE403 REAL ESTATE CLIENT INTERACTION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting, RE331 Real Estate Agency Administration
Content Establish and maintain a working relationship with a client.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE404 INTRODUCTION TO TRUST ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE312 Tenancy Transactions, RE322 Sales Transactions
Content Elements of accounting and transactions on the accounting equation; Legislation on trust accounting processes and audit requirements; Trust Account Journal; Reconciliation payroll procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE406 DEALING WITH CONFLICT IN REAL ESTATE

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) Nil
Content Signs, stages and possible causes of conflict; Strategies to deal with conflict; Communication skills that facilitate constructive responses to conflict.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE411 RENTAL MARKET ANALYSIS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Methods of appraising the rental value of property; Residential property management market conditions; Property management business network.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE412 RENTAL PROSPECTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE301 Real Estate Advertising Principles.
Content Procedures to target prospective landlords; Advertising methods and campaigns; Promotional campaign to owners and tenants; Sources of new listings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE413 RENTAL LISTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE402 Real Estate Negotiation Skills.
Content Presenting and recording property management listing details.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE414 RENTAL MARKETING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Strategies to market a residential rental property; Evaluate effectiveness of marketing strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE415 RENTAL TENANTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Select suitable tenant; Lease arrangements
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE416 RENTAL MAINTENANCE

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Security of a managed property; Regular and planned inspections; Repairs and maintenance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE417 RENTAL RENEWAL AND FINALISATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE402 Real Estate Negotiation Skills.
Content Rental reporting and review processes; Tenancy renewal and normal finalisation processes; Residential tenancy tribunal/court.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE421 SALES MARKET ANALYSIS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions
Content Methods of appraising the market price of property; Sales market conditions; Sales business network.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE422 SALES PROSPECTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions, RE301 Real Estate Advertising Principles
Content Procedures to target property owners and prospective vendors.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE423 SALES LISTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions, RE402 Real Estate Negotiation Skills
Content Deliver finalise and record sales listing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE424 SALES MARKETING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions, RE301 Real Estate Advertising Principles
Content Methods of selling property; Strategies to market a property; Evaluate effectiveness of marketing strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE425 SALES PRESENTATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions
Content Factors and techniques which contribute to success in selling real estate; Enquiries from prospective purchasers; Presenting property to prospective purchasers.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE426 SALES NEGOTIATION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions
Content Obtaining and submitting an offer to purchase.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE427 SALES SETTLEMENT

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions
Content Property sales settlement procedures; Agency financial and property records procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE428 INTRODUCTION TO AUCTION SALES

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE321 Sales Documentation, RE322 Sales Transactions
Content Assisting the auctioneer to prepare, conduct and complete an auction sale.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RUHCORE1A MEET INDUSTRY REQUIREMENTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Agree with employment conditions; Meet workplace employment requirements.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUHCORE2A MEET WORKPLACE HEALTH AND SAFETY REQUIREMENTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Follow workplace procedure for hazard identification and risk control; Render appropriate emergency procedures; Participate in arrangements for maintaining health and safety of all people in the workplace.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUHCORE3A USE HAZARDOUS SUBSTANCES SAFELY

Campus: To be advised
Prerequisite(s): To be advised
Content: Handle hazardous substances; Store hazardous substances; Transport hazardous substances; Use hazardous substances; Act in emergency situations with hazardous substances.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUHCORE4A COOPERATE IN THE WORKPLACE

Campus: To be advised
Prerequisite(s): To be advised
Content: Observe and record in the workplace; Interact with others in the workplace; Work in a team; Meet, greet and direct clients and customers; Maintain personal presentation.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUHCORE5A ACT IN AN EMERGENCY

Campus: To be advised
Prerequisite(s): To be advised
Content: Minimise emergency situations; Plan for emergencies; Act as instructed in emergencies; Implement fire prevention and control; Render first aid.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUHCORE6A PLAN DAILY WORK ROUTINES

Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret work schedules; Organise materials and equipment; Respond to problems as they arise.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RUVVEN201A CARRY OUT RECEPTION DUTIES

Campus To be advised
Prerequisite(s) To be advised
Content Compile patient and client histories; Consult duty veterinarian; Maintain patient records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN202A CARRY OUT DAILY CLINIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain clinic hygiene; Carry out daily treatment of patients; Maintain clinic security.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN203A CARRY OUT SURGERY PREPARATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare animals for surgery; Prepare theatre or surgical operating area for use; Provide pre and post operative animal care; Clean theatre equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN204A FOLLOW CLINIC OCCUPATIONAL HEALTH AND SAFETY (OHS) PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Comply with provisions of relevant state OHS legislation; Follow clinic procedures for hazard identification and risk control; Administer first aid.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN205A USE HAZARDOUS SUBSTANCES SAFELY

Campus To be advised
Prerequisite(s) To be advised
Content Handle hazardous substances; Store hazardous substances; Transport hazardous substances; Use hazardous substances; Act in emergency situations with hazardous substances.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN206A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Gather, record and convey data; Gather, record and provide information in response to workplace requirements; Participate in work groups or teams; Participate in workplace meetings; Interact with others in the workplace; Communicate with the industry network.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN207A ACT TO MINIMISE EMERGENCIES AND RESPOND TO A VARIETY OF SITUATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Act to minimise emergency situations; Act as instructed in emergencies; Implement fire prevention and control on site and in the clinic; Participate in arrangements for maintaining health and safety of all people in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN208A PLAN DAILY WORK ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret work schedules; Organise materials and equipment; Respond to problems as they occur.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

RUVVEN301A CARRY OUT PATIENT ADMISSION AND DISCHARGE

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients/animal owners; Implement discharge procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVVEN302A APPLY RADIOGRAPHIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN303A IMPLEMENT CLINIC PATHOLOGY SUPPORT PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Implement pathology procedures; Prepare for post mortem examination.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

RUVVEN304A PROVIDE CLINIC ADMINISTRATION SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content Provide stock control; Maintain breed records; Keep practice accounts; Prepare correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

RUVVEN305A CARRY OUT SURGICAL NURSING ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare routine surgery equipment; Provide support for routine surgical procedures; Monitor patient and anaesthesia; Sterilise theatre instruments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVVEN306A PROVIDE ANIMAL CARE

Campus To be advised
Prerequisite(s) To be advised
Content Identify patients; Provide routine animal health advice; Communicate with owners concerning hospitalised patients; Recognise and identify signs of pain; Provide animal care in pain situations; Care for animals; Care for hospitalised animals; Provide animal First Aid.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

RUVVEN307A APPLY SPECIFIC CLINIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for ultrasound procedures; Prepare for endoscopic and laparoscopic procedures; Prepare for electrocardiographic (ECG) trace procedures; Prepare for medical procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN401A APPLY HAEMATOLOGY AND BLOOD CHEMISTRY TESTS AND OTHER TEST PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Carry out sample collection procedures; Perform appropriate haematology and blood chemistry tests and other tests; Communicate and record test results.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN402A COORDINATE THEATRE ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare surgery schedules; Implement surgery preparations; Prepare theatre personnel; Carry out post-operative theatre routines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN403A CARRY OUT NURSING PROCEDURES FOR NON-ROUTINE SURGERY

Campus To be advised
Prerequisite(s) To be advised
Content Perform defined surgery procedures under veterinary supervision; Monitor anaesthesia veterinary direction; Maintain anaesthetic equipment; Prepare for non-routine procedures; Perform post-operative procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN404A IMPLEMENT CLINIC OFFICE ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Manage financial records; Maintain veterinary supplies; Manage animal patient process; Maintain clinic policy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN405A PROVIDE SPECIFIC ANIMAL CARE ADVICE

Campus To be advised
Prerequisite(s) To be advised
Content Provide specific clinical care advice; Provide animal care product advice; Provide animal nutritional advice.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

SB01 AN INTRODUCTION TO SMALL BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content Define small business in Australia and the way it is affected by changes in the economy; Outline the characteristics that need to be considered in exploring a small business opportunity; Specify the knowledge, abilities and personal characteristics required to start a successful small business; Select a suitable location and premises for a small business, having regard to the tenancy costs and the constraints of the various laws and regulations; Conduct effective market research; Use marketing to facilitate business success; Develop a successful promotional plan for a small business; Establish an appropriate business structure for a small business, and the legal and protective means required to start up, monitor and maintain a small business; Describe how to establish a business plan, set goals and use appropriate time management strategies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SB04 CUSTOMER RELATIONS

Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) Nil
Content Identification of customer needs: Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB05 TIME MANAGEMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SP.1. QUANTITY SURVEYING SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Skills and knowledge required to accurately measure sanitary plumbing, sanitary drainage, hot & cold water supply, roof plumbing, storm water drainage, gas, irrigation and fire hydrant & fire hose reel installations for small to medium size industrial, institutional and commercial buildings
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.2 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) Module SP.A Quantity Surveying
Content Develop the skills and knowledge required to accurately estimate and cost sanitary plumbing, sanitary drainage, hot & cold water supply, roof plumbing, storm water, gas, irrigation and fire services for industrial, institutional and commercial buildings
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.3 SERVICES SAFETY (CONSTRUCTION SAFETY)

Campus To be advised
Prerequisite(s) To be advised
Content Provide the knowledge to apply safety principles on medium rise and wide span building sites
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.8 BASIC WORD PROCESSING

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide basic knowledge and skills in the use of a word processing software package to produce simple documents in the most efficient manner. The emphasis is on the process rather than production skills
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.9 BASIC DATABASE APPLICATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide the participant with basic knowledge and skills to use a database package effectively
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.10 BASIC SPREADSHEET APPLICATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide basic knowledge and skills to use a spreadsheet package effectively
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRCCRD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies and procedures to meet client needs and organisation objectives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRD003A PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify the issues of people from specific communities; Identify particular requirements of people from specific communities in a recreation context; Respond to particular requirements of people from specific communities in a recreation context.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD007A DEVELOP RECREATION PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD008A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the role and function of government and other key stakeholders; Identify the key people or positions within government and other key stakeholders; Establish a working relationship with identified key people.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO002A RESPOND TO CLIENTS AT RISK

Campus To be advised
Prerequisite(s) To be advised
Content Minimise risk to client, self and others; Direct client at risk to appropriate assistance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO003A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRCCRO004A WORK WITHIN A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Disburse funds within allocated range.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO005A DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Campus To be advised
Prerequisite(s) To be advised
Content Determine range of resources required for initiative; Determine extent of potential income sources; Undertake and document costing procedures; Draft financial forecast/budgets; Review budget against actual results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO011A IMPLEMENT A SALES SYSTEM FOR A RECREATION FACILITY OR ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Design the sales system; Ensure sales/service staff are trained; Sales system is implemented across recreation facility/organisation; Monitor performance of sales system.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO012A MANAGE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare an exercise to music tape; Plan a group exercise fitness class; Instruct a group exercise to music class; Motivate clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFAQA001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION

Campus To be advised
Prerequisite(s) To be advised
Content Develop a plan for water based fitness classes; Prepare for delivery of a water based fitness class; Display expertise in instruction water based classes, using equipment; Instruct a water based fitness class; Observe client performance during a water based fitness class; Analyse and improve the effectiveness and benefits of a water based fitness class.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

SRFFIT001A PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT002A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Apply basic exercise science to fitness activities; Report on the fitness outcomes.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT003A UNDERTAKE CLIENT INDUCTION AND SCREENING

Campus To be advised
Prerequisite(s) To be advised
Content Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Anatomical terminology and descriptions of the muscoskeletal structure of the body are used when instruction clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING

Campus To be advised
Prerequisite(s) To be advised
Content Use the principles and variables of programming that underlie the exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Apply a knowledge of muscoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Apply related concepts of physiology to exercise; Use functional appraisals to monitor physiological adaptations to exercise.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFFIT009A UNDERTAKE A POSTURAL SCREENING AND APPRAISAL

Campus To be advised
Prerequisite(s) To be advised
Content Assess a clients range of joint motion; Analyse a clients static posture; Assess a clients dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT010A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT011A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Screen clients for health, medical, or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT012A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client's fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS

Campus To be advised
Prerequisite(s) To be advised
Content Work with a network of allied health and medical professionals; Develop fitness plans for older adults; Apply fitness assessment protocols and procedures to older adults; Apply older adult exercise guidelines to older adults; Modify exercises to incorporate the physical changes that occur with the ageing process when instruction older clients; Modify exercises to incorporate the social and physiological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults; Motivate a group of older adults.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFPTI001A PLAN AND DELIVER PERSONAL TRAINING

Campus To be advised
Prerequisite(s) To be advised
Content Establish a personal training client base; Explain the concept of personal training to clients; Prepare personal training exercise plans; Instruct clients using the different learning styles and instructional techniques; Improve client exercise adherence; Apply motivational and teaching skills to a long term client.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFSPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Establish a specific population client base; Analyse the need to adapt a fitness program; Prepare session plans; Instruct clients; Explain to clients the factors affecting exercise adherence; Apply exercise guidelines to a special population; Work with a network of health and medical professionals; Motivate a specific population.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRG01 ENGLISH LANGUAGE STUDIES

Campus To be advised
Prerequisite(s) Nil
Content Comprehend different registers and styles of English speech in Australia; Comprehend and take notes from information given orally in a context relevant to further education and training; Participate in group discussions; Use spoken English in a range of contexts related to further education and training; Develop reading strategies for comprehension of a broad range of texts; Demonstrate the use of appropriate technical language used in the golf industry; Engage in casual conversation with another person whilst playing golf.
Required Reading To be advised
Nominal Hours 256 Hours
Assessment To be advised

SRG02 COMPUTER STUDIES 1

Campus To be advised
Prerequisite(s) Nil
Content Manage files and directories on a personal computer using commands to create, copy, delete, move, modify files and directories; Administer a personal computer using appropriate security procedures such as virus detection; Use a word processor to improve writing skills; Access and locate information on the Internet.
Required Reading To be advised
Nominal Hours 56 Hours
Assessment To be advised

SRG03 SKILL ACQUISITION

Campus To be advised
Prerequisite(s) Nil
Content Outline and explain the characteristics and basic principles underlying skill acquisition; Outline and analyse the characteristics of the three stages of learning a motor skill; Outline and demonstrate the different ways in which skills can be classified; Analyse the mechanisms involved in the processing of a motor skill; Outline, explain and demonstrate the importance of the structure of practices when learning a skill; Demonstrate ways in which learning can be facilitated be providing appropriate feedback to the performer.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment To be advised

SRGO4 ANATOMY

Campus To be advised
Prerequisite(s) Nil
Content Outline the basic terminology used in describing anatomical orientation and explain how this information can be used in prescribing training; Identify and describe the function of the bones that make up the human skeletal system and explain how this information can be used in prescribing training; Outline the structure and function of cartilage, tendons, ligaments and synovial membranes and explain how this information can be used in prescribing training; Identify and describe the types and range of movement of joints and explain how this information can be used in prescribing training; Explain the physiology of muscle contraction and explain how this information can be used in prescribing training; Identify the major muscles and describe their attachments and actions and explain how this information can be used in prescribing training; Outline the structure and function of the nervous system and explain how this information can be used in prescribing training; Explain the structure and function of the circulatory and respiratory systems and how this information can be used by the coach to prescribe training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

SRG05 PROFESSIONAL GOLF MANAGEMENT 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the role of the recreation industry in Korean society; Outline the components and structure of the recreation industry in Korea; Outline the role of administrators and staff in a recreation organisation; Assess the social and economic significance of the recreation industry Korea; Analyse the need for a code of conduct in a recreation organisation; Outline historical changes in the patterns of recreational activity in Korea; Outline the benefits to the individual of regular participation in physical activity; Identify and explain the exercise preferences of both men and women and how these may vary with age and other lifestyle changes; Outline the history of golf; Explain the rules relating to the game of golf; Explain the rules relating to the administration of golf; Outline the etiquette involved in the game of golf; Outline safety considerations when participating in the game of golf.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment To be advised

SRG06 FIRST AID

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate first aid procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment To be advised

SRG07 MOVEMENT EFFICIENCY

Campus To be advised
Prerequisite(s) Nil
Content Outline the characteristics and basic principles underlying efficient movement; Demonstrate ways in which technique in golf can be improved by applying the basic principles of movement efficiency; Outline and apply postural considerations involved in physical activities, including golf; Explain and demonstrate the way in which the principles of movement efficiency can be incorporated in a golf activity to reduce the risk of injury; Outline and explain how basic movement efficiency principles can influence the selection of equipment for a variety of physical activities, including golf.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG08 TRAINING PRINCIPLES 1

Campus To be advised
Prerequisite(s) Nil
Content Outline and analyse the basic principles of training.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG09 NUTRITION FOR SPORT

Campus To be advised
Prerequisite(s) SRG04 Anatomy
Content Outline the basic principles and benefits of a balanced diet; Outline the basic principles and benefits of the training diet; Outline the basic principles and benefits of a competition diet; Outline the basic principles and benefits of the recovery diet; Outline the dietary requirements for different categories of sports; Recognise athletes in need of expert nutrition assessment and advice and explain how to access an appropriate sports dietician; Recognise and access appropriate nutrition education resources.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG10 SPORTS PSYCHOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the role of sports psychology in coaching; Assess and apply alternative strategies for motivating athletes in individual and team contexts; Assess and apply alternative strategies for setting individual and team goals; Assess and apply alternative strategies for promoting group cohesion and team spirit; Outline the role of the coach in dealing with winning and losing in individual and team situations; Assess and apply alternative time management strategies.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG11 SPORTS COACHING 1

Campus To be advised
Prerequisite(s) Nil
Content Explain the role and responsibilities of the coach, examine a range of coaching styles and apply strategies for evaluating personal coaching style; Evaluate alternative coaching philosophies and the factors involved in formulating and implementing a coaching philosophy; Examine the key features of a code of ethics and identify the ways of developing and implementing a code of ethics for coaches; Evaluate alternative strategies for working effectively with participants, administrators, officials, other coaches and parents; Assess the legal issues impacting on coaches and strategies that can be adopted to minimise the risks associated with the performance of coaching duties; Outline the principles of planning and their application in coaching operations; Outline the components of an annual training plan and the procedures involved in establishing, implementing and reviewing the plan; Outline the procedures for establishing and maintaining records of coaching activities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

SRG12 GOLF PRACTICUM 1

Campus To be advised
Prerequisite(s) Nil
Content Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player/s readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach of develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback; Assess player/s readiness to implement advanced tactics and strategies of golf.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment To be advised

SRG13 ENGLISH LANGUAGE STUDIES 2

Campus To be advised
Prerequisite(s) SRG01 English Language Studies 1
Content Comprehend and make notes from material written in an academic register; Communicate in written English; Write for a range of academic tasks; Use library or other facilities to locate and extract information and resources; Develop strategies for learning in the Australian education and training system; Demonstrate the use of appropriate technical language used in the golf industry; Engage in casual conversation with another person whilst playing golf.
Required Reading To be advised
Nominal Hours 256 Hours
Assessment To be advised

SRG14 INSTRUCTIONAL SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Evaluate and apply the procedures for organising and controlling participants involved in an instructional activity; Explain and apply the processes involved in demonstrating, observing, analysing and providing feedback; Outline and demonstrate instructional techniques that can be used when teaching simple and complex skills; Explain and demonstrate the use of audio-visual equipment when demonstrating, observing, analysing and providing feedback in an instructional activity.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment To be advised

SRG15 PHYSICAL DEVELOPMENT AND PERFORMANCE FACTORS

Campus To be advised
Prerequisite(s) Nil
Content Outline the ways in which physical, psychological and mental changes at different stages of maturation impact on performance in physical activities.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG16 PROFESSIONAL GOLF MANAGEMENT 2

Campus To be advised
Prerequisite(s) SRG05 Professional Golf Management 1
Content Outline the role of the leader and analyse alternative leadership styles in the context of the recreation industry; Examine and discuss the transition process involved in moving to a managerial position in a recreation organisation; Analyse the communication skills required by a manager in a recreation organisation; Outline the types of groups or teams in a recreation organisation and apply the leadership skills required to lead and motivate groups; Examine the role and implementation of delegation processes for a manager in a recreation organisation; Analyse the importance of positive public relations in a recreation organisation; Outline the processes involved in planning a public relations program for a recreation organisation; Outline the strategies involved in developing a media release; Outline the processes involved in planning and implementing an effective media presentation; Establish and maintain procedures for identifying hazards in a recreation organisation.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment To be advised

SRG17 SPORTS TRAINER

Campus To be advised
Prerequisite(s) SRG06 First Aid
Content Undertake and satisfactorily complete the Sports Medicine Australia Level One Sports Trainers Course or equivalent.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment To be advised

SRG18 FOUNDATIONS OF SPORT SCIENCE

Campus To be advised
Prerequisite(s) SRG04 Anatomy
Content Outline and analyse the different energy systems used by the body while exercising; Outline and analyse the body's responses to exercise.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment To be advised

SRG19 BIOMECHANICS

Campus To be advised
Prerequisite(s) SRG07 Movement efficiency
Content Outline, analyse and implement ways of improving sporting performance by applying biomechanical principles.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG20 TRAINING PRINCIPLES 2

Campus To be advised
Prerequisite(s) SRG08 Training Principles 1
Content Analyse how a coach can apply principles of training in designing an individualised training schedule.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG21 TECHNOLOGY IN TRAINING

Campus To be advised
Prerequisite(s) Nil
Content Outline and apply methods used to analyse performance; Outline and analyse the effects on performance of developments in equipment, playing surfaces and clothing in a range of activities; Describe how changes in training methods have been influenced by technological advances; Identify technique changes that may have occurred as a result technological developments in sport.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG22 SPORTS PSYCHOLOGY 2

Campus To be advised
Prerequisite(s) SRG10 Sports Psychology 1
Content Outline and analyse the factors that may influence an athlete's mental preparation; Evaluate alternative approaches to mental preparation; Outline the reasons for, as well the processes involved in, performance planning; Outline and analyse the use of mental rehearsal in preparing for physical performance; Evaluate alternative techniques for developing self control skills as a part of mental preparation; Analyse the ways in which a coach can apply the principles of mental preparation when developing a competition day routine.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment To be advised

SRG23 SPORTS COACHING 2

Campus To be advised
Prerequisite(s) SRG11 Sports Coaching 1
Content Outline the different styles used in coaching team sports and explain how these can develop team cohesiveness; Discuss factors influencing the organisation of training sessions for a team; Discuss factors influencing the planning on an annual training program for a team; Develop a progressive game skill training program for a specific team sport; Outline the different aspects of team organisation that may be part of the role of the team coach.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

SRG24 GOLF PRACTICUM 2

Campus To be advised
Prerequisite(s) Golf Practicum 1
Content Teach or develop pre-match/game/competition analysis and preparation; Teach or develop in-match/game/competition analysis and decision making; Teach or develop post-match/game/competition analysis and follow-up; Appraise golf equipment; Identify preferred equipment designs and fitting methods to enhance the skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment To be advised

SROOPS001A IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Determine the environmental impacts of outdoor recreation activities; Adopt minimal impact practices.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SROORE001A PREPARE TO PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Make logistical arrangements; Select suitable outdoor equipment; Identify and plan for food requirements; Identify and plan for water needs and usage; Identify and plan clothing requirements.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SROORE002A PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Use outdoor equipment correctly; Maintain physiological well-being; Participate in an outdoor activity.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRSCOA001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Campus To be advised
Prerequisite(s) To be advised
Content Access ongoing coach education; Operate in accord with the legal and ethical responsibilities of a coach; Address drugs in sports issues; Working with officials and support personnel; Identify common coaching styles; Develop a philosophy of coaching.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRSCOA002A PLAN INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Establish effective communication; Collect information to plan an individualised training program; Design individualised training programs in consultation with clients; Resource an individualised training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRSCOA003A CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Assess conditions and prepare clients for participation; Co-ordinate and allocate equipment and/or resources; Establish and maintain effective communication; Assess client's readiness to acquire and/or perform new skills; Conduct drills, activities and/or games to teach or develop relevant sport specific skill/s; Teach relevant sport specific skill/s; Monitor client's participation; Provide feedback on performance; Prepare clients to conclude the program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSCOA004A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the effectiveness of an individualised training program; Treatment of results; Identify personal development objectives; Analyse and modify an individualised training program; Discuss outcomes of evaluation with clients and support personnel.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

SRSCOA005A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify preferred teaching methods and coaching styles to include special interest groups or people with special needs; Assess athletes readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of an intermediate skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Identify fundamental principles of sports psychology for the activity; Explain the fundamental principles of sports psychology to clients; Implement strategies for using the fundamental principles of sport psychology.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Collect information regarding the basic principles of nutrition for performance; Explain the basic principles of nutrition for performance to clients; Implement strategies for using principles of nutrition for performance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOA011A WORK WITH OFFICIALS

Campus To be advised
Prerequisite(s) To be advised
Content Identify issues regarding working with officials specific to the activity; Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOA012A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Campus To be advised
Prerequisite(s) To be advised
Content Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with clients; Develop and implement strategies for dealing with drugs in sport issues.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOA013A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Identify sports psychology approaches appropriate for peak performance of the activity; Discuss the psychological approaches for peak sporting performance to clients; Liaise with sports psychology support personnel to assist clients; Assist clients to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of a client.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSCOA014A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify nutritional requirements for peak performance of the activity; Discuss the nutritional requirements for peak sporting performance to clients; Liaise with nutritional support personnel to assist clients; Assist clients to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of a client.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOA015A MONITOR COACH WELFARE

Campus To be advised
Prerequisite(s) To be advised
Content Identify issues regarding coach welfare specific to the activity and situation of the coach; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOA016A IMPLEMENT RECOVERY TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify recovery methods appropriate to the activity; Explain the principles of recovery, and recovery methods to clients; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the client.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRSCOA017A IMPLEMENT WATER-BASED TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify water-based training principles appropriate for peak performance of the activity; Develop water-based training programs appropriate to the client and activity; Implement water based training programs; Evaluate the effect of water-based training programs on the performance of a client.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP001A PREPARE FOR PUBLIC SPEAKING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for public speaking; Present a talk to a public forum.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan a media interview; Undertake a media interview.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP004A DEVELOP NEGOTIATION SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP006A COMPLETE A TAX RETURN

Campus To be advised
Prerequisite(s) To be advised
Content Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP007A DEVELOP FINANCIAL GOAL SETTING PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP008A PREPARE A PRE OR POST EVENT MEAL

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan a pre or post event meal; Prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOP011A DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP012A DEVELOP A TRAVEL AND ACCOMMODATION PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP014A PREPARE TO STUDY

Campus To be advised
Prerequisite(s) To be advised
Content Develop study skills.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSGOL001A TEACH AND/OR DEVELOP ADVANCED SKILLS FOR GOLF

Campus To be advised
Prerequisite(s) To be advised
Content Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player/s readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach or develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

SRSGOL002A APPLY THE ADVANCED TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION

Campus To be advised
Prerequisite(s) To be advised
Content Assess player/s readiness to implement advanced tactics and strategies of golf; Pre-match/game/competition analysis and preparation; In-match/game/competition analysis and decision making; Post match/game/competition analysis and follow-up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

SRSGOL003A UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF

Campus To be advised
Prerequisite(s) To be advised
Content Advanced appraisal golf equipment; Identify preferred equipment designs and fitting methods to enhance the advanced skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

SRSGOL004A PERFORM THE ADVANCED SKILLS, TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION

Campus To be advised
Prerequisite(s) To be advised
Content Develop advanced skills tactics and strategies of golf; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the game; Participate in a post match analysis and follow-up.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

SRSGOL005A MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish criteria for participation in a specified competition; Plan and implement the format for a specified competition; Record and process the results of a specified competition.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSGOL006A DEVELOP AND MANAGE JUNIOR DEVELOPMENT PROGRAMS IN GOLF

Campus To be advised
Prerequisite(s) To be advised
Content Establish criteria for participation in a specified competition; Plan and implement the format for a specified program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSGOL007A MANAGE ON COURSE GOLF SHOP OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Clarify pro shop's objectives via golf club's objectives; Prepare a marketing strategy; Manage pro shop's merchandising; Manage pro shops on course golf operations; Manage organisation pricing policies; Monitor and review marketing/merchandising plan.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSNET001A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and regulations in accord with the spirit of the game; Communicate decisions and manage the outcomes of decision making while umpiring the game.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSNET002A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Use basic oral communication skills; Provide oral reports; Use fundamental indications; Use fundamental auditory devices; Make effective use of body language; Receive feedback.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSNET003A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Adopt appropriate position/s to start or recommence play; Adopt appropriate position/s for general plays; Move appropriately to maintain optimal position to view play throughout the game.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSNET004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL

Campus To be advised
Prerequisite(s) To be advised
Content Analyse a fundamental skill of netball; Identify a teaching method to develop the fundamental skills of netball; Conduct drills, activities and/or games to teach or develop the fundamental skills of netball; Review and adapt the teaching of a fundamental skill of netball in response to feedback.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Campus To be advised
Prerequisite(s) To be advised
Content Access ongoing official education; Operate in accord with the legal and ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes; Work with officials and support personnel; Identify common officiating styles; Develop a philosophy of officiating.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRSOFF002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Campus To be advised
Prerequisite(s) To be advised
Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions; Interpret and apply rules and regulations; Communicate decisions and manage outcomes of decision-making.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow-up self reflection.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF005A RESOLVE CONFLICT RELATED TO OFFICIATING

Campus To be advised
Prerequisite(s) To be advised
Content Describe conflict resolution in an activity context; Implement conflict resolution procedures in an activity context.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF006A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

Campus To be advised
Prerequisite(s) To be advised
Content Identify components of physical fitness; Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSOFF007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF008A MANAGE CONFLICT RELATED TO OFFICIATING

Campus To be advised
Prerequisite(s) To be advised
Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Campus To be advised
Prerequisite(s) To be advised
Content Apply components of physical and mental fitness; Collect information to prepare a fitness and recovery program; Apply monitoring and management techniques; Liaise with other officials/advisers of officials; Resource a fitness and recovery program; Evaluate a fitness and recovery program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSSAC001A TEACH OR DEVELOP BASIC SKILLS OF STRENGTH CONDITIONING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete's readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Implement a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete's performance and modify the program.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

SRSSAC002A TEACH OR DEVELOP INTERMEDIATE SKILLS OF STRENGTH AND CONDITIONING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete's readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Implement a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete's performance and modify the program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRSSAD003A IMPLEMENT A TALENT IDENTIFICATION PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Determine physical, physiological and tactical requirements; Implement testing and evaluation of athletes to determine suitability; Devise and implement talent development programs to introduce identified athletes; Counsel athletes regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Campus South Melbourne
Prerequisite(s) Nil
Content Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXADM001A HANDLE MAIL TO FACILITATE COMMUNICATION

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXADM002A HANDLE INFORMATION TO MAINTAIN ACCESS TO AND SECURITY OF RECORDS

Campus South Melbourne
Prerequisite(s) Nil
Content File documents; Identify and retrieve documents.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS

Campus South Melbourne
Prerequisite(s) Nil
Content Identify key functions and personnel/departments; Apply office procedures.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS

Campus South Melbourne
Prerequisite(s) Nil
Content Select and locate equipment to be used for task(s); Operate equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM005A HANDLE MAIL TO FACILITATE THE INFORMATION FLOW OF THE ORGANISATION

Campus South Melbourne
Prerequisite(s) SRXADM001A Handle mail to facilitate communication
Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing; Organise courier for emergency – same day deliveries.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRXADM006A PROCESS AND ANALYSE INFORMATION TO PROVIDE ACCESS TO AND SECURITY OF RECORDS

Campus South Melbourne
Prerequisite(s) SRXADM002A Handle information to maintain access to and security of records
Content Process and analyse information requests; File documents; Identify and retrieve documents; Update and modify existing organisational records; Remove inactive and dead files.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM007A SELECT, OPERATE AND MAINTAIN A RANGE OF OFFICE EQUIPMENT TO COMPLETE A RANGE OF TASKS

Campus South Melbourne
Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks; SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXADM008A ORGANISE THE COPYING AND COLLATING OF DOCUMENTS

Campus South Melbourne
Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks
Content Select appropriate media; Copy and collate documents; Distribute documents.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus South Melbourne
Prerequisite(s) SRXADM006A Process and analyse information to provide access to and security of records
Content Assemble new files; Identify and process inactive and dead files; Record documentation movements.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXADM010A USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS

Campus South Melbourne
Prerequisite(s) SRXADM007A Select, operate and maintain a range of office equipment to complete a range of tasks; SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM011A PREPARE MEETING DETAILS

Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM012A SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus South Melbourne
Prerequisite(s) SRXADM009A Maintain information records system to ensure its integrity
Content Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM013A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL

Campus South Melbourne
Prerequisite(s) Nil
Content Organise business itinerary; Identify credit facilities.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS

Campus South Melbourne
Prerequisite(s) SRXORG006A Conduct projects
Content Plan project; Administer and monitor project; Evaluate project.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXADM015A ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM

Campus South Melbourne
Prerequisite(s) SRXADM012A Supervise an established records system to ensure its integrity
Content Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXADM016A ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION

Campus South Melbourne
Prerequisite(s) Nil
Content Update incoming publications; Circulate publications; Store publications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXADM017A PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES

Campus South Melbourne
Prerequisite(s) Nil
Content Plan, implement and monitor office administration system.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

SRXADM018A REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET CHANGING DEMANDS

Campus South Melbourne
Prerequisite(s) Nil
Content Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM019A MANAGE THE MEETING PROCESS

Campus South Melbourne
Prerequisite(s) SRXORG005A Participate in the meeting process
Content Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXCAI001A ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXORG001A Organise work
Content Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXCAI002A ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Assist in preparing clients; Help clients gain skills, techniques and knowledge; Assist in supervising clients; Assist in preparing clients to end the session; Assist in evaluating the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI003A PROVIDE EQUIPMENT FOR ACTIVITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Issue equipment to the client; Set up equipment; Take down equipment; check in equipment; Store equipment.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace; SRSCAI001A Assist in preparing sport and recreation sessions for clients; SRXCAI003A Provide equipment for activities
Content Collect information to plan a session; Produce a session plan; Resource a session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

Campus South Melbourne
Prerequisite(s) PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessions for clients
Content Maintain client's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI006A ORGANISE A SPORT AND RECREATION PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan activities; Produce a plan for a program of sessions; Coordinate and allocate program resources.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCAI007A CONDUCT A SPORT AND RECREATION PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate resources; Conduct a program and monitor client's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCAI008A PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Plan a long-term program; Common reasons for participation and discontinuation in activity are applied to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist clients to cope with retirement from activity; Liaise with other coaches/instructors of clients; Selection procedures are identified.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI009A CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the client for involvement in a long-term training program; Implement a long-term program; Monitor client during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to clients; Implement selection procedures; Implement and monitor rehabilitation programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI010A EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding client progress; Define clients' progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Identify personal development objectives through self-evaluation; Discuss outcomes of evaluation with clients and support personnel; Make program modifications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI011A PLAN AND PREPARE FOR CLIENTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify and evaluate the current demands of high level participation in the activity; Directly assess clients' ability to meet the demands of high level participation; Assess clients' ability to meet the demands of high level participation using other experts; Provide reports on assessments of clients' ability to meet demands of high level participation; Identify performance objectives to meet the demands of participation; Prioritise performance objectives to meet the demands of participation; Promote and encourage commitment to enable clients to achieve performance objectives; Plan a participation program for clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI012A CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the athlete for involvement in a long term training program; Implement a long term program; Monitor athlete during training sessions and competitions; Manage competitive/performance situations during the long term program; Provide feedback to athletes; Implement selection procedures; Implement and monitor rehabilitation programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCLS002A DELIVER SERVICE TO CLIENTS

Campus South Melbourne
Prerequisite(s) Nil
Content Deliver service to clients; Respond to client complaints; Identify clients special requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCLS003A CO-ORDINATE INTERACTION WITH CLIENTS

Campus South Melbourne
Prerequisite(s) SRXCLS002A Deliver service to clients
Content Clarify specific needs of client; Provide information, advice and follow-up to clients; Implement client service standards; Implement organisation policy regarding client complaints; Lead client service team; Communicate with management.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCLS004A PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS

Campus South Melbourne
Prerequisite(s) SRXCLS003A Coordinate interaction with clients
Content Identify current client requirements; Provide information on current service provision and resource allocation within area of responsibility; Identify trends in client requirements.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM001A COMMUNICATE IN THE WORKPLACE

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay oral and written messages; Answer telephone calls; Read and interpret documents; Use numbers in the workplace.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay messages; Respond to incoming telephone calls; Make telephone calls; Draft simple correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM003A COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW

Campus South Melbourne
Prerequisite(s) SRXCOM002A Receive and pass on information to facilitate effective routine communication
Content Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or request.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM004A SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS

Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Receive an process a request for information; Identify information source(s); Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM005A RESEARCH, PREPARE AND PRESENT INFORMATION

Campus South Melbourne
Prerequisite(s) SRXCOM004A Source and present information in response to requests
Content Determine document requirements; Conduct research; Prepare reports; Compose and deliver verbal presentation; Follow up document.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME001A REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for emergency situations; Report emergencies; React safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Evaluate the emergency; Safely confine emergencies; Use initial response emergency equipment; Report the use of initial response emergency equipment.
Required Reading To be advised
Nominal Hours 5-10 Hours
Assessment As per accredited curriculum

SRXEME003A RESPOND TO EMERGENCY SITUATIONS

Campus South Melbourne
Prerequisite(s) SRXEME002A Participate in the control of minor emergencies
Content Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXEME004A COORDINATE EMeRGENCY RESPONSE

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

Campus To be advised
Prerequisite(s) To be advised
Content Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contacts and contractors; Supervise the storage of equipment; Contribute to the selection of equipment and facilities.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXFIN007A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Disburse funds; Administer financial control systems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify the roles of governance and management; Facilitate the development of an effective board; Provide detailed information for the board to deal with the right matters; Ensure that board decisions are implemented properly; Ensure regular communication with the board.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXGRP001A FACILITATE A GROUP

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict
Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXGRP002A PROVIDE LEADERSHIP TO GROUPS

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision making; Demonstrate appropriate leadership styles.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXHRM001A MANAGE VOLUNTEERS

Campus To be advised
Prerequisite(s) To be advised
Content Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Required Reading To be advised
Nominal Hours Hours
Assessment As per accredited curriculum

SRXHRM002A PARTICIPATE IN STAFF SELECTION TO ENSURE TEAM GOALS ARE ACHIEVED

Campus To be advised
Prerequisite(s) To be advised
Content Identify requirements for new team position; Draft job vacancy advertisement; Select staff; Employ staff.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Campus South Melbourne
Prerequisite(s) Nil
Content Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH

Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Set career plan and objectives; Undertake suitable education and training; Undertake suitable employment activities; Review and monitor career development.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND003A APPLY SPORT AND RECREATION LAW

Campus South Melbourne
Prerequisite(s) SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
Content Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK

Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Campus South Melbourne
Prerequisite(s) Nil
Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXMKT001A PLAN AND IMPLEMENT SERVICES TO MEET CLIENT NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Research client profile; Specify parameters of activity; Determine type and availability of resource requirements; Develop a promotional strategy; Schedule application of resources.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXMKT003A PROMOTE ORGANISATION'S ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Create positive image through public relations; Evaluate promotion.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS

Campus To be advised
Prerequisite(s) To be advised
Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE

Campus South Melbourne
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OH&S.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXOHS002A IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS IN THE RELEVANT WORK AREA TO ACHIEVE AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS

Campus South Melbourne
Prerequisite(s) To be advised
Content Provide information to the work group about OH&S and the organisation's OH&S policies, procedures and programs; Implement and monitor participative arrangements for the management of OH&S; Implement and monitor the organisation's procedures for Identifying hazards and assessing risks; Implement the organisation's procedures for dealing with hazardous events and equipment; Implement and monitor the organisation's procedures for providing OH&S training; Implement and monitor the organisation's procedures for maintaining OH&S records.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXOHS003A ESTABLISH, MAINTAIN AND EVALUATE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS IN ORDER TO ENSURE THAT THE WORKPLACE IS, AS FAR AS PRACTICABLE, SAFE AND WITHOUT RISKS TO HEALTH OF EMPLOYEES AND CLIENTS

Campus South Melbourne
Prerequisite(s) To be advised
Content Establish and maintain the framework for the OH&S system in the area of responsibility; Establish and maintain participative arrangements for the management of OH&S; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OH&S training program; Establish and maintain a system for OH&S records; evaluate the organisation's OH&S system and related policies, procedures and programs.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG001A ORGANISE WORK

Campus South Melbourne
Prerequisite(s) Nil
Content Plan and organise a personal daily work routine; Maintain personal presentation; Organise work area; Clean work area.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) Nil
Content Manage own work; Maintain and develop own expertise; Maintain work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation
Content Set and coordinate work priorities to achieve team goals; Make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXORG004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF

Campus South Melbourne
Prerequisite(s) SRXORG003A Coordinate work and work priorities in a sport and recreation organisation
Content Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; Allocate work and evaluate teams, individuals and self against objectives; Provide feedback to teams and individuals on their performance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG005A PARTICIPATE IN THE MEETING PROCESS

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for the meeting; Provide input to the meeting.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXORG006A CONDUCT PROJECTS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Plan and prepare for project; Implement and administer project; Coordinate project administration.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE

Campus South Melbourne
Prerequisite(s) SRXTEM005A Lead, manage and develop work teams
Content Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXPLA001A DEVELOP A STRATEGIC PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and research needs; Analyse available information; Identify required strategies; Document strategic plan; Review strategic plan against identified desired outcomes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXPLA002A PREPARE AN OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Research and document range of services; Establish performance targets; Identify human, physical and financial resource requirements; Prepare financial forecasts; Plan implementation; Document the operational plan; Review operational plan against identified desired outcomes.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXPLA003A DEVELOP AND IMPLEMENT POLICY AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Establish the need for a policy or procedure; Facilitate the development of policy/procedures; Prepare draft document of policy/procedures; Implement policy/procedures; Review policy/procedures against identified desired outcomes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXPLA004A EVALUATE ORGANISATION'S ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Develop criteria for evaluation; Collect information on performance; Analyse performance; Monitor conduct of activities; Provide recommendations for further activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXRES001A EDUCATE THE PUBLIC ON THE SAFE USE OF A SPORT AND RECREATIONAL RESOURCE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of educational and information strategies; Plan and organise public presentations; Conduct public presentation with appropriate media; Evaluate presentation; Maintain records of public education programs.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXRES002A IMPROVE CLIENT AWARENESS AND IMPLEMENTATION OF ENVIRONMENTAL MANAGEMENT PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify level of staff awareness and implementation of environmental management practices; Develop and rank methods to improve staff awareness and implementation of environmental management practices; Implement appropriate methods to improve staff awareness; Monitor and review the levels of community awareness; Inform external clients of environmental management practices.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXRES005A ACHIEVE AN EFFICIENT USE OF RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Determine resource capacity and options for use; Assess resource availability and current utilisation; Plan efficient use of resources; Implement strategies and control resource usage; Monitor and review efficiency of resource usage.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXRIS001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Establish the context; Identify risks; Conduct risk analysis; Undertake risk assessment; Treat risks; Monitor and review the risk management plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING KEYBOARD SKILLS

Campus South Melbourne
Prerequisite(s) Nil
Content Open file; Retrieve data; Print data; Close file; Shutdown equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS

Campus South Melbourne
Prerequisite(s) SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content Create file; Produce document from written text using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment As per accredited curriculum

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS

Campus South Melbourne
Prerequisite(s) SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Identify document requirements; Establish document design and structure; Develop template or macros for document design; Produce documents; Save file and exit system.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXTEC004A ASSIST WITH THE ANALYSIS AND USE OF EMERGING TECHNOLOGY

Campus South Melbourne
Prerequisite(s) SRXTEC003A Design, develop and produce documents, reports and worksheets using advanced functions
Content Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM

Campus South Melbourne
Prerequisite(s) Nil
Content Install hardware and software; Carry out preventative maintenance of computer equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE

Campus South Melbourne
Prerequisite(s) Nil
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEC007A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORK GROUP NETWORK

Campus South Melbourne
Prerequisite(s) SRXTEC005A Assist in the maintenance of a computer system; SRXTEC006A Customise and maintain software
Content Manage the establishment and maintenance of a work group network; Assist and train network users.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEM001A WORK IN TEAMS

Campus South Melbourne
Prerequisite(s) Nil
Content Follow routine instructions; Work with colleagues in a team.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM002A SUPPORT THE WORK OF A TEAM

Campus South Melbourne
Prerequisite(s) Nil
Content Contribute to team activities; Share knowledge and information; Contribute to the development of good practice of the team; Give and receive support to/from team members.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY

Campus South Melbourne
Prerequisite(s) SRXTEM002A Support the work of a team
Content Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEM004A DEAL WITH CONFLICT

Campus South Melbourne
Prerequisite(s) Nil
Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Develop and maintain a team; Communicate objectives and required standards; Manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams
Content Establish and maintain the trust and support of one's staff; Establish and maintain the trust and support of one's immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SUPER WELDING SUPERVISION/WELDING INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Welding supervision; Welding inspection
Required Reading To be advised
Nominal Hours 240 Hours each
Assessment As per accredited curriculum

TDTA997 COMPLETE IMPORT/EXPORT DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1097 COORDINATE GOODS TO BOND PREMISES

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1197 PACKAGE GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1297 PICK AND PROCESS ORDERS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1397 RECEIVE GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1497 USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1597 COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1697 USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA1797 PRODUCT KNOWLEDGE APPLIED TO ORGANISE WORK OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1897 ORGANISE DESPATCH OPERATIONS

Campus Werribee
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1997 ORGANISE RECEIVAL OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2097 REPLENISH STOCK

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2197 DESPATCH STOCK

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2297 PARTICIPATE IN STOCKTAKES

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2397A COORDINATE STOCKTAKES

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2497 ORGANISE WAREHOUSE RECORDS OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2597B MANAGE TEMPERATURE CONTROLLED STOCK

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2698 MONITOR STORAGE FACILITIES

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2898A ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB197 CHECK AND ASSESS OCCUPATIONAL CAPABILITY OF EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297 TEST EQUIPMENT AND ISOLATE FAULTS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB397 CARRY OUT VEHICLE MAINTENANCE

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB497 CARRY OUT VEHICLE INSPECTION

Campus Werribee.
Prerequisite(s) Car driver's licence and appropriate Learner's Permit (If required).
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597 CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB697 CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB797 CARRY OUT MAINTENANCE OF TRAILERS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB897 CARRY OUT INSPECTION OF TRAILERS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998A CHECK CONVEYOR OPERATIONAL STATUS

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1098A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

Campus To be advised
Prerequisite(s) To be advised
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1198 SET UP AND RIG CRANE FOR LIFT

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1298 PLAN JOB AND SET UP WORK AREA

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1398 MAINTAIN MOBILE CRANES

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1498 LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1598 UNDERTAKE SITE INSPECTION

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1698 DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTB1798 ASSEMBLE / DISMANTLE BOOM OR JIB

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTC197 DRIVE VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTC297 DRIVE LIGHT RIGID VEHICLE

Campus Werribee
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC397 DRIVE MEDIUM RIGID VEHICLES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC497 DRIVE HEAVY RIGID VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC597 DRIVE HEAVY COMBINATION VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC797 OPERATE VEHICLE CARRYING SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC897 DRIVE COACHES/BUSES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC997 DRIVE TAXICABS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC1097 PILOT OR ESCORT OVERSIZE AND/OR MASS LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1197 TRANSPORT PASSENGERS WITH DISABILITIES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC1298 RIDE MOTORCYCLES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1398 RIDE COURIER/DELIVERY BICYCLES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD197 SHIFT MATERIALS SAFELY

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD297 USE MANUAL HANDLING EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD397 HANDLE DANGEROUS AND HAZARDOUS GOODS

Campus Werribee
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD497 LOAD AND UNLOAD GOODS/CARGO

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD797 PREPARE CARGO FOR TRANSFER WITH SLINGS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1097 OPERATE A FORKLIFT

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1197 CONDUCT ADVANCED FORKLIFT OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1297 OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1397 MOVE MATERIALS MECHANICALLY

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1497 LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1597 IDENTIFY AND CLASSIFY EXPLOSIVES AND DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1697 LOAD AND UNLOAD DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1797 LOAD AND UNLOAD EXPLOSIVES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1897 HANDLE FURNITURE AND EFFECTS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1997 PACK AND UNPACK CARTONS FOR REMOVAL

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2097 CARE FOR LIVESTOCK IN TRANSIT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2198 USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2298A CONDUCT WEIGHBRIDGE OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2398 USE SPECIALISED BULK GAS TRANSFER EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2498 USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2798 PREPARE FOR THE TRANSPORT OF PACKAGED DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2898 PREPARE FOR THE TRANSPORT OF DANGEROUS GOODS IN BULK

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2998 PREPARE ARTICLES FOR DELIVERY

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTD3098 SUPERVISE MOBILE CRANE OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3198 RIG LOAD

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3298 PLAN AND CONDUCT SPECIALISED LIFT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3398 OPERATE A VEHICLE SELF LOADING CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3498 OPERATE A MOBILE CRANE ON A DEMOLITION SITE

Campus Werribee
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTD3598 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD3698 LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD4098 CONTROL LIFT AND MOVEMENT OF CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD4198 UNDERTAKE CASH IN TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE297 ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTE397 PARTICIPATE IN WORKPLACE COMMUNICATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE497 PREPARE WORKPLACE DOCUMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE597 CARRY OUT WAREHOUSE CALCULATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE697B COLLECT AND PRESENT WORKPLACE DATA AND INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE797 USE VEHICLE COMMUNICATION SYSTEM

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE897 PROCESS WORKPLACE DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE997 USE PILOT AND ESCORT COMMUNICATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1097 ESTIMATE FURNITURE REMOVALS JOBS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE1198 USE ELECTRONIC COMMUNICATION EQUIPMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE1298 CONSOLIDATE MANIFEST DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1397B APPLY WORKPLACE STATISTICS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTE1498 COMPILE AND PROCESS EXPORT DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1598 UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1698 ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF197 FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF297 CONDUCT HOUSEKEEPING ACTIVITIES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF497 ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF697 APPLY EMERGENCY/ACCIDENT PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF797 IMPLEMENT EMERGENCY – ACCIDENT PROCEDURES

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTF897 PROVIDE FIRST AID IN THE WORKPLACE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

TDTF997 CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1097 APPLY FATIGUE MANAGEMENT STRATEGIES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1197 CARE FOR ENVIRONMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1297 APPLY SAFE HANDLING STRATEGIES WHEN HANDLING EXPLOSIVES OR DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1397 MANAGE BREAKDOWNS AND EMERGENCIES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTG197 WORK EFFECTIVELY WITH OTHERS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG297 LEAD WORK TEAM OR GROUP

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG498 UNDERTAKE WORKPLACE ORIENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTG698A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTH197 INTERPRET ROAD MAPS AND NAVIGATE ROUTES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH297 PLAN AND NAVIGATE ROUTES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH398 PRIORITISE COURIER/DELIVERY OPERATIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI197B MANAGE QUALITY CUSTOMER SERVICE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited training package documentation

TDTI297 APPLY CUSTOMER SERVICE SKILLS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI397 PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI497 MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI598A MARKET SERVICES AND PRODUCTS TO CLIENTS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTI698 PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI998 PROVIDE ON BOARD SERVICES TO CUSTOMERS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

TDTJ297 APPLY QUALITY SYSTEMS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment As per accredited curriculum

TDTJ398A APPLY GRAIN PROTECTION MEASURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ498A IMPLEMENT GRAIN MONITORING MEASURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ598 SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ698 IMPLEMENT GRAIN PROTECTION PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTJ798A CONDUCT INTERNAL QUALITY AUDITS

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK197 USE COMPUTER APPLICATIONS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK297 USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK397 APPLY KEYBOARD SKILLS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK698A EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK798 PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTL197 COMPLETE INDUCTION PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL397 CONDUCT INDUCTION PROCESS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL898A COMPLETE ROUTINE ADMINISTRATIVE TASKS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTL998A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTL1098A ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTL2198A COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading Plan and erect temporary storage facilities and dismantle after use.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTM197 PREPARE FOR TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTM297 DELIVER TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) TDTM197 Prepare for Training (Category 1)
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours Shown in TDTM197 Hours
Assessment As per accredited curriculum

TDTM397 REVIEW TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) TDTM297 Deliver Training (Category 1)
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours Shown in TDTM197 Hours
Assessment As per accredited curriculum

TDTM497A PREPARE FOR TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTM597A DELIVER TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTM697A REVIEW AND PROMOTE TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTN197 CONDUCT ASSESSMENT IN ACCORDANCE WITH AN ESTABLISHED ASSESSMENT PROCEDURE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited curriculum

TDTN297 EXTENSION UNIT PLAN AND REVIEW ASSESSMENT

Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTN297A EXTENSION UNIT – PLAN AND REVIEW ASSESSMENT

Campus Werribee, Industry.
Prerequisite(s) TDTN197A Conduct assessment in accordance with an established assessment procedure.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTN397 DEVELOP ASSESSMENT TOOLS

Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

TDTO398 UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours TBA
Assessment As per accredited curriculum

TDTO498 CONDUCT SAFETY AND HAZARD CONTROL PROCEDURES FOR TRANSFERRING DANGEROUS/SPECIALISED GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO598A PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTO798 UNDERTAKE EMERGENCY RESPONSE ACTION

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO898 IMPLEMENT CASH IN TRANSIT SECURITY EQUIPMENT

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO998 TEST AND INSPECT CASH IN TRANSIT SECURITY INCIDENTS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTO1098 RESPOND TO CASH IN TRANSIT SECURITY INCIDENTS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTO1198 PROVIDE REVENUE PROTECTION MEASURES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTO1298 MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO1398 ADMINISTER SECURITY OF ASSETS AND FACILITIES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTP598A MANAGE WORKPLACE INFORMATION

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTP1098 ASSESS JOB REQUIREMENTS AND PROVIDE QUOTATION

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ197 CONDUCT FINANCIAL TRANSACTIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ397 MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ498 ORGANISE FREIGHT INVOICING AND PAYMENT

Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ798A PREPARE AND PROCESS FINANCIAL DOCUMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ898A NEGOTIATE A CONTRACT

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ998 CONDUCT COURIER DELIVERY CASH TRANSACTIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTR198A MONITOR SUPPLIER PERFORMANCE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTR297A SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTR398A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTT198A CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT298 DOCUMENT A RECORDS SYSTEM

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTT398 IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTT498A MAINTAIN CONTROL OF RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT598A PROVIDE INFORMATION FROM AND ABOUT RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT698 PROVIDE RECORDS RETRIEVAL SERVICE

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT798 SENTENCE RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTT998 UNDERTAKE MOVEMENT OF RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT1098 DESTROY RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TFG1091 HEALTH CALCULATIONS

Campus To be advised
Prerequisite(s) To be advised
Content This subject includes: a review of basic arithmetic; percentages; ratios; graphing; algebra skills; and an introduction to dilution and dosage calculations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TFG1092 HUMAN BIOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content The main focus of this subject is the anatomy and physiology of selected body systems. There is also an introduction to medical terminology, microbiology and genetics.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

TFG1093 CHEMISTRY FOR THE LIFE SCIENCES

Campus To be advised
Prerequisite(s) To be advised
Content This subject covers basic concepts in Chemistry including: atomic structure and bonding; chemical energy and metabolism; acids and bases; and an introduction to biochemistry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS

Campus To be advised
Prerequisite(s) To be advised
Content Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Campus To be advised
Prerequisite(s) To be advised
Content Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBCC01B USE BASIC METHODS OF COOKERY

Campus To be advised
Prerequisite(s) To be advised
Content Select and use cooking equipment and technology; Use methods of cookery.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHBCC02B PREPARE APPETISERS AND SALADS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC03B PREPARE STOCKS, SAUCES AND SOUPS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THHBCC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHBCC05B PREPARE AND COOK POULTRY AND GAME

Campus To be advised
Prerequisite(s) To be advised
Content Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC06B PREPARE AND COOK SEAFOOD

Campus To be advised
Prerequisite(s) To be advised
Content Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBCC07B SELECT, PREPARE AND COOK MEAT

Campus To be advised
Prerequisite(s) To be advised
Content Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.
Required Reading To be advised
Nominal Hours 50Hours
Assessment As per accredited curriculum

THHBCC08B PREPARE HOT AND COLD DESSERTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBCC09B PREPARE PASTRY, CAKES AND YEAST GOODS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHBCC10B PLAN AND PREPARE FOOD FOR BUFFETS

Campus To be advised
Prerequisite(s) To be advised
Content Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC11B IMPLEMENT FOOD SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Identify food safety critical control points and hazards; Implement procedures for food safety.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC13B PLAN AND CONTROL MENU-BASED CATERING

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare menus; Control menu-based catering.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBKA01B ORGANISE AND PREPARE FOOD

Campus To be advised
Prerequisite(s) To be advised
Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBKA02B PRESENT FOOD

Campus To be advised
Prerequisite(s) To be advised
Content Prepare food for service; Portion and plate food; Work in a team.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES

Campus To be advised
Prerequisite(s) To be advised
Content Take delivery of supplies; Store supplies; Rotate and maintain supplies.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES

Campus To be advised
Prerequisite(s) To be advised
Content Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBTHS04A MANAGE INTOXICATED PERSONS

Campus To be advised
Prerequisite(s) To be advised
Content Determine the level of intoxication; Apply appropriate procedures; Remove the person from premises; Provide customer service; Deal with underage drinkers; Comply with legislation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCCH01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)

Campus To be advised
Prerequisite(s) To be advised
Content Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHCCH02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHCOR01A WORK WITH COLLEAGUES AND CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the interpersonal, communication and customer service skills required by all people working in the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR02A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the cultural awareness that is required by all people working in the tourism and hospitality industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR03A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow health, safety and security procedures.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Develop local knowledge; Update local knowledge.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGCS02A PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.
Required Reading To be advised
Nominal Hours 40-45 Hours
Assessment As per accredited curriculum

THHGCS03A DEAL WITH CONFLICT SITUATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to handle difficult interpersonal situations – both with customers and colleagues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS03B DEAL WITH CONFLICT SITUATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS04B MAKE PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for presentations; Make presentations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGCS06B PLAN & IMPLEMENT SALES ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan sales activities; Prepare for sales calls; Make sales calls; Review and report on sales activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS07B CO-ORDINATE MARKETING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGCS08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGFA01B PROCESS FINANCIAL TRANSACTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Process receipts and payments; Reconcile takings.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGFA06A INTERPRET FINANCIAL INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Access and interpret financial information; Apply financial information to management activities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGGA01A COMMUNICATE ON THE TELEPHONE

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to effectively communicate on the phone. It is an essential skill for large numbers of people working in all sectors of the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGGA01B COMMUNICATE ON THE TELEPHONE

Campus To be advised
Prerequisite(s) To be advised
Content Respond to incoming telephone calls; Make telephone calls.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGGA02B PERFORM OFFICE PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Process office documents; Draft written communication; Maintain document systems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGGA04B PREPARE BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine document requirements; Conduct research; Prepare document; Follow up document.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGGA05B PLAN AND MANAGE MEETINGS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for meetings; Conduct meetings; Debrief and follow up meetings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGGA06B RECEIVE AND STORE STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Take delivery of stock; Store stock; Rotate and maintain stock.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGGA07B CONTROL AND ORDER STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGGA09B MANAGE PROJECTS

Campus To be advised
Prerequisite(s) To be advised
Content Plan project; Administer and monitor project; Evaluate project.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGHS01A FOLLOW WORKPLACE HYGIENE PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow the key hygiene procedures which apply in many sectors of the hospitality industry, and within some tourism sectors. This unit is particularly relevant to the Kitchen, Housekeeping, Food and Beverage and some Tour Operations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow hygiene procedures; identify and prevent hygiene risks.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGHS03B PROVIDE FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

THHGLE01B MONITOR WORK OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Provide information on health, safety and security; Coordinate staff participation in health, safety and security issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health, safety and security training; Maintain health, safety and security records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Establish and maintain a framework for health, safety and security; Establish and maintain participative arrangements for the management of health, safety and security; Establish and maintain procedures for identifying, assessing and controlling hazards and risks; Evaluate the organisation's health, safety and security system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE05B ROSTER STAFF

Campus To be advised
Prerequisite(s) To be advised
Content Develop and implement staff rosters; Maintain staff records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE06B MONITOR STAFF PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHGLE07B RECRUIT AND SELECT STAFF

Campus To be advised
Prerequisite(s) To be advised
Content Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE08B LEAD AND MANAGE PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE09B MANAGE WORKPLACE DIVERSITY

Campus To be advised
Prerequisite(s) To be advised
Content Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE11B MANAGE QUALITY CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHGLE13B MANAGE FINANCES WITHIN A BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE14B PREPARE AND MONITOR BUDGETS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare budget information; Prepare budget; Monitor and review budget.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE15B MANAGE FINANCIAL OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS

Campus To be advised
Prerequisite(s) Nil
Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE16B MANAGE PHYSICAL ASSETS

Campus To be advised
Prerequisite(s) To be advised
Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE

Campus To be advised
Prerequisite(s) To be advised
Content Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHGLE22A MANAGE RISK

Campus To be advised
Prerequisite(s) To be advised
Content Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGTR01A COACH OTHERS IN JOB SKILLS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide on-the-job coaching to colleagues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGTR01B COACH OTHERS IN JOB SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHHCO01A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to access, increase and update knowledge of the hospitality industry including different industry sectors and relevant industry legislation.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHHCO01B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THTFTG01B WORK AS A GUIDE

Campus To be advised
Prerequisite(s) To be advised
Content Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

THTFTG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES

Campus To be advised
Prerequisite(s) To be advised
Content Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

THTFTG04B CO-ORDINATE AND OPERATE A TOUR

Campus To be advised
Prerequisite(s) To be advised
Content Plan tour operation; Brief and assist customers; Liaise with industry colleagues; Manage the itinerary; Deal with unexpected events; De-brief tour.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THTFTG05B LEAD TOUR GROUPS

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTFTG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THTFTG07B RESEARCH AND SHARE GENERAL INFORMATION ON AUSTRALIAN INDIGENOUS CULTURES

Campus To be advised
Prerequisite(s) To be advised
Content Research general information on Australian indigenous cultures; Share general information with customers on Australian indigenous cultures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THTFTG12A PREPARE SPECIALISED INTERPRETIVE CONTENT **(FLORA, FAUNA AND LANDSCAPE)**

Campus To be advised
Prerequisite(s) To be advised
Content Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THTFTG13A PREPARE SPECIALISED INTERPRETIVE CONTENT **(MARINE ENVIRONMENTS)**

Campus To be advised
Prerequisite(s) To be advised
Content Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THTFTG14A PREPARE SPECIALISED INTERPRETIVE CONTENT (CULTURAL AND HERITAGE ENVIRONMENTS)

Campus To be advised
Prerequisite(s) To be advised
Content Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THTPPD02B RESEARCH TOURISM DATA

Campus To be advised
Prerequisite(s) To be advised
Content Identify research needs; Conduct research; Interpret and apply research results.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

THTPPD04B PLAN AND IMPLEMENT MINIMAL IMPACT OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Organise environmentally responsible activities; Conduct activities with minimal impact; Monitor impacts and changes.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THTPPD05B PLAN AND DEVELOP INTERPRETIVE ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Establish need for activity; Develop the activity; Evaluate activity.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THTSMA02B CREATE A PROMOTIONAL DISPLAY/STAND

Campus To be advised
Prerequisite(s) To be advised
Content Make preparations for display/stand; Create the display.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTSOP02B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Campus To be advised
Prerequisite(s) To be advised
Content Develop destination knowledge; Update destination knowledge; Provide destination information and advice.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

THTSOP03B ACCESS AND INTERPRET PRODUCT INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify and access product information; Interpret product information.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

THTSOP04B SELL TOURISM PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THTSOP05B PREPARE QUOTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTSOP06B RECEIVE AND PROCESS RESERVATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Receive reservation request; Record details of reservation; Update reservations; Advise others on reservations details.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED RESERVATIONS SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

THTSOP09B PROCESS NON AIR DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Interpret information required for processing of documentation; Process documentation.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the information required to process air tickets; Process air travel documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Seek information on the tourism industry; Source and apply information on legal and ethical issues which impact on the tourism industry; Update tourism industry knowledge.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105IA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES206AA MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES206CA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

UTENES402CA TEST APPARATUS AND CIRCUITS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES501CA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES504AA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

VA020 ENGLISH 1 & 2

Campus To be advised
Prerequisite(s) To be advised
Content Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Required Reading To be advised
Nominal Hours 72 Hours each
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 1

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 2

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to the nature and scope of physics.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS 2: MOVEMENT AND ELECTRICITY

Campus To be advised
Prerequisite(s) To be advised
Content Key concepts of mechanics and electricity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 1: MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 2: CHEMISTRY IN EVERYDAY LIFE

Campus To be advised
Prerequisite(s) To be advised
Content Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 1: ORGANISMS IN THEIR ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 2: ORGANISMS IN THEIR ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Biological processes common to all organisms; Similarities and differences between plants and animals; Use of technology to explore, maintain and modify biological functions and issues arising.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 1: TWENTIETH CENTURY HISTORY (1900-1945)

Campus To be advised
Prerequisite(s) To be advised
Content Momentous events and new ideas that occurred in the first half of the 20th century; Challenges to the 'Old World'; New forms of economic and political organisations and cultural expression. Possible topics include World War II, the jazz age, the Russian Revolution, the rise of fascism, the Spanish Civil War and World War II.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 2: TWENTIETH CENTURY HISTORY (SINCE 1945)

Campus To be advised
Prerequisite(s) To be advised
Content Main events; Competing ideologies and social movements since 1945; Inter-play between domestic events and international developments. Possible topics include the Cold War, the Vietnam War, the civil rights movement in the USA, the Chilean coup, the revolution in Nicaragua.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 1: PERSONAL ACCOUNTING

Campus To be advised
Prerequisite(s) To be advised
Content Basic skills and approaches of accounting ; gathering, recording, analysing, interpreting and reporting financial information for personal use in everyday life.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Single entry procedures in a business environment with a focus on trading and service-type small businesses; Recording of transactions from verifiable evidence without the use of ledger accounts.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY 1: DEVELOPMENT OF BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content How important developmental events unfold in childhood; Development of individual and social behaviour.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY 2: SELF AND OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT 3: HUMAN RESOURCES MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Role of management in the development and implementation of human resource policy; Links between management and human resources; industrial relations and changes occurring in human resource management policies.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT 4: CORPORATE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Broad range of management functions within the context of large business; Methods used by management to achieve the objectives of the organisation; Management styles; How change is managed in large organisations.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA054 ENGLISH AS A SECOND LANGUAGE 1 & 2

Campus To be advised
Prerequisite(s) To be advised
Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Required Reading To be advised
Nominal Hours 108 Hours each
Assessment As per accredited curriculum

VA056 ENGLISH AS A SECOND LANGUAGE 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Required Reading To be advised
Nominal Hours 102 Hours each
Assessment As per accredited curriculum

VA060 LEGAL STUDIES 1: THE INDIVIDUAL AND THE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to the nature of law, The Need of laws and their effect on the individual; Identify problems which might be resolved by access to the law; Avenues of legal assistance; Two basic types of law-criminal and civil.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA060 LEGAL STUDIES 2: THE LAW IN OPERATION

Campus To be advised
Prerequisite(s) To be advised
Content Links between the law and the community; Dilemmas facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA210 ENGLISH 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA221 ACCOUNTING 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS

Campus To be advised
Prerequisite(s) To be advised
Content Double entry accounting procedures for recording from verifiable evidence; Accrual method of recognition of revenue and expenses . Focuses on service firms that rely predominantly on the skill or expertise of personnel to satisfy client needs.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA221 ACCOUNTING 4: DOUBLE ENTRY ACCOUNTING FOR TRADING FIRMS

Campus To be advised
Prerequisite(s) To be advised
Content Further development of double entry accounting procedures through the introduction of trading firms: Accounting for management; Design of appropriate reports; Alternative available to accountants both in recording and reporting transactions. The unit focuses on trading firms which are engaged in selling goods to customers for a profit.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA223 BIOLOGY 3: SURVIVAL MECHANISMS

Campus To be advised
Prerequisite(s) To be advised
Content Cellular processes and the various mechanisms that enhance the survival of individual organisms, technologies used to increase an organism's chance of survival when its control systems or defences are inadequate.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA223 BIOLOGY 4: BIOLOGICAL CONTINUITY CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA225 CHEMISTRY 3: CHEMISTRY AND THE MARKET PLACE

Campus To be advised
Prerequisite(s) To be advised
Content A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA225 CHEMISTRY 4: ENERGY AND MATTER

Campus To be advised
Prerequisite(s) To be advised
Content Relationship between the production and use of energy in inanimate and living systems; Reviews the concept of moles;, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure; Development of chemical ideas within the context of the Periodic Table.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT 3: PEOPLE, FOOD AND NUTRITION

Campus To be advised
Prerequisite(s) To be advised
Content This unit examines the vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns; The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are also examined.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT 4: GROWTH AND DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content This unit examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA239 LEGAL STUDIES 3: MAKING AND CHANGING THE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA239 LEGAL STUDIES 4: DISPUTE SETTLEMENT AND THE ATTAINMENT OF JUSTICE

Campus To be advised
Prerequisite(s) To be advised
Content Dispute-settling institutions, processes and procedures that operate within the legal system; Evaluation of the legal system as a whole; Strengths and weaknesses of the legal system; Areas possibly in need of change and reform.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA241 PHYSICS 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER

Campus To be advised
Prerequisite(s) To be advised
Content Sound; Electronics; Electric power; Principles of investigation.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA241 PHYSICS 4: MOTION, GRAVITY, STRUCTURES, LIGHT AND MATTER

Campus To be advised
Prerequisite(s) To be advised
Content Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY 3: EXPERIENCING THE WORLD

Campus To be advised
Prerequisite(s) To be advised
Content Ways in which people receive, interpret and act on information about the world.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY 4: LEARNING, MEMORY AND THINKING

Campus To be advised
Prerequisite(s) To be advised
Content Cognitive processes that underlie effective functioning in the world.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others; Issues and problems involved with the role of history in society and the nature of historical inquiry.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.
Required Reading To be advised
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 4: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
Required Reading To be advised
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 1

Campus To be advised
Prerequisite(s) To be advised
Content Statistics; Arithmetic; Functions and graphs; Algebra, Additional material involving trigonometry, geometry and/or probability may also be included.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 2

Campus To be advised
Prerequisite(s)
Content Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATIC METHODS 1

Campus To be advised
Prerequisite(s) To be advised
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATICS METHOD 2

Campus To be advised
Prerequisite(s) To be advised
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 3

Campus To be advised
Prerequisite(s) To be advised
Content Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules.
The optional modules are Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 4

Campus To be advised
Prerequisite(s) To be advised
Content Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA285 INFORMATION TECHNOLOGY 1 (EVENING)

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA285 INFORMATION TECHNOLOGY 2 (EVENING)

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content To be advised
Required Reading Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the **Content** and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are statistics and probabilty, geometry, mechanics; and logic.
Nominal Hours 59.5 Hours each
Assessment As per accredited curriculum

VA402 HEALTH AND HUMAN DEVELOPMENT 1 & 2

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Unit 1 focuses on adolescent related health issues. Unit 2 examines the social and health related factors surrounding the concept of family.
Required Reading Health and Human Development 2
Nominal Hours 72 Hours each
Assessment As per accredited curriculum

VAA072 SURFACE PREPARATION

Campus To be advised
Prerequisite(s) Nil
Content Identify substrates common to sign industry; select suitable abrasives; identify paint types and uses; treat, prepare and coat surfaces by brush, roller and spray
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAA156 INSTALLING AN ABOVE GROUND UPVC DRAIN

Campus To be advised
Prerequisite(s) To be advised
Content Approved Pipes and Fittings; Alignment of Drains; Size of Drains; Grade of Drains; Provision of Inspection and Testing Openings; Pipe Support; Testing Drains; Installation of Drain
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAA164 ADVANCED PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) VAA408 Applied Writing for Public Relations 1, VAA409 Applied Writing for Public Relations 2, VAA410 Applied Writing for Public Relations 3, VAA411 Applied Writing for Public Relations 4, VAF179 Public Relations 1, VAF180 Public Relations 2, BI016 Marketing Principles, VAF964 Strategic Marketing Planning, VAD470 Introduction to Market Research, VAF176 Public Relations Research.
Content In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment Administration Training Package Guidelines for assessment of Qualification

VAA165 ADVANCED PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) VAA164 Advanced Public Relations 1.
Content Ability to develop public relations campaigns including: Corporate identity; Special events; Sponsorship; Crisis public relations; Communications technology; Verbal and written presentation; and Public relations counselling.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAA209 ADVANCED NOVEL 2

Campus: To be advised
Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B
Content: The purpose of this module is to develop skills and techniques essential for writers interested in producing manuscripts of a sufficiently high standard for them to be considered for publication by the publishing industry.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum

VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3

Campus To be advised
Prerequisite(s) VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2
Content Extending skills to writing for specific media including: News Release, Backgrounders and Positions Papers; Print media; Radio media; Television media.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4

Campus To be advised
Prerequisite(s) VAA410 Applied Writing for Public Relations 3.
Content The purpose of this module is to build on the techniques applied in Applied Writing for Public Relations 3 which dealt with the Media over which the writer has little control and apply them to writing circumstances where the writer will have some control.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum

VAA547 BUILDING CONSTRUCTION–PENETRATIONS

Campus To be advised
Prerequisite(s) OH&S Units 1-13
Content To cut holes in a variety of building materials for the penetration of pipes and ducts; to fabricate pipe collars of lead and sheetmetal; to fit pipe collars of lead, sheetmetal and synthetic rubber to make a water proof joint between the building material and the pipe; to determine measurements related to collars size and installation
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA654 BASIC SCAFFOLD

Campus To be advised
Prerequisite(s) Nil
Content Erect and safely use the following scaffold: step ladders; trestles and planks; extension ladders, brackets and plan
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAA659 BASIC SIGN CONSTRUCTION

Campus To be advised
Prerequisite(s) Nil
Content Select and use appropriate power tools and equipment for given tasks; demonstrate basic skills in safe operation of portable power tools; identify and select fasteners and adhesives for given jobs.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VAA825 BUILDING CONSTRUTION

Campus To be advised
Prerequisite(s) To be advised
Content Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plaster board' compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA828 FIXING DEVICES

Campus To be advised
Prerequisite(s) OH&S units 1-7, 10, 12, 13
Content To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAA923 DATABASE – PLUMBING GOODS CATALOGUE

Campus To be advised
Prerequisite(s) Nil
Content To create a list of Plumbing pipes and fittings, appliances, devices and accessories, from an Industry software package
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

VAA964 CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

Campus To be advised
Prerequisite(s) VAC412 Desktop Publishing 1.
Content The purpose of this module is to further develop the skills of desktop publishing which were begun in Desktop Publishing 1. It continues design and development of text and introduces original creation of graphics on screen.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAB005 CASEWORK

Campus To be advised
Prerequisite(s) Nil
Content Development of expertise in communication and interpersonal skills. Involves both theoretical and practical material of social casework.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB224 COMMUNICATION / BUSINESS PROCEDURES

Campus To be advised
Prerequisite(s) Completion of Communication in the Basic Core
Content Demonstrate a knowledge of basic business procedures; demonstrate workplace communication skills
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

VAB313 FIXTURES AND APPLIANCES

Campus To be advised
Prerequisite(s) Nil
Content Recognise and list the characteristics of materials used to make plumbing fixtures; install components and controls for plumbing fixtures and appliances; calculate – Capacity of a Mains Pressure Hot Water Service (MPHWS); flow rates of a selected Hot Water Service (HWS); Volume of gas used by an appliance
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAB327 COMMUNICATION / INFORMATION

Campus To be advised
Prerequisite(s) Nil
Content Identify role of industry, sections and organizations; demonstrate an understanding of trade terminology; demonstrate an awareness of effective communication skills
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VAB330 BUILDING CONSTRUCTION–SERVICES

Campus To be advised
Prerequisite(s) 1.3.4. Drawing Interpretation
Content Identification and location of services to a building; identify and locate services in a building; describe the safe procedures of locating services eg Gas, underground electricity; water pipes etc; determine location of services outside and inside a property
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAB381 COMMUNITY WORK 1

Campus To be advised
Prerequisite(s) Nil
Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAB382 COMMUNITY WORK 2

Campus To be advised
Prerequisite(s) Nil
Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB453 COMPUTER GENERATED LETTERING

Campus To be advised
Prerequisite(s) Nil
Content Identify keyboard and function control keys; calculate multi-line copy; produce computer layouts, pounces and lettering; select materials.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VAB472 COMPUTER SIGNANGE

Campus To be advised
Prerequisite(s) Computer Induction Program; VAB453
Content Apply a range of computer applications to produce signage to specifications
Required Reading To be advised
Nominal Hours 62 Hours
Assessment As per accredited curriculum

VAB490 COMPUTERS IN COMMUNITY ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Computers are spreading into all areas of life, including community organisations. This subject provides an introduction to how computers work, practice with the major types of software and hardware packages, and introduction to the social, ethical and health issues relating to the use of computers and new technology in community organisations and the workplace. A part of the Community Development Associate Diploma, the major focus for the subject must be a CD one. This will be reflected both in teaching methods and also the focus on the social impact of computers. This will alert them to the various effects that computers can have on an organisation, as well as the possible side effects in terms of health and safety. The subject will also introduce students to computers and give them sufficient hands-on experience to feel comfortable about using them for routine tasks, and, hopefully, sharing those skills in the future. This is intended not as training in application programs, but as familiarisation with their capabilities and limitations.
The hands-on practice will help to give students a better understanding of the impacts of different technologies. Students will be given an introduction to the basic functions of a computer,

and to the common technical terms used in relation to computers and their functions
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAB548 CONSUMER BEHAVIOUR CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content The consumer, as an individual, is subject to numerous influences including: The consumer behaviour concept; Role of consumer behaviour; Motivation processes; Perception processes; Behavioural and cognitive learning theories; Perspectives of the 'self'; Attitudes.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAB607 COUNSELLING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content The development of the theoretical and practice skills of counselling. This unit builds on Casework, Groupwork and Welfare Practice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB907 DISPOSAL SYSTEM JOINTS

Campus To be advised
Prerequisite(s) To be advised
Content safe Work Practices; Vitrified Clay Pipe; Cast Iron Pipe; UPVC Pipe; Copper and Copper Alloy
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAB933 MYTHS AND SYMBOLS A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to examine the nature and function of myths, and how writers can use them to enhance their work.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAB960 DRAINAGE

Campus To be advised
Prerequisite(s) To be advised
Content Measuring & Levelling; Unvented Branch Drain; Above Ground Drain; Trench Shoring; Property Drain
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VAC057 EDITING FOR PUBLIC RELATIONS

Campus To be advised
Prerequisite(s) VAA409 Applied Writing for Public Relations 2.
Content Principles and practice of editing, particularly for public relations and organisational communications including: Editorial roles; Copy editing and preparation; Construction and style of written English; Editing for target audiences; Computer software; Proofreading; Publications production.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAC081 ELECTRIC WELDING

Campus To be advised
Prerequisite(s) OH&S units 1-10, 12
Content To safely set up and operate electric are welding equipment; calculate the quantity of electrodes used for a given welding project
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAC313 OCCUPATIONAL HEALTH & SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills relating to the safe an efficient use and handling of standard tools and equipment.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAC389 PERFORMANCE WORKSHOP 2

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop performance writing material through workshop methods to test effectiveness of writing and performance. Participants will experience the role of performer, director, editor and dramaturge as a part of the learning process.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

Campus: To be advised
Prerequisite: VBK382 Computer Skills for Writers & Editors
Content: The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAC401 FAMILY VIOLENCE A

Campus To be advised
Prerequisite(s) To be advised
Content The elective has been written in a developmental way – Part 'B' builds on Part 'A'. There is also potential to develop additional more advanced, specific or theoretical components. Part 'A' focuses on providing a general, theoretical approach.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VAC412 DESKTOP PUBLISHING 1

Campus To be advised
Prerequisite(s) VBK382 Computer skills for Writers & Editors
Content The purpose of this module is to develop skills in design and production using desktop publishing software. It focuses on creation and manipulation of text and the use of prepared graphics.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAC441 FIELD EDUCATION 1, PLACEMENT

Campus To be advised
Prerequisite(s) Nil
Content Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enroll in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled. Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student's own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.
Required Reading To be advised
Nominal Hours 210 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAC442 FIELD EDUCATION 1

Campus To be advised
Prerequisite(s) To be advised
Content Performance in Field Education 1, both placement and professional integration seminars is intended to reflect the acquisition of the skills, knowledge and values identified in all modules of Level 1. As a prerequisite for all Level 2 subjects, the module provides the opportunity to develop and refine the student's learning goals for the remainder of the course
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAC443 FIELD EDUCATION 2, PLACEMENT

Campus To be advised
Prerequisite(s) Nil
Content Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enrol in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled. Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student's own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.
Required Reading To be advised
Nominal Hours 280 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAC474 INDUSTRY OVERVIEW 1

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this course is to introduce learners to a range of occupations in the writing, editing and publishing industries and to professional issues associated with these occupations. Industry overview will be achieved by means of a series of guest speakers.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAC575 FIXING DEVICES

Campus To be advised
Prerequisite(s) To be advised
Content Safe Work Practices; Nails; Screws Screwed Roofing Fasteners; Bolts; Masonry Anchors; Nylon & Plastic Anchors; Pipe Supports
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAC578 FIXTURES APPLIANCES & APPROPRIATE VAVES

Campus To be advised
Prerequisite(s) To be advised
Content Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAC607 FIXTURE CLASSIFICATION

Campus To be advised
Prerequisite(s) Nil
Content To categorise a selection of domestic plumbing fixtures
Required Reading To be advised
Nominal Hours 1 Hour
Assessment As per accredited curriculum

VAC608 BUILDING CONSTRUCTION–STRUCTURES

Campus To be advised
Prerequisite(s) Nil
Content to identify classes of building (Office, Bungalow, Factory); to recognise the types of structures commonly found in the building industry eg. Brick, brick veneer etc; to identify the types of structural features used in residential dwellings eg foundations, walls roof etc and the materials and characteristics used; calculate the cylinder weight and water pressure supplied from a low pressure hot water cylinder situated in the ceiling of a building
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAC724 FUNDRAISING

Campus To be advised
Prerequisite(s) To be advised
Content Skills and techniques of effective fundraising including history of fundraising, in-house and consultant specialists, role of fundraisers in non profit organisations, legal and ethical issues, donor motivation, research, submission preparation, media campaigns, communication techniques, special events and campaigns and capital fundraising.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VAC845 GOVERNMENT STRUCTURES AND INFLUENCES

Campus To be advised
Prerequisite(s) VAF180 Public Relations 2.
Content Structure and responsibilities of federal, state and local governments and the relationships between them. Structure and influence of the trade union movement. Structure and influence of business councils, chambers of commerce and manufacture, associations and other industry groupings. Other key pressure groups.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAC878 GROUP WORK 1

Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 60-120 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAC879 GROUP WORK 2

Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD065 HUSBANDRY OF BIRDS

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 20 Hours
Assessment To be advised

VAD202 INDUSTRY INDUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAD260 PLAYWRITING 2A

Campus To be advised
Prerequisite(s) Highly recommended–Performance Writing 1A & Performance Writing 1B.
Content The purpose of this module is to develop skills in writing for live performance. It focuses on the development of a one-act play from original idea to finished, fully workshopped product.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY

Campus To be advised
Prerequisite(s) Nil
Content World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in work trade and business globalisation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD363 INTERNATIONAL BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content To provide an integrated treatment of theory and actual patterns and policies in international businesses; i.e. international trade, foreign direct investment and international finance.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VAD520 INTRODUCTION TO SOCIAL AND COMMUNITY SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Support for students in fulfilling written and verbal requirements for the course; Basic communication theory; Use of the 'self' in welfare work; Other communication skills specific to welfare work.
Required Reading To be advised
Nominal Hours 20-50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD686 LAW FOR WELFARE WORK

Campus To be advised
Prerequisite(s) Nil
Content Introduction to relevant legislation; What constitutes a legal problem; The sources of law; How the law works; Accessing information; Legal functions of welfare work and practice.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD695 LAYOUT/DESIGN 1

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate principles of layout for signage; enlarge lettering and logos; draw basic alphabets; extend and condense lettering; prepare scale layouts; produce perspective drawings and isometric projections; mix and match colours; demonstrate basic colour theory
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VAD696 LAYOUT/DESIGN 2

Campus To be advised
Prerequisite(s) VAD695
Content Read and interpret job specifications; select and draw appropriate typefaces for given jobs; design sign layouts and logos; produce scale layouts; develop patterns and templates; explain the use of colour code systems in the Sign Industry; plan colour schemes for given jobs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAD728 EDITING 2A

Campus To be advised
Prerequisite(s) VBK383 Editing 1A; VBK384 Editing 1B; VBK395 Role of the Editor.
Content The purpose of this module is to further develop the editing skills which were introduced in editing 1A & B. It applies these skills to the preparation of books and booklets from first draft to pre-print stage.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAD950 THE MARKETING CONCEPT

Campus To be advised
Prerequisite(s) Nil
Content Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.
Required Reading To be advised
Nominal Hours 50-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE232 MULTICULTURALISM & ETHNIC RELATIONS IN AUSTRALIA

Campus To be advised
Prerequisite(s) To be advised
Content This elective examines the development of multiculturalism and multicultural policies and their implications for current and future developments in Australia's political, social, educational and economic systems. It will also explore issues of racism, ethnocentrism, access and equity, participation and social justices as well as identify key strategies for community development to enhance community relations.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAE272 NON FICTION 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in a range of non fiction writing tasks by applying principles of plain English, demonstrating economy of words and undertaking a range of research and interview tasks.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE273 NON FICTION PROJECT 2A

Campus To be advised
Prerequisite(s) Nil
Content Edit and compare a variety of examples of non fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/headings, using illustrations, through workshopping synopsis and chapters of non fiction book. Analysis of the market.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE281 NOVEL 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE282 NOVEL 2A

Campus To be advised
Prerequisite(s) VAE281 Novel 1A & VAN039 Novel 1B or VAE863 Popular Fiction 1A & VAN044 Popular Fiction 1B
Content The purpose of this module is to continue the development the novel writing skills begun in Novel 1A&1B. It introduces additional features of novel writing techniques and continues with workshopping experiences
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE344 CORPORATE WRITING 1A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to identify factors involved in oral, aural, visual, written and electronic commercial communication.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE353 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Identify the relevant Occupation Health & Safety Legislation requirements; state the precautions needed to prevent accidents and create a safe working environment; list the hazards associated with the use of toxic materials; identify types and causes of fires and specify appropriate extinguisher; identify safety requirements relating to electricity
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAE361 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Correctly handle, apply and dispose of hazardous materials; identify and apply safety procedures for given job situations
Required Reading To be advised
Nominal Hours 14 Hours
Assessment As per accredited curriculum

VAE451 ORGANISATIONAL BEHAVIOUR

Campus To be advised
Prerequisite(s) Nil
Content Behaviour of individuals, groups and organisations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAE453 ORGANISATIONS AND MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Major concepts in organisation theory; Characteristics of Human Services organisations; Relation between the professional and the bureaucrat, change and the status quo.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAE502 OXY/ACETYLENE WELDING AND CUTTING

Campus To be advised
Prerequisite(s) To be advised
Content Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2

Campus To be advised
Prerequisite(s) VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.
Content The purpose of this module is to develop skills in the characteristics of good reader-based writing for technical/scientific documentation.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE552 SCREENWRITING 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE831 POETRY 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of arrange of poetry styles and techniques.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE863 POPULAR FICTION 1A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Work is commenced on the drafting of a number of pieces or writing in Popular Fiction 1A which may be further expanded in Popular Fiction 1B into a major fiction writing project.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE913 SHORT STORY 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to introduce learners to the short story form and to develop basic short story writing skills of construction and criticism.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE919 PRACTICAL PLACEMENT

Campus To be advised
Prerequisite(s) VAC474 Industry Overview 1
Content The purpose of this module is to give learners experience in the industry by means of a work experience placement.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAF066 SHORT STORY 2A

Campus To be advised
Prerequisite(s) VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop the skills and knowledge required to produce short stories of publishable quality; It introduces learners to the process of public scrutiny and manuscripts; it examines contemporary short stories in detail and it builds on the skills of presentation, writing and constructive criticism which were introduced in Short Story 1A & 1B.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAF128 SMALL PRESS PUBLISHING 2

Campus To be advised
Prerequisite(s) There are no prerequisites for this module, however it is important to note that this is a two point module which must be taken continuously. The nature of publication management is such that two semesters are required to manage a publishing project from beginning to end; It is recommended that Computer Skills for Writers & Editors, Desktop Publishing 1 and Design Layout 1 be taken prior to this module. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop skills required to manage a small press publication. It focuses on the creativity of book production. It includes liaison with authors, editorial control, negotiations with printers and others involved in publishing decisions and marketing and distribution knowledge.
Required Reading To be advised
Nominal Hours 136 Hours; 1 Point
Assessment As per accredited curriculum

VAF171 PSYCHOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF172 PSYCHOLOGY 2

Campus To be advised
Prerequisite(s) Nil
Content Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF176 PUBLIC RELATIONS RESEARCH

Campus To be advised
Prerequisite(s) VAD470 Introduction to Market Research.
Content A practical application of marketing research to a specific Public Relations problem.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAF399 RESEARCH

Campus To be advised
Prerequisite(s) Nil
Content A process-based research project which integrates skills, knowledge and attitudes gained in Welfare Practice and Sociology, Groupwork and Community Work.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAF553 BRIDGING SCIENCE

Campus To be advised
Prerequisite(s)
Content To be advised
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAF569 SCREEN PRINTING

Campus To be advised
Prerequisite(s) Nil
Content Describe the screen printing process; identify materials and equipment associated with screen printing; set up and screen print multiple three colour prints on paper
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VAF673 SHEETMETAL PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAF711 SIGN PREPARATION AND INSTALLATION

Campus To be advised
Prerequisite(s) Nil
Content Identify substrates common to sign industry; treat. Prepare and coat surfaces by brush, roller and spray; identify statutory controls governing scaffold, identify and select fasteners for particular signs; attach styrene foam graphics to sign backgrounds
Required Reading To be advised
Nominal Hours 44 Hours
Assessment As per accredited curriculum

VAF714 SIGNWRITING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content {Identify tools and equipment; practice brush skills; signwrite basic alphabets
Required Reading To be advised
Nominal Hours 104 Hours
Assessment As per accredited curriculum

VAF725 SIMPLE WASTE PIPE

Campus To be advised
Prerequisite(s) To be advised
Content Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAF741 SKILLS WORKSHOP 1 & 2

Campus To be advised
Prerequisite(s) Nil
Content Introduce specific knowledge and skills for welfare work, eg. street management, self maintenance of care givers, volunteers and volunteering, community involvement in service planning and management. Skills workshops are developed each year and are available in a variety of formats.
Required Reading To be advised
Nominal Hours 25 Hours each
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF762 SMALL DIAMETER PIPES AND TUBES

Campus To be advised
Prerequisite(s) To be advised
Content Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints – Soft Solder, Silver Solder; Solvent Welded Joints – Bending Spring, Mechanical Bender; Dissimilar Metals
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAF780 SOCIAL POLICY

Campus To be advised
Prerequisite(s) To be advised
Content This subject explores the context, development and implementation of social policy in Australia. It examines the emerging definitions of social welfare, and how that relates to current models of social policy. It explores many of the current debates surrounding the role of the welfare state and other areas of contention including the public versus private domain in policy; universality versus selectivity; ethno specific vs. mainstream models of social policy delivery. Exploration of various policy areas examine the above issues, enabling exposure to a broad range of social policy content and processes and to provide the opportunity to examine participants' own values in relation to the issues. The social, political and economic context impacts on social policy formulation, implementation and evaluation. This understanding of the contextual factors then becomes the basis for conduction policy analysis as an instrument for empowerment and social change and of effectively redressing the question of "who decides what for whom?"
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAF783 SOCIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Overview of sociology's methods, themes and debates; Focuses on poverty, deviance, the family as a social institution; The structures of communities and responses to change. This unit provides an important theoretical base for Community Work, Welfare Practice, Groupwork, Research and Organisations and Management.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAF979 THE PLUMBING INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content Provide knowledge of The Building Construction Industry; The Plumbing Services Industry; The work environment; The scope of the industry
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VAG150 TECHNOLOGY/BUSINESS SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Identify basic elements of computer; understand and use the basic features of a computer application package; complete exercises on a computer package
Required Reading To be advised
Nominal Hours 33 Hours
Assessment As per accredited curriculum

VAG344 TRADE CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Calculate trade related simple numerical problems
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES

Campus To be advised
Prerequisite(s) VAD722 Legal Methods or equivalent, NAP719 Accounting for Non Accountants or equivalent.
Content Accounting for trust funds; General office accounting systems; Introduction to computer and data processing systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAG679 WELFARE PRACTICE

Campus To be advised
Prerequisite(s) VAG479 Welfare Practice.
Content Critical understanding of the welfare worker's contradictory social functions; Understanding of possibilities and constraints with each client – worker situation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAG831 WRITER AND RESEARCH

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop research skills which will assist in the collection and evaluation of material for professional writing project.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAG846 YOUTH ISSUES

Campus To be advised
Prerequisite(s) To be advised
Content Youth Issues Elective provides an introduction to a range of issues affecting young people and the role of the community development worker. It is aimed that the subject focus on the following: a radical alternative to the traditional concepts of 'youth'; an analysis of class, gender, ethnicity, ability, age, sexual preference, aboriginality and geographical location will underpin all topics in this elective; an analysis of the differing approaches and roles of Youth Workers and Community Development Workers.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAJ314 COOKER INSTALLATION

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ327 APPLIANCE SERVICING

Campus To be advised
Prerequisite(s) To be advised
Content Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAJ334 CLOTHES WASHING MACHINE–INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Water Supply; Methods of Connection to the Property Drain
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ335 COLLECTION AND STORAGE OF WATER SUPPLY FOR AN ISOLATED COUNTRY DWELLING

Campus To be advised
Prerequisite(s) To be advised
Content Catchment Sources – Roof, Ground Surface, Subterranean; Storage
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAJ339 COMBUSTION OF GASES AND FLAME ADJUSTMENT

Campus To be advised
Prerequisite(s) To be advised
Content Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY

Campus To be advised
Prerequisite(s) To be advised
Content Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VAJ341 CUTTING A BRANCH INTO AN EXISTING DRAIN

Campus To be advised
Prerequisite(s) To be advised
Content Organisation Procedures; Excavation; Cutting the Branch; Installing the Branch; Testing the Installation; Backfilling the Excavation
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ342 DESIGNING FLUSHING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Types of Flushing Systems; Flush Valve System- Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System – Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Vented (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

VAJ352 DESIGNING SEWERAGE DRAINS

Campus To be advised
Prerequisite(s) To be advised
Content Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings – Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

VAJ353 DISH WASHING MACHINE INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Water Supply; Methods of Connection to the Property Drain
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

VAJ354 DOMESTIC SEPTIC TANK

Campus To be advised
Prerequisite(s) To be advised
Content Principles of Septic Tank Systems; Installation of a Septic Tank System; Capacity of Septic Tank; Construction of Septic Tank; Septic Tank Maintenance; Effluent Disposal; Effluent Distribution; Sand Filter; Design of Systems
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ355 FIXING ROOF COVER (CONCEALED FIXED METHOD)

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Insulation; Installation Methods; Safe Working Procedure
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Calculating Quantities; Insulation; Power Tools – Safe handling of: Double Cut Shears, Niblers, Power Saws, Power Screw Fasteners; Installation Methods; Safe Working Procedures
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ357 FLUSHOMETER INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Water Supply – Mains Pressure; Gravity feed; Operation of the Flushometer; Installation; Commissioning; Maintenance
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ358 GAS CONTROLS

Campus To be advised
Prerequisite(s) To be advised
Content Basic Electrical Circuitry; Electrical Safety in Gasfitting; Pressure Regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flam Failure Safety Devices – thermo-electric flame failure device, electronic flame failure device
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ359 INDUSTRIAL ROOF INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Types of roof covering materials and profiles; Estimating quantities; Installation of safety mesh; Installation of perimeter guard rails; Safety harness for special situations; Loading and stacking of sheets on site; Use of manufacturers data; Expansion of extra long roofs; Wind effects on roofs; Site access; Insulation
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ360 INSTALLING A GAS FIRED SMALL BORE HEATING SYSTEM

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Selection and Placement of Unit; Connection of Flue to Unit; Connection of Gas Supply to Unit; Installation of Cold Water Supply to Unit; Installing Flow and Return Lines; Heat Transfer; Radiators; Skirting Convectors; Fan Convectors; Ducted Warm Air Convectors (fan coil); Slab Floor Manifolds and Lines; Controls
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ362 LPG INSTALLATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Mobile Vehicles – Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction. Marine Craft–Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ363 MEASURING AND LEVELLING

Campus To be advised
Prerequisite(s) To be advised
Content Plan Reading; Interpretation of Scales; Constructing right angles using 3, 4 & 5 triangles; Setting out procedures; Care of Tapes; Use and care of levelling equipment; The Spirit Level; Levelling Instruments: Automatic Level; Rotating Laser Datum Level (Class 1); Staff Reading; Calculating the Grade; Grading Trenches
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ364 MECHANICAL SERVICES WELDING

Campus To be advised
Prerequisite(s) To be advised
Content Safety; Equipment; Pipe Joining; Mild Steel Welding – Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ365 PVC WELDING FOR ROOF PLUMBERS

Campus To be advised
Prerequisite(s) To be advised
Content Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tacking and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ366 FLASHING LARGE PENETRATIONS THROUGH ROOF

Campus To be advised
Prerequisite(s) To be advised
Content Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ367 EXTERNAL METAL CEILING AND WALL CLADDING

Campus To be advised
Prerequisite(s) To be advised
Content Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ368 IDENTIFICATION AND PRINCIPLE OF OPERATION OF WATER HEATING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ369 INSTALLING A GAS FIRED WARM AIR FURNANCE AND DUCTED SYSTEM

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems; Installing the Air Distribution Registers; Balancing the Air Distribution System
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ370 NATURAL GAS FITTING LINE INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Available Gas Pressure; Application for Gas Service; Service Regulators; Meter Location; Use of Bonding Straps; Fitting Line Installation; Branch cut-Ins; Testing Gas Lines
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ371 OXY-ACETYLENE PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain the following welding skills using Oxy-Acetylene equipment: Flat Butt Weld in 3mm Plate; Vertical Butt Weld in 3mm Plate; Run of Beads around a 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe in the fixed horizontal position. Develop and maintain the following welding skills using electric are equipment: Run of beads on 8mm Plate; Pad Weld – 75mm Square; Fillet Weld on 8mm Plate
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ372 PLAN READING & IDENTIFICATION OF IN-LINE EQUIPMENT ON WATER HEATING & VENTILATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ373 INSTALLING & TESTING A PROPERTY DRAIN

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAJ378 RETICULATED SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Chilled Water Systems; Condensor Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VAJ379 FLOOR WASTE GULLY INSTALLATION (F.W.G.)

Campus To be advised
Prerequisite(s) To be advised
Content Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ380 INSTALLING CONCEALED ROOF GUTTERS

Campus To be advised
Prerequisite(s) To be advised
Content Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ381 LOCATING AND CLEARING BLOCKAGES IN DRAINS

Campus To be advised
Prerequisite(s) To be advised
Content Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOFS

Campus To be advised
Prerequisite(s) To be advised
Content Types of flashing; Methods of Fastening and Sealing; Preparation of Joint Surfaces; Joint Design; Flashing Materials; Flashing Design for: Tiled Roofs, Pierced Fixed Roofs, Concealed Fixed Roofs, Fibrous Cement Sheet Roofs, Slate Roofs
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ383 ELECTRICITY AND ELECTRONICS IN GAS APPLIANCES

Campus To be advised
Prerequisite(s) To be advised
Content Electrical Safety – Awareness; Neon Tester; Test Plug; Multi-Meter; Basic Components – Fuses; Solenoids; Control Valves; Switches –on/off and limit; Thermostats; Transformers; Motors; Ignition Packs
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ384 DESIGNING STORM WATER DRAINS

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ385 COMPONENT SERVICING

Campus To be advised
Prerequisite(s) To be advised
Content Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Commissioning Water Systems; Commissioning Air Systems
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ387 COMMISSIONING A GAS APPLIANCE

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358
Content Preparation; Using the Neon Tester; Using the Manometer; Combination Controls; Energy Cut Off Devices; Ignition Devices; Pilot Adjustment; Main Burner Adjustment; Explanation to Consumer
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ391 BATH INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ392 BASIN & BIDET INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully
Required Reading To be advised
Nominal Hours 19 Hours
Assessment As per accredited curriculum

VAJ410 FLUEING OF GAS APPLIANCES

Campus To be advised
Prerequisite(s) To be advised
Content Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks – Open, Closed; Valves; Dampers
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ412 INDUSTRIAL ROOF COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ413 INSTALLING DOWN-PIPES

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Jointing Techniques; Support; Thermal Expansion; Disimilar Catchments; Sizing; Connections to Storm-water
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ414 MAINS PRESSURE HOT WATER SERVICE INSTALLATION

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ560
Content Types of Units Available; Cold Water Connection; Gas Connection; Provision for Relief; Installation of Relief Drain Pipe; Installation of Flue Pipe; Hot Water Connection; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ418 TRENCH SHORING

Campus To be advised
Prerequisite(s) To be advised
Content Safety in Trenching Operations; Controlling Authorities; Purpose of Shoring; Selection of Shoring methods; Types of Shoring; Installation of Shoring
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ419 LAYING A BELOW GROUND UNVENTED BRANCH DRAIN USING U.P.V.C. PIPE & FITTINGS

Campus To be advised
Prerequisite(s) To be advised
Content Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ429 INSTALLING EAVES GUTTERS

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ430 PLAN READING & SITE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify Of Services; On-Site Organisation; Liaising with other Trades
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ431 INSTALLING A TWIN CYLINDER L.P.G. SYSTEM AND FITTING LINE

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358
Content Liquifiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ451 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE

Campus To be advised
Prerequisite(s) VAJ411; VAJ368; VAJ372
Content Equipment; Interpretation of Plans; Copper Tube – Joints; Testing; Mild Steel Sections for Supports; Pipe Supports
Required Reading To be advised
Nominal Hours 28 Hours
Assessment As per accredited curriculum

VAJ452 SINK & TROUGH INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE

Campus To be advised
Prerequisite(s) VAJ411; VAJ368; VAJ372; VAJ371
Content Equipment; Interpretation of Plans; Mild Steel Pipe – Joining, Butt Welds, Flanges, Bending
Required Reading To be advised
Nominal Hours 28 Hours
Assessment As per accredited curriculum

VAJ461 WALL FURNACE INSTALLATION

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ382
Content Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Flueing; Gas Connection; Electrical Connection; Installation of Heater; Commissioning
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ462 FABRICATE BRANCHES INTO A 50MM DISCHARGE PIPE IN COPPER ALLOY

Campus To be advised
Prerequisite(s) To be advised
Content Preparation of Working Drawing; Fabrication of Assembly
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ463 OPERATION OF SINGLE DUCT AIRCONDITIONING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating – Plenum; Type of System; Ducting; Outlets
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ464 MECHANICAL SERVICES EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Heating & Cooling Coils; Pumps; Boilers; Large Air Handling Units; Fans; Small Air Handling Units; Filter Banks; Chillers; Cooling Towers; Evaporative Coolers; Heat Exchangers; Air Cooled Condensors; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensors; Hot Air Furnaces
Required Reading To be advised
Nominal Hours 28 Hours
Assessment As per accredited curriculum

VAJ465 FLASHING ROOFS TO WALLS

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation
Required Reading To be advised
Nominal Hours 14 Hours
Assessment As per accredited curriculum

VAJ500 INSTALLATION OF ROOF COVER ON ROOF INTERSECTIONS

Campus To be advised
Prerequisite(s) To be advised
Content {Roof Types; Valley Gutters; Marking and Cutting method for hips and valleys; Fitting Ridge and Hip Capping; Ridge Intersections – internal, external; Safe Work Practices
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ501 SIZE & DESIGN OF INDUSTRIAL ROOF DRAINAGE COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ502 WATER CLOSET INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Required Reading To be advised
Nominal Hours 13 Hours
Assessment As per accredited curriculum

VAJ503 INSTANTENEOUS H.W.S. INSTALLATION

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Types of Units Available and their operation; Location of Flued Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ522 URINAL INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Stall Type Urinal – Installation Methods; Discharge Pipe Connections to the Drain; Water Connections; Wall Hung Type Urinal – Installation Methods; Water Connections; Provision of F.W.G.; Discharge Pipe Connections from Urinal and F.W.G. to the Drain
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ523 SHOWER INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ524 OPERATION OF CENTRAL HEATING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Heat Transmission; Boilers – Gas Fired; Piping; Heat Emitters – Heating Hot Water, High Temperature Hot Water; Pumps; Valves; Insulation; Pipe Supports; Control Systems; Controllers; Mediums; Controlled Devices
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ559 SPACE HEATER INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Space Heater Operation; Space Heater Location and Size; Flueing Requirements; Gas Connection; Electrical Connection; Commissioning
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ560 INSTALLING A WATER SERVICE MAIN TO METER

Campus To be advised
Prerequisite(s) To be advised
Content Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis – Effect and Prevention
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ558 SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Principles of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ580 WORD PROCESSING

Campus To be advised
Prerequisite(s) Nil
Content To type a one page letter to a set standard. This will enable the students to have a basic knowledge of work processing so that they may improve their skill in written communication
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

VAJ618 THE ROLE OF EMPLOYERS AND EMPLOYEES

Campus To be advised
Prerequisite(s) Nil
Content To provide the knowledge of the rights and responsibilities of employer and employees
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ582 LOW PRESSURE HOT WATER SERVICE AND COLD WATER STORAGE TANK INSTALLATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning2sw
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ620 POLITICS OF DISABLEMENT

Campus To be advised
Prerequisite(s) To be advised
Content The contents and teaching of this subject will take into account issues of gender, race, ethnicity, Aboriginal/Islander descent, age, sexual preference, class and their interrelationship with having a disability. This subject aims to challenge common beliefs held by society and individuals about people who have a disability. This elective also aims to refocus the attention from the individual begin the issue or problem, to recognising that "disability issues' are in fact inherent in capitalist and patriarchal society. This elective stresses the community development worker challenging the way that society does things for people who have a disability, doing what they think is best, or not doing anything at all. Supporting real change in which people with disabilities can own the process and results.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAJ621 ISSUES IN CHILD PROTECTION 2

Campus To be advised
Prerequisite(s) To be advised
Content Most social welfare workers will come into contact with situations of child abuse at some stage in their working lives– either as a statutory employee or in a community based setting. Mandatory reporting of child abuse is now legislated in Victoria; workers now have statutory responsibilities irrespective of their employer. Social welfare workers are often in the position of developing relationships with families in the early stages of abusive behaviours, and are well placed to support the development of alternative parenting practices and processes which may ultimately divert a family from the statutory system. Social welfare workers often operate with other agencies as part of a case management team; they can be more effective if they are aware of the complexities and strategies available for working with abusive families. In order to be effective in these diverse situations, social welfare workers will need both a professional understanding of child abuse, and a personal understanding of how to conduct themselves in the most effective manner to achieve change. This module build further on the knowledge, skills and competencies gained in Issues in Child Protection 1, with an emphasis in progress from 'understanding' to 'intervening'. The group of topics covered in Unit 2 seek to answer the core questions; 'Must I intervene?', 'How can I intervene?', 'How do others intervene?', 'How do I notice and monitor change?'. The focus of this module is on the abuse of children. Adolescent issues are different and require specialist knowledge and skills. They are covered in the double elective, Youth Issues of this associate diploma.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ623 FAMILY VIOLENCE B

Campus To be advised
Prerequisite(s) To be advised
Content The elective has been written in a developmental way– Part 'B' builds on Part 'A'. There is also potential to develop additional more advanced, specific or theoretical components. Part 'B' relates specifically to workers who provide direct services to those who have experienced family violence.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VAJ921 CONSUMER LAW AND ADVOCACY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide a thorough overview of consumer advocacy and financial counselling in the context of the justice system, to critically examine the structural nature of the issues in which consumer advocates work, and develop skills and knowledge to enable community justice workers to broaden their practice of community justice work. This module examines the framework of consumer law as it currently exists and provides students with advocacy and casework skills to manage individual problems as they arise within the justice system.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK060 CUSTOMS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is for students to define customs enforcement authority. Students will be expected to explain Customs control infrastructure, and its investigation and enforcement powers.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK262 WORK ENVIRONMENT–SUPERVISION

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT–STAFFING

Campus To be advised
Prerequisite(s) To be advised
Content This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING

Campus To be advised
Prerequisite(s) To be advised
Content This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAL651 SHERIFF AUTHORITY AND FUNCTION

Campus To be advised
Prerequisite(s) To be advised
Content To familiarise the student with the authority and function of the Sheriff. Students should also be familiar with the Courts system, the Sheriff's role in the executive of Court orders and the provision of Jurors.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAL689 SOCIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Required Reading To be advised
Nominal Hours 48-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAM123 WRITING HISTORIES 2A

Campus: To be advised
Prerequisite: VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop skills in research of a specific project, and the giving and receiving of client briefs on history projects.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in writing and marketing for young adults; It introduces the works of contemporary writers for young adults and examines techniques of writing, presentation and marketing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN028 CORPORATE WRITING 2B

Campus To be advised
Prerequisite(s) VAA910 Corporate Writing 2A.
Content The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B

Campus To be advised
Prerequisite(s) VAA980 Desktop Publishing 2A.
Content The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B

Campus To be advised
Prerequisite(s) VAB933 Myths and Symbols A
Content The purpose of this module is to examine the nature and function of symbols and to develop skills in the use of symbols and symbolism in creative writing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN034 PLAYWRITING 2B

Campus To be advised
Prerequisite(s) VAD260 Playwriting 2A.
Content The purpose of this module is to further develop skills in writing for live performance begun in Playwriting 2A. Participants construct a full length play to industry standard, and investigate industry contacts and performance possibilities.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN035 EDITING 2B

Campus To be advised
Prerequisite(s) VAD728 Editing 2A.
Content The purpose of this module is to further develop the editing skills which were introduced in Editing 2A; It applies these skills to the preparation of commercial documents from first draft to pre-print stage; This module focuses on corporate material such as magazines, advertising copy, newspapers and annual reports.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN037 NON FICTION 1B

Campus To be advised
Prerequisite(s) VAE272 Non Fiction 1A.
Content The purpose of this module is to identify and demonstrate skills necessary for the reporting of events/publications, research the range of markets and marketing techniques and develop awareness of legal and ethical considerations in the nonfiction writing industry.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN038 NON FICTION PROJECT 2B

Campus To be advised
Prerequisite(s) VAE273 Non Fiction Project 2A.
Content The purpose of this module is to identify viable publishing opportunities in the non-fiction book market and complete an extended piece of non-fiction.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN039 NOVEL 1B

Campus To be advised
Prerequisite(s) VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage and begins a consideration of markets and industry standards.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN040 NOVEL 2B

Campus To be advised
Prerequisite(s) VAE282 Novel 2A
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 2A; It completes the process of workshopping, editing and production of a novel to published standard.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN041 CORPORATE WRITING 1B

Campus To be advised
Prerequisite(s) VAE344 Corporate Writing 1A.
Content The purpose of this module is to analyse the principles and uses of a variety of commercial writing styles.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN042 SCREENWRITING 1B

Campus To be advised
Prerequisite(s) VAE552 Screenwriting 1A.
Content The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenplay Writing 1A, with an emphasis on television formats and an extended screenwriting project.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN043 POETRY 1B

Campus To be advised
Prerequisite(s) VAE831 Poetry 1A.
Content The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN044 POPULAR FICTION 1B

Campus To be advised
Prerequisite(s) VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.
Content The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A; It expands a story outline and/or initial chapters to first draft stage and considers markets and industry standards.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN045 SHORT STORY 1B

Campus To be advised
Prerequisite(s) VAE913 Short Story 1A.
Content Theory and practice of short story writing. Theory – character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical – writing exercises, editing and rewriting and writing complete short stories.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN046 SHORT STORY 2B

Campus To be advised
Prerequisite(s) VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to continue the development of skills in marketing, writing and public presentation which were begun in Short Story 2A.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN048 WRITING HISTORIES 2B

Campus To be advised
Prerequisite(s) VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop a major history project with appropriate production/presentation format.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B

Campus To be advised
Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to continue to develop the skills in writing and marketing for young adults begin in Writing for Young Adults A.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VB081 ELECTRIC WELDING

Campus To be advised
Prerequisite(s) To be advised
Content Safety in Arc Welding; Setting up the Arc Welder; Welding a run of Beads
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBA033 PRINTING INDUSTRY STRUCTURE & METHODS

Campus To be advised
Prerequisite(s) To be advised
Content Overview of the structure, mode of operation and skill areas in the
Printing Industry, including trends and future directions of the industry; Understanding the industry standard for Desktop Publishing copy and artwork.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBA034 INTRODUCTION TO PERSONAL COMPUTERS

Campus To be advised
Prerequisite(s) To be advised
Content Use personal computers, on both the IBM and Macintosh platforms, with emphasis on computer operations and software applications.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBA037 TEXT & GRAPHIC MANIPULATION (PAGEMAKER/QUARKXPRESS)

Campus To be advised
Prerequisite(s) To be advised
Content Initiate electronic page assembly using desktop publishing currently available to the graphic arts industry
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA038 IMAGE INPUT – SCANNING 1 (TONE REPRODUCTION)

Campus St Albans.
Prerequisite(s) VBA033 Printing Industry Structure and Methods, VBA034 Introduction to Personal Computers, VBA049 Typography and Layout for Electronic Publishing.
Content Scanning line, continuous tone and previously screened monochrome copy producing output which conforms to established reproduction and electronic media specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA039 GRAPHIC MANIPULATION (PHOTOSHOP)

Campus To be advised
Prerequisite(s) To be advised
Content Image manipulation and merging techniques to utilise graphics software and perform advanced image manipulation/merging for advanced reproduction.
Required Reading To be advised
Nominal Hours 40Hours
Assessment As per accredited curriculum

VBA040 ILLUSTRATION APPLICATION (ILLUSTRATOR/CORELDRAW)

Campus To be advised
Prerequisite(s) To be advised
Content Create a range of illustrations in Illustrator and CorelDraw.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA041 SYSTEM MANAGEMENT 1

Campus To be advised
Prerequisite(s) To be advised
Content Configure a computer workstation to enable the manipulation of images suitable for the graphic arts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA043 BINDING AND FINISHING TECHNIQUES

Campus St Albans.
Prerequisite(s) Nil
Content Plan a range of post-press tasks including: guillotining, folding, hot foil stamping, adhesive binding, stitching/trimming, embossing, miscellaneous matching.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA044 COLOUR MEASUREMENT APPLICATION

Campus St Albans.
Prerequisite(s) Nil
Content Perform colour measurement tasks using a variety of instruments in a broad range of industrial settings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA045 SYSTEM MANAGEMENT 2

Campus St Albans.
Prerequisite(s) VBA041 System Management 1.
Content Manage multiple computer workstations in a local area network environment to enable integration of a multiple number of platforms used in the Pre-press industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA046 IMAGE INPUT – SCANNING 2 (COLOUR REPRODUCTION)

Campus St Albans.
Prerequisite(s) VBA038 Image Input – Scanning 1.
Content Produce colour separated images by electronic scanner, to suit average printing conditions, proofed and evaluated to the original and reproduction specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA047 ADVANCED TYPOGRAPHY (BOOK PRODUCTION)

Campus St Albans.
Prerequisite(s) VBA036 Typography and Layout for Electronic Publishing.
Content Produce complex pagination electronically which complies with established graphic arts industry standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA048 ELECTRONIC IMAGE ASSEMBLY – TEXT AND GRAPHICS

Campus St Albans.
Prerequisite(s) VBA039 Graphic Manipulation.
Content High-end and desktop pagination technology; Pre-plan, create, manipulate and output final pages; Incorporating text and graphic elements.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA049 INTRODUCTION TO SMALL BUSINESS

Campus St Albans.
Prerequisite(s) Nil
Content Small Business Management Competency Standards; Identify business opportunities; Establish market demand; Research regulatory and statutory requirements; Procure planned resource requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA228 HUSBANDRY OF NATIVE ANIMALS

Campus To be advised
Prerequisite(s) To be advised
Content Identification of native marsupials, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA229 REPTILE AND AMPHIBIAN CARE

Campus To be advised
Prerequisite(s) To be advised
Content Identification of various reptiles and amphibians, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA230 FISH HEALTH

Campus To be advised
Prerequisite(s) To be advised
Content Set up and maintenance of a fish environment, recognition and treatment of stress and disease in fish.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA232 DOG AND CAT BREEDING

Campus To be advised
Prerequisite(s) To be advised
Content Control of breeding in cats and dogs, provide care and support for the dam and offspring.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA233 PET SHOP MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Stock control and pet shop maintenance, customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA268 FUNERAL SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Understand the funeral service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA269 INTRODUCTION TO EMBALMING

Campus To be advised
Prerequisite(s) To be advised
Content Mortuary practices in embalming and reasons for embalming both past and to the present day.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA270 EMBALMING CHEMICALS

Campus To be advised
Prerequisite(s) To be advised
Content Chemicals and their potential hazards in embalming including handling techniques, mixing chemicals for given applications and operating the embalming machine.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBA271 DEATH: AGONAL AND POST MORTEM CHANGES

Campus To be advised
Prerequisite(s) To be advised
Content Test for death; Recognise the state of death; Understand the physiological and chemical changes that occur in the human body.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA272 ANATOMY I

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of the human skeleton, muscles, respiratory and digestive systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA273 ANATOMY II

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of urinary, reproductive, endocrine and nervous systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA274 ANATOMY III

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of special senses, cardiovascular and lymphatic system, skin and its appendages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA275 ANATOMICAL CONSIDERATIONS AND SITES FOR EMBALMING

Campus To be advised
Prerequisite(s) To be advised
Content Identify and locate the range of human body vessels used for embalming a variety of body conditions, autopsied and non-autopsied.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA276 CASE ANALYSIS: CHEMICAL DISTRIBUTION

Campus To be advised
Prerequisite(s) To be advised
Content Ascertain the body condition; Classify the body into appropriate categories; Conduct a range of case analyses for embalming; Evaluate the effectiveness of embalming procedures on the body areas.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBA277 CASE ANALYSIS: AUTOPSIED AND NON-AUTOPSIED

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and embalm non-autopsied and autopsied cases.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA278 CAVITY EMBALMING

Campus To be advised
Prerequisite(s) To be advised
Content Perform a range of different cavity treatment procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA279 PRACTICUM

Campus To be advised
Prerequisite(s) To be advised
Content Reinforce and practice the knowledge and skills gained, in all aspects of embalming, to competently perform the duties and tasks of a qualified embalmer, in accordance with funeral industry policies and procedures.
Required Reading To be advised
Nominal Hours 300 Hours
Assessment As per accredited curriculum

VBA294 RESEARCH SKILLS 1

Campus To be advised
Prerequisite(s) Nil
Content Qualitative and quantitative research methods; Prepare a research proposal; Evaluate kinds of data, data usage and presentation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBA334 STUDENT INDUCTION

Campus To be advised
Prerequisite(s) Nil
Content Institute facilities, study skills, support services, and course structure.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBA335 HOSPITAL COMPUTING

Campus To be advised
Prerequisite(s) Nil
Content Operating and using computers in a hospital for pharmacy tasks, including quality assurance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA336 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Recognising and reporting hazards dealing with accidents; Fire and emergencies; Participating in OH&S procedures; Handling out-of-date drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA337 HOSPITAL ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content The role of technicians, pharmacists and other hospital staff; Enterprise policy and procedures; Industrial relations issues; The patient perspective, the role of the hospital.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA338 MEDICAL TERMINOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Key references, prefixes, suffixes, root words, medical terms, medical conditions, reading prescriptions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA339 BASIC PHARMACEUTICS AND PHARMACOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Common terms, dose forms, routes of administration, pharmaceutical vehicles, drug classification, drug absorption, distribution, metabolism and excretion.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA340 LAWS, REGULATIONS AND ETHICS

Campus To be advised
Prerequisite(s) Nil
Content Relevant commonwealth and state legislation about control of drugs and poisons, legal responsibilities of pharmacy staff, error minimisation, dealing with breaches of law and complaints.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA341 STOCK CONTROL AND IMPRESTING

Campus To be advised
Prerequisite(s) Nil
Content Handling, storing, impresting, disposal and inventory of drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA342 NON-STERILE MANUFACTURING

Campus To be advised
Prerequisite(s) Nil
Content NCCTG Standards, fundamental requirements of equipment and personnel, manufacturing and packaging of drugs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA343 STERILE MANUFACTURING

Campus To be advised
Prerequisite(s) Nil
Content Basic microbiological concepts, NCCTG Standards, aseptic techniques, preparation, packaging and sterilisation of drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA344 CYTOTOXIC DRUGS

Campus To be advised
Prerequisite(s) Nil
Content Terminology and equipment used, clean room requirements, aseptic preparation, dealing with spills, safety procedures, disposal of cytotoxic drugs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA345 DISPENSING

Campus To be advised
Prerequisite(s) Nil
Content The dispensing process, reading and interpreting prescriptions, preparation of labels, counting and measuring and packaging medications.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA346 HOSPITAL PHARMACY TOUR

Campus To be advised
Prerequisite(s) Nil
Content Comparative techniques and equipment, OH&S and waste management of host institutions, quality practices, stock handling and storage. Students will be required to attend an excursion around Victorian hospitals over a 3 day period.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA359 WORKPLACE EXCHANGE

Campus To be advised
Prerequisite(s) Nil
Content Students are required to participate in a 1 week exchange with another hospital pharmacy to broaden their experience. They will be required to keep a work book in which they will compare and contrast the practices at the host institution with their own employer.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA502 LAW OF MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBA582 OHS

Campus To be advised
Prerequisite(s) To be advised
Content Monitor O.H. & S. matters; Infection control; Manage workplace accident or incident and appropriate preventative strategies inline with the enterprise and OH&S safety procedures and guidelines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA684 PERSONAL GRIEF MANAGEMENT IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Recognise and respond to personal grief reactions and those of other workers.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA891 TRAINING ON THE JOB

Campus To be advised
Prerequisite(s) To be advised
Content To conduct structured on the job training to small groups of workers.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB223 INTRODUCTION TO THE INTERNET

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the "Information Super Highway".
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Short answer, practical, assignments.

VBC392 COMPUTERISED BOOKKEEPING FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Choose an appropriate computer software accounting package; Utilise a database to meet business needs; Set up the receivables (debtors) accounts; Set up the payables (creditors) accounts; Set up a stocks inventory; Generate sales invoices for goods or services sold; Use the receivable accounts functions; Use the appropriate functions to record purchases by a business ; Use the inventory function; Generate reports specific to a business; Process other cash payments and cash receipts, and prepare a bank reconciliation statement; Set up a payroll; Use a payroll.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC695 NUMERACY AND MATHEMATICS III

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed. practical exercises.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBC858 NUMERACY AND MATHEMATICS I

Campus To be advised
Prerequisite(s) Nil
Content To provide learners with the skills, knowledge and confidence to perform simple and familiar numeracy tasks and to develop the ability to make sense of maths in their daily lives.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment To be advised

VBD204 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

Campus To be advised
Prerequisite(s) To be advised
Content International treaties and conventions; The Law of Agency; Business Enterprises; Representatives Abroad; The Sale of Goods on the Australian Market Place; The resolution of International Trade Disputes and the International Arbitration Act; The Vienna Convention on the International Sales of Goods; The Customs Act, The carriage of goods by sea and air; The Navigation Act, Transport Law.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD216 RESTRICTIVE TRADE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and development of the Trade Practices Act; Structure and role of the Australian Competition and Consumer Commission; Market, market power and competition; Prohibited contracts, arrangements and understandings; Secondary boycotts; Misuse of market power; Resale price maintenance; Mergers; Exceptions from the Act; Authorisation of certain forms of conduct.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD217 PROBATE AND ADMINISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD219 LAND CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD223 ADMINISTRATIVE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD224 CONSUMER PROTECTION LAW

Campus To be advised
Prerequisite(s) To be advised
Content Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD227 MORTGAGES, LEASES AND BUILDING CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content The nature of a mortgage as a security; Mortgagees and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD228 COMMERCIAL LAW

Campus To be advised
Prerequisite(s) To be advised
Content Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD230 FAMILY LAW

Campus To be advised
Prerequisite(s) To be advised
Content Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD231 COMPANY AND ASSOCIATIONS LAW

Campus To be advised
Prerequisite(s) To be advised
Content Types of companies and development of company law; Incorporation of a company; Capital raising for a company; Regulation of company management; Company takeovers; Schemes of arrangement; Receivership; Voluntary administration; Winding Up; Associations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD233 LAW OF EVIDENCE

Campus To be advised
Prerequisite(s) To be advised
Content Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witness; Opinion evidence; Evidence of character; Corroboration; Preparation for trial; Evidence Act 1995 (Commonwealth).
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD234 CRIMINAL LAW

Campus To be advised
Prerequisite(s) To be advised
Content The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD235 LAW OF CONTRACT

Campus To be advised
Prerequisite(s) To be advised
Content Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD236 PROPERTY LAW

Campus To be advised
Prerequisite(s) To be advised
Content Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD237 LAW OF TORTS

Campus To be advised
Prerequisite(s) To be advised
Content Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD238 LEGAL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD239 CIVIL PROCEDURE

Campus To be advised
Prerequisite(s) To be advised
Content Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD246 THE CONVEYANCING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD259 ELECTRONIC IMAGING 1

Campus To be advised
Prerequisite(s) Nil
Content Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD264 ELECTRONIC IMAGING 2

Campus To be advised
Prerequisite(s) Nil
Content Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD266 RESEARCH PROJECT: SPECIALISATION 1

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBD725 ATOMIC STRUCTURE

Campus To be advised
Prerequisite(s) To be advised
Content Terminology, Atomic Structure, Bonding, The Periodic Table
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD726 SOLUTION CHEMISTRY AND STOICHIOMETRY

Campus To be advised
Prerequisite(s) To be advised
Content The Mole, Stoichiometry, Solubility, Concentration Calculations
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD727 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Hydrocarbons, Isomerism, Functional Groups, IUPAC Naming, Properties and Structure of Liquids and Solids.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD728 IONIC THEORY

Campus To be advised
Prerequisite(s) To be advised
Content Ionic Equations, Acid-base theories, Strengths of Acids and bases, Titration calculations, pH Scale, Redox reactions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD729 S.I. UNITS AND MEASUREMENT

Campus To be advised
Prerequisite(s) To be advised
Content S.I. Units for fundamental quantities, S.I Units for derived quantities; Uncertainty of a measurement, Relative error of a measurement; Rounding and significant figures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBD730 WAVES AND OPTICS

Campus To be advised
Prerequisite(s) To be advised
Content Transverse and longitudinal waves, Relationship between velocity, frequency and wavelength, Amplitude, period and phase, Light intensity, Electromagnetic spectrum, Lasers, Reflection and refraction, Snell's law of Refraction; Critical angle and total internal reflection, Optical fibres; Image formation using plane and concave mirrors and convex lenses.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBD731 KINEMATICS

Campus To be advised
Prerequisite(s) To be advised
Content Position, displacement and distance, Velocity, speed, acceleration for linear motion, Constant velocity and constant acceleration situations, Position, velocity and acceleration versus time graphs, Vector and scalar quantities, Vector components, Addition and subtraction of vectors, Relative velocities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD732 DYNAMICS AND ENERGY

Campus To be advised
Prerequisite(s) To be advised
Content Newton's laws of motion, Weight and mass, Addition of force vectors; Work; Kinetic energy; Work – energy equation; Potential energy, Transfer of energy; Conservation of energy; Impulse Momentum; Impulse – Momentum equation; Conservation of Momentum in one direction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD733 ELECTRICITY

Campus To be advised
Prerequisite(s) To be advised
Content Static Electricity, Charge, Current, Coulomb's law, Conventional current; Conductors and Insulators, Potential difference and electromotive force; Resistance, Ohm's law, Power, Series and parallel circuits, Multimeters; Electromagnetism, Alternating current, Generators, motors and transformers; Power transmission, Domestic electric supply and safety
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD734 CELL BIOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Characteristics of living things, Cells, Cellular processes, Cell production; Microscopy, Slide preparation and scientific sketching techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD735 HUMAN ANATOMY AND PHYSIOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content At the discretion of the instructor it is recommended that a minimum of five body systems from the attached list be selected, with the reproductive system being the only compulsory inclusion: anatomical structures and their physiological functions in the following: Endocrine system, Circulatory system , Digestive system , Excretory system Respiratory system, Muscular system, Skeletal system, Reproductive system; Nervous system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD736 INTRODUCTORY GENETICS

Campus To be advised
Prerequisite(s) To be advised
Content Recall and explain key elements of genetically-related phenomena including DNA structure, function and replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation to identify state and apply where appropriate the Mendelian laws governing pattern of genetic inheritance human inheritance and pedigree analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD737 ENVIRONMENTAL SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Taxonomy of plants and animals including scientific definition of species; General characteristics of ecosystems – abiotic and biotic features; Energy flow through aquatic, terrestrial and marine ecosystems: food chain and web relationships between species and nutrient recycling; Major ecological problems and solutions involving human activities; Water quality testing skills and procedures; Application of water testing procedures in the field.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD738 PREPARATORY MATHEMATICS

Campus To be advised
Prerequisite(s) To be advised
Content Fractions and decimals, ratio, proportion and percent; mensuration and basic indices
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD739 INTRODUCTORY MATHEMATICS FOR SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Notation and errors, linear equations, introduction to graphs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD740 MATHEMATICS 1

Campus To be advised
Prerequisite(s) To be advised
Content Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD741 MATHEMATICS 2

Campus To be advised
Prerequisite(s) To be advised
Content Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD742 MATHEMATICS EXTENSION 1

Campus To be advised
Prerequisite(s) To be advised
Content Statistics – Relationships between variables, Properties of Sets; Elementary Probability, Statistics – Normal distributions, Differential Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD743 MATHEMATICS EXTENSION 2

Campus To be advised
Prerequisite(s) To be advised
Content Circular Functions and Graphs, Trigonometry to Vectors; Introduction to Vectors, Sequences and Series, Integral Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD744 MATHEMATICS EXTENSION 3

Campus To be advised
Prerequisite(s) To be advised
Content Matrices, Logarithms and Exponential Equations, Trigonometric Equations; Statistics – Binomial Distributions, Further Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD745 STUDY SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBE625 COMMUNICATION IN THE MODELLING INDUSTRY

Campus City King.
Prerequisite(s) Nil
Content Effective communication techniques; Effective communication techniques using technology; Strategies to deal with challenging situations.
Required Reading To be advised
Nominal Hours 17 Hours
Assessment As per accredited curriculum

VBE626 WORKING IN THE MODELLING INDUSTRY

Campus City King.
Prerequisite(s) Nil
Content The nature of work for a model; The rights and responsibilities of employers and employees; Principles and implementation of awards and enterprise agreements, equal opportunity and anti-discrimination; Financial and business requirements; Safe working practices.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBE627 LIFESTYLE AND HEALTH FOR THE MODEL

Campus City King.
Prerequisite(s) Nil
Content Personal skin care routine for the face and body; The relationship between exercise, physical fitness and health and the professional reasons for maintaining health and fitness; Principles of nutrition to personal food selection.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBE628 THE FASHION INDUSTRY

Campus City King.
Prerequisite(s) Nil
Content The history of fashion; Figure type and other personal attributes and fashion.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE629 SELECTION AND CARE OF FASHION GARMENTS FOR THE MODEL

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Fabrics, their maintenance and use; Basic garment care and maintenance techniques; The role and function of a 'dresser'.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE630 IMAGE MAKING FOR THE MODELLING ASSIGNMENT– MAKEUP

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The application of make-up; A make-up plan; Make-up for a range of situations; Safe and effective removal of make-up.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBE631 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – HAIR

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Products and equipment suited to preparing hair for styling; A hairstyle which complements a range of fashion images; Hairstyle to meet a range of fashion looks.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

VBE632 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – NAILS

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Care for and present feet and hands professionally; Manicure/pedicare techniques.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBE633 TECHNIQUES FOR CATWALK MODELLING

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The concept of projecting an image; Techniques required of a model on the catwalk; Effective modelling techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBE634 MOVEMENT TO MUSIC FOR THE CATWALK

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of movement to music; Movement to music techniques.
Required Reading To be advised
Nominal Hours 33 Hours
Assessment As per accredited curriculum

VBE635 CREATIVE EXPRESSION FOR THE MODEL

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of creative expression; Creative expression techniques in the modelling industry.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBE636 PHOTOGRAPHIC MODELLING TECHNIQUES

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of photography in the modelling industry; A range of photographic modelling techniques.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

VBE637 PRACTICUM

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Practical experience in the modelling industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF163 PRINCIPLES OF ISO ACCREDITATION AND QUALITY AUDIT

Campus To be advised
Prerequisite(s) VBF181 Introduction to Quality Management Principles
Content Quality management and improvement, links between quality and productivity, economic advantage and standard of living.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF164 FOOD PACKAGING

Campus To be advised
Prerequisite(s) Nil
Content Reasons for packaging food, different packaging materials and their suitability.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBF166 FOOD BIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Biological terms and concepts, cells, process of movement in and out of cells, chemicals of life – water and organic matter, animals and plants as sources of food.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBF167 THERMAL PROCESSING 1

Campus To be advised
Prerequisite(s) VBF200 Unit Operations.
Content Basic principles of application of heat to food in order to extend shelf life including blanching, pasteurisation, heat sterilisation, evaporation, dehydration, baking and roasting, microwave and infrared radiation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBF168 MEAT AND MEAT PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF169 DAIRY PROCESSING

Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Processing of raw milk, processing techniques and terminology, manufacture of milk products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF170 FRUIT AND VEGETABLE PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Harvesting and special storage methods prior to processing, preparation for processing including peeling, chemical treatment and blanching, processing fruits to make jam, processing vegetables to make a pickle.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF171 FISH AND SEAFOOD PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Varieties of fish and seafood, harvesting and storage practices, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF172 POULTRY AND EGG PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Pre-slaughter preparation of birds, slaughter processing, minimising bacterial cross contamination, storage and handling, structure and physiology of the egg, testing for egg quality.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF173 EDIBLE FATS AND OILS

Campus To be advised
Prerequisite(s) To be advised
Content Raw material sources of edible fats and oils, processing of edible fat and oils, plasticised fats.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF174 CONFECTIONERY AND SUGAR TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Chemical nature and general properties of sugar, processing techniques and technology, confectionary products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF175 BEVERAGES

Campus To be advised
Prerequisite(s) To be advised
Content Varieties of beverage styles, manufacture of wines, spirits, beer, fruit juice products, carbonated beverages, tea and coffee, construction of HACCP charts, basic quality control testing.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF176 CEREAL AND BAKING TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Definition and examples of cereals, use of cereals in the food industry, value and quality of cereals, milling of cereals/flour based products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF177 NUTS, PULSES AND OTHER GRAINS

Campus To be advised
Prerequisite(s) To be advised
Content Nuts, pulses and other seeds used in the food processing industry, maufacturing processes.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF178 FOOD ADDITIVES

Campus To be advised
Prerequisite(s) To be advised
Content Food additives and their functions.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF179 DAIRY PRODUCTION AND INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content Structure of the Dairy industry, production process of milk, markets for milk and dairy products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF180 LIQUID PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Market milk products, production systems, problem diagnosis, rectification and reporting.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF181 INTRODUCTION TO QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Concepts of Quality Management, elements of quality management.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF188 PROCESS CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Production processes, principles of process control, control mechanisms and modes of control.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF195 INTRODUCTION TO SENSORY ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Organoleptic qualities of food, sensory evaluation techniques, conducting a taste panel.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF196 HYGIENE AND SANITATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Causes of food contamination and food poisoning, good manufacturing practices, cleaning and sanitation procedure.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF197 PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL CONTROL POINTS

Campus To be advised
Prerequisite(s) VBF181 Introduction to Quality Management, VBF196 Hygiene and Sanitation, VBF200 Unit Operations.
Content Hazard analysis and critical control ponts.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF198 INTRODUCTION TO FOOD TECHNOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Structure of the food processing industry, food preservation and processing, hygiene and sanitation, quality management principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF199 PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Campus To be advised
Prerequisite(s) Nil
Content Type of spoilage and control techniques.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF200 UNIT OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Unit operations required in the processing of foods, major unit operations including material transfer, separation, size reduction, heat exchange and biochemical transformation.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF201 LOW TEMPERATURE PRESERVATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Effects of low temperature preservation, current freezing methods, freezer systems.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF207 HIGH TEMPERATURE PRESERVATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control
Content Reasons for heat processing of foods, effects of high temperature.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF281 FERMENTATION/CONCENTRATION/DRYING

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Principles of fermentation, concentration and drying in food processing.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF295 NETWORKING IN COMMUNITY SERVICES AND HEALTH

Campus To be advised
Prerequisite(s) Nil
Content Effective communication techniques to facilitate group discussions and conduct interviews; Ability to represent their organisation to a range of groups and external organisations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBF296 MANAGING COMMUNICATION IN THE COMMUNITY SERVICES AND HEALTH ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Communication and interpersonal skills to manage individuals and groups in the community services and health industry.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF297 MANAGING IN THE COMMUNITY SERVICES AND HEALTH ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Communication and interpersonal skills to manage individuals in the community services and health industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF298 DEVELOPING PROGRAMS FOR CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Design and implement a range of programs for clients.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF299 INDUSTRY PROJECT – COMMUNITY SERVICES AND HEALTH

Campus To be advised
Prerequisite(s) Nil
Content Identify and research significant management related problems or opportunities and then formulate, execute and evaluate courses of action which solve the problem(s) and/or the opportunity (ies).
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF302 INTRODUCTION TO BUSINESS MATHS

Campus To be advised
Prerequisite(s) Nil
Content Basic algebraic operations; Simple and compound interest calculations; Basic depreciation calculations; Linear equations to do break-even analysis; Appropriate graphs from data and interpret them;
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF306 INTRODUCTION TO BUSINESS STATISTICS

Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics.
Content Commercial graphical presentation packages; Design features of slides for business presentations; Numeric charts; Different slide media.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF307 INTRODUCTION TO MARKET RESEARCH

Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics,VBF306 Introduction to Business Statistics, VAB548 Consumer Behaviour Concepts, VAB550 Consumer Decision Making.
Content Basic marketing research to improve the quality of marketing decisions and strategy development; Marketing research brief, techniques, proposals and questionnaires; Role of market research agencies; Collect field data; Process research data; Complete data analysis and interpretation; Prepare a research report.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG138 EXHIBITION MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Viability of an exhibition; theme for an exhibition; plan an exhibition; stage an exhibition; evaluate the success of an exhibition.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG847 CROSS-CULTURAL FAMILIARISATION

Campus To be advised
Prerequisite(s) To be advised
Content The concept of 'culture'; Cultural complexity, cultural integration or separation; Social and cultural norms and imperatives; Business and social 'internationalism' requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG848 BUSINESS ORGANISATIONS AND CONTRACT LAW

Campus To be advised
Prerequisite(s) Nil
Content Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributorships, baileeships, confirming houses, joint ventures; Hire purchase agreements of intellectual property; International Chamber of Commerce; GATT articles, WTO responsibilities; International laws of trade; Elements of a contract; Conventions associated with contracts; Remedies for breaches of contract.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG849 IMPORT AND EXPORT BUSINESS PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Customer enquiries; Customer orders; Production allocation; Freight bookings; Document preparation; Packaging; Payment/collection procedures; Export customs clearance; Delivery/distribution; Customs roles and functions; Prohibitions and restrictions; Automated statistical analysis (eg: ABS)
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG850 INTERNATIONAL TRADE FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content The various structures and processes of International trade finance, including optional finance models and practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE

Campus To be advised
Prerequisite(s) Nil
Content Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisational for standardisation; International electro technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG852 MANAGEMENT INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) ITF304 Advanced Operations-Word Processing, ITF305 Advanced Operations– Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NCS002 Writing Skills for Work.
Content Technological requirements of an international trade organisation; Information sources; Data and document flow; Types of reports; Budgetary considerations; Timeframes; Human resource management; Electronic data interchange systems; Security of information; Evaluation of information systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW (BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE)

Campus To be advised
Prerequisite(s) VBG848 Business Organisations and Contract Law.
Content Commercial legal considerations and conventions that affect business transactions in the domestic and international trading market; Consumer protection laws; Dispute resolution; Governmental/customs legislation and convention; Transport legislation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG854 TRANSPORT AND LOGISTICS – OPERATIONS MANAGEMENT

Campus To be advised
Prerequisite(s) 8870A International Trade and Export Procedures.
Content Transport and logistics system for an international trade organisation; Best practice procedures; Sourcing and purchasing and procedures; The impact of technology; Automated and manual systems; Just in time systems; Transport methods; Warehousing distribution; Tracking systems; Transport and storage of hazardous materials; Local and international trends; Cost/benefit analysis; Legislative requirements; Materials handling equipment; Inventory control; Loss and damage minimisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG855 CUSTOMS PRACTICES, LEGISLATION AND INTERNATIONAL TRADE

Campus To be advised
Prerequisite(s) To be advised
Content Tariff procedures and protection policies for international trade; Import quotas; Import licensing; Bi-lateral and multi-lateral trade agreements; Dumping; Injury; Export price; Normal value; Countervailing; Credit adjustments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG856 REVIEW OF A TARGETED BUSINESS CULTURE AND ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Business culture and behaviours; Religious impacts; Political infrastructure; Business environments; Customs and social practice; Behavioural norms.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBG857 BUSINESS AND CULTURAL PREPARATION FOR ESTABLISHING AND MAINTAINING INTERNATIONAL TRADING RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Social, religious, cultural, historical, geographical and economic influences and characteristics of a selected country or region and their impact on business infrastructure, trading characteristics and investment opportunities; Social and behavioural norms; Trends in investment and trade; Business networking; Government policies; Marketing strategies; Cross-cultural business protocols and ethics; Imports and exports patters.
Required Reading To be advised
Nominal Hours 155 Hours
Assessment As per accredited curriculum

VBG858 TRANSPORT AND LOGISTICS – SYSTEMS DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG854 Transport and Logistics-Operations Management.
Content The role of a transport and logistics system in international trading; Comparison of the types of transport and logistics systems; The role of government and the impact of legislation on policies, practices and conventions-national and international; Insurance requirements; Technological developments; Budgetary considerations; Public and private ownership of transport networks; Inventory systems; Managing information systems; Purchasing and materials management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG859 RESEARCH AND REPORT ON AN IMPORT OR EXPORT VENTURE

Campus To be advised
Prerequisite(s) NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS204 Manage Strategically, NGMS211 Managing Risks, VBG858 Transport and Logistics–System Development.
Content Market research; Risk assessments; Feasibility of research; Outcomes for an import or export venture; International marketing and trends; Information technology; Data and documentation; Transportation and logistics; Change and innovation; International finance; International protocol.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG951 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Explain the legal requirements covering Occupational Health and Safety in the boatbuilding industry; Describe the potential hazards and hazard control measures in a boatbuilding environment; Comply with occupational health and safety and enterprise requirements for safe work practices and procedures in a boatbuilding workplace; Demonstrate the use of personal protective equipment and clothing relevant to boatbuilding operations; Undertake enterprise recording and reporting in accordance with occupational health and safety and scope of responsibility.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG952 BOATBUILDING TERMINOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Define a range of boating terms and components; Describe the different types of components associated with sailing boats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG953 BOATBUILDING CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate the use of an electronic calculator; Perform weight, density and volume calculations as required in various practical situations using an electronic calculator; Use an electronic calculator to calculate the costs of materials required in order to plan, estimate and construct practical projects; Perform a range of calculations relating to sails and sailing rigs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG954 HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety.
Content Demonstrate basic hand tool skills as used in the construction of timber, fibreglass and metal boats; Demonstrate basic hand skills in the operation of power and pneumatic hand tools for timber, fibreglass and metal boat applications relevant to the boatbuilding industry; Apply basic maintenance and storage procedures for a range of hand, power and pneumatic hand tools used in boat construction according to standard operational procedures and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG955 BOATBUILDING DRAFTING

Campus To be advised
Prerequisite(s) Nil
Content Describe the drawing instruments and accessories used in the development of lines plan drawings; Produce a fully developed lines plan from a set of offsets; Demonstrate the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG956 CRAFT DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools; VBG955 Boatbuilding drafting.
Content Explain boatbuilding methods, including propulsion methods and associated components; Explain the function of mould and construction in boat construction; Describe the methods and components used in planking, sheeting, lay-up and procedures used in hull construction in the boatbuilding industry; In accordance with a specified plan and enterprise policy and procedures: Demonstrate the assembly of a support jig and transverse moulds for the construction of a timber hull, Construct a deadwood backbone and longitudinal frame components for a timber hull, Perform the preparation of a hull and deck lay-up for a canoe; In accordance with construction plans, manufacturer's specifications and enterprise policy and procedures: Perform hull and deck hand lay-up procedures and wetting out applications of fibre reinforced materials, Demonstrate the application of deck reinforcement and buoyancy materials, Release the hull and deck structures from moulds and assemble.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBG958 INTRODUCTION TO STATIC MACHINES

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools.
Content Identify the safety precautions that must be followed when operating static machinery; Demonstrate basic hand skills to operate basic electric workshop machinery for timber, fibreglass and metal boat applications; Demonstrate the general maintenance procedures on basic electric workshop machinery used on boat construction.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG959 CRAFT CONSTRUCTION (GENERAL)

Campus To be advised
Prerequisite(s) Nil
Content Describe the different types of backbone structures and associated components used in boat construction; Describe the construction of moulds and the different types of longitudinal and transverse framings used in hull construction; Describe the methods of planking, sheeting and lay-up procedures used in hull construction; Describe the methods used for deck planking, sheathing and the components used in deck structure of boats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG960 CONSTRUCTION MATERIALS

Campus To be advised
Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools.
Content Describe the various types of materials used for boat construction; Describe the types of fastenings used in boat construction; Demonstrate the application of fastenings to materials used in boat construction.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG961 CRAFT CONSTRUCTION–TIMBER

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG975 Lofting, VBG966 Small craft construction, VBG967 Decking, VBG970 Paints, coatings, sealants and adhesives.
Content Construct keel stern apron moulds and transom for a timber hull according to a specified plan; Install keel stern apron moulds and transom onto a formerly constructed jig and apply fairing techniques in conjunction with a specified plan; Apply planking materials to a timber hull; Perform hand fairing techniques to fair a timber hull to a specified standard; Demonstrate finishing techniques on a timber hull in accordance with specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG962 CRAFT CONSTRUCTION–FIBREGLASS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general), VBG960 Construction materials, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Prepare a hull and deck mould for the lay-up of a canoe according to specified procedures and occupational health and safety considerations and practices; Apply gelcoat to a full coverage stage onto a prepared hull and deck mould, according to manufacturer's specifications; Perform hull and deck hand lay-up procedures according to a construction plan and manufacturer's specifications; Assemble hull and deck structures according to construction plan specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG963 CRAFT CONSTRUCTION–ALUMINIUM

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the use of aluminium in boatbuilding; Describe the types of corrosion that affect aluminium and the prevention methods used; Describe the tools and fastenings used in aluminium boatbuilding; Perform a conic development of a boat; Fabricate external deck fitting components to specified standards; Demonstrate techniques used for welding and finishing deck fitting components.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG964 CRAFT CONSTRUCTION–STEEL

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.
Content Describe the features of steel boats; Fabricate hull and internal support components for a small steel boat; Strengthen sheet metal using plate forming operations; Assemble a small steel boat.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG966 SMALL CRAFT CONSTRUCTION

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).
Content Perform the procedures for the assembly of a building jig for boat construction purposes; Demonstrate procedures for constructing components of the boat's backbone; Demonstrate the setting up sequence for the backbone frame or mould, transom, stern and bracing arrangements for a small boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG967 DECKING

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.
Content Demonstrate the construction of different types of deck beams used in deck frames for timber boats; Demonstrate the installation of a range of deck frame joints used in timber boats; Demonstrate the laying of a straight timber deck; Perform deck lay-up and reinforcing procedures for a fibreglass boat in accordance with industry standards; Fit metal deck frame components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG968 BOATBUILDING PATTERNS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG953 Boatbuilding calculations, VBG970 Paintings, coatings, sealants and adhesives, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the procedures used in the construction of a boatbuilding pattern; Construct a wooden pattern and produce a fibreglass plug and mould according to a specified plan; Produce a finished product from a mould according to specified lay-up procedures; Construct a foil component to plan specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG969 BACKBONE STRUCTURES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Demonstrate the use of a spindle moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stern for a boat and attach it to the keel according to specified plans; Perform the construction of a transom to plan and specifications; Set up the backbone for a boat and assemble the associated components to the structure.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG970 PAINTS, COATINGS, SEALANTS AND ADHESIVES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG957 Boatbuilding materials.
Content Demonstrate the preparation of fibreglass, metal and timber surfaces for the application of marine coatings; Apply filler materials to fibreglass, metal and timber surfaces prior to the application of marine coatings; Apply sheathing materials to timber boats according to manufacturer's specifications; Demonstrate paint procedures and application techniques on timber, fibreglass and metal boats according to manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG971 COMPOSITE FIBRES 1

Campus To be advised
Prerequisite(s) VBG962 Craft construction – fibreglass, VBG951 Workplace occupational health and safety, VBG954 Hand and power tools.
Content Apply material management practices to the use of composite materials according to appropriate plans and specifications; Demonstrate application methods for a range of composite materials; Apply vacuum bagging construction techniques including setting up and application procedures according to given specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG972 COMPOSITE FIBRES 2

Campus To be advised
Prerequisite(s) VBG971 Composite fibres 1, VBG951 Workplace occupational health and safety.
Content Demonstrate the operation of a gelcoat, resin/glass depositor according to manufacturer's specifications; Describe the use of foams in boatbuilding; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG973 FITOUT AND FINISH

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG951 Workplace occupational health and safety.
Content Explain the methods used for the fabrication of superstructures in timber, metal and fibreglass; Explain the procedures and safety factors to be considered in the installation of internal and external openings; Explain the methods used for the fitout installation of a small boat; Install a range of exterior trims and deck hardware according to plans and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG974 BOATYARD OPERATIONS

Campus To be advised
Prerequisite(s) VBG953 Boatbuilding calculations, VBG996 Problem solving.
Content Describe the boatyard layout and slipping procedures; Demonstrate the slipping, support and relaunch of a boat on a cradle slipway; Describe the possible environmental hazards that may arise from work carried out in a boatyard.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG975 LOFTING

Campus To be advised
Prerequisite(s) VBG955 Boatbuilding drafting.
Content Produce a plan drawing of a hard chine dinghy showing profile view, plan view and cross sections; Develop a lofted plan of a hard chine dinghy; Apply Simpson's Rule to calculations relevant to the lofted plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG976 MAINTENANCE AND REPAIR TECHNIQUES

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG970 Paints, coatings, sealants and adhesives, VBG951 Workplace occupational health and safety.
Content Demonstrate appropriate maintenance procedures for environmental damage on boats in accordance with enterprise standards and procedures; Apply appropriate procedures for the prevention of electrolytic attack on metals used in boat construction in accordance with enterprise standards and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG977 FIRST AID

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety.
Content Describe relevant legislation and regulatory guidelines; Demonstrate correct procedures for cardio pulmonary resuscitation on a mannequin; Demonstrate appropriate first aid treatment of a range of injuries; Demonstrate procedures to ensure the safety of patient, bystanders and the first aider; Describe procedures to summon assistance; Record details of treatment given.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG978 ADVANCED STATIC MACHINES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG958 Introduction to static machines, VBG954 Hand and power tools.
Content Demonstrate the correct adjustment of fences and guards on static machines; Demonstrate the safe and efficient use of a range of static machines; Perform routine maintenance procedures on workshop machinery.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG979 INSTALLATION OF FITTINGS AND ENGINES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Demonstrate the installation of a range of internal and external fittings according to supplied plans, specifications and enterprise standards; Construct and install engine beds for boats in accordance with supplied plans, specifications and enterprise standards; Describe the requirements for the construction of fuel and water tanks for boats in accordance with enterprise and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG980 COMPUTERS AND TECHNOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe the function and components of a range of computer technology systems in the boatbuilding industry; Access information from a computer system in accordance with standard operating procedures and manufacturer's specifications; Input information into a computer system in accordance with standard operating procedure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG982 INTRODUCTION TO FIBREGLASS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG960 Construction materials.
Content Describe the safety procedures relevant to the use of fibreglass materials; Describe the hand tools and equipment used in the hand laminating of fibreglass; Describe the usage and mixing proportions of materials used in fibreglass lamination; Demonstrate the practical skills required for the production of a fibreglass panel to supplied specifications; Demonstrate the use of a diamond saw for the cutting of a cured laminated product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG984 RIBBING AND LONGITUDINAL FRAMING

Campus To be advised
Prerequisite(s) VBG978 Advanced static machines.
Content Describe the functions and construction methods of frames as applied to boats; Demonstrate the fastening of ribs to the keel and planks; Outline the methods used for fastening various types of floors to the keel, frames and planks; Demonstrate the fastening of longitudinal framing into a hull; Describe the procedure for the development of an engine bed for a boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG985 TIMBER FLOORING AND SEATS

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG986 Steambending and laminating timber.
Content Fabricate and fit seats to a boat according to specified plans; Install floor boards in a dinghy according to specified plans.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG986 STEAMBENDING AND LAMINATING TIMBER

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the types and function of sterns used in boats; Demonstrate steambending techniques to bend timber for use in a stern for a boat in accordance with enterprise standards and specifications; Produce a laminated stern for a boat in accordance with enterprise standards and specifications; Calculate the cost of the timber required to produce the laminated stern in accordance with enterprise standards and procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG987 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) Nil
Content Describe the aspects of revenue generation in the boatbuilding industry; Describe the elements of costing in the boatbuilding industry; Use estimation skills to prepare a costing on a boatbuilding project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG990 COMPUTER AIDED DRAFTING

Campus To be advised
Prerequisite(s) VBG975 Lofting.
Content Describe the relevant hardware and software used for CAD operation; Perform the tasks required for the effective use of a CAD system; Perform operations using a typical CAD software package; Utilise a CAD software package to adjust a range of specifications and meet job requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG991 CENTREBOATS, RUDDERS AND STEERING GEAR

Campus To be advised
Prerequisite(s) VBG986 Steambending and laminating timber, VBG951 Workplace occupational health and safety.
Content Perform calculations relevant to the design of centreboards, rudders and steering gear; In accordance with enterprise standards: Construct a centreboard for a boat from a specified plan, Construct a rudder for a boat from a specified plan, Fabricate a rudder box to suit the rudder blade; Complete a construction plan of a yacht rudder in accordance with enterprise standards and specifications; Describe the range of steering control systems used on boats.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG992 ROUND BILGE LOFTING

Campus To be advised
Prerequisite(s) VBG975 Lofting.
Content Construct a suitable lofting grid; Develop a hull outline; Fair the hull shape with waterlines and buttock lines; Develop the true shape of a range of transoms; Complete the necessary drawings of hull components; Complete calculations involving the use of Simpson's second rule.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG993 FAIRING OPERATIONS

Campus To be advised
Prerequisite(s) VBG960 Construction materials, VBG954 Hand and power tools.
Content Describe the types and characteristics of marine plywood; In accordance with enterprise standards and procedures: Demonstrate techniques used in the fairing of a framework for a boat, Demonstrate the techniques used in the fitting and attachment of a plywood skin to a framework; Describe the materials used and the method employed in sheathing a hull; Fit chaffing strips as required by a specified plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG994 BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG951 Workplace occupational health and safety, VBG952 Boatbuilding terminology, VBG953 Boatbuilding calculations.
Content Demonstrate the fitting of breasthooks and quarter knees into a round bilge hull; Demonstrate the fitting of thwarts and knees into a round bilge hull; Demonstrate the fitting of floor boards into a round bilge dinghy; Describe the function, construction and maintenance of masts, rigging and spars on a sailing boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG996 PROBLEM SOLVING

Campus To be advised
Prerequisite(s) Nil
Content Assess own work; Determine quality of received materials, in accordance with boatbuilding enterprise standards and procedures; Participate in corrective action regarding faults and quality deviations in accordance with enterprise standards and procedures and scope of responsibility; Investigate causes of quality deviations, in accordance with enterprise standards and procedures and scope of responsibility.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG997 CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Receive and deal with internal customer enquiries; Respond to customer dissatisfaction; Respond to customer complaints in line with enterprise policy and procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG998 SMALL BUSINESS MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content List and describe the key factors in running a small business in the boatbuilding industry; Describe the financial and leal requirements of a small business operation; Develop a business plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH043 MULTIMEDIA DESIGN

Campus St Albans.
Prerequisite(s) To be advised
Content Explain the general principles of design; Discuss the application of design principles to multimedia products; Deconstruct the design of both the aesthetic and information flow of existing multimedia products; Establish and apply a critical design ethic in relation to multimedia products.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH044 DIGITAL IMAGING

Campus St Albans.
Prerequisite(s) To be advised
Content Use of digital technologies to acquire and store images; Compare vector drawing software and bitmap editing programs, and apply sound principles of design in their use; Solve Multimedia design issues using vector and bitmap packages and the ability to incorporate acquired images.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH045 WEB PUBLISHING AND COMMUNICATION 1

Campus St Albans.
Prerequisite(s) To be advised
Content Define standards and terminology associated with HTML and Web publishing in general; Identify system requirements. Create and convert Multimedia element files; Use appropriate tools and design structures to create web documents; Publish and maintain a suite of web pages; Use features of at least two Internet communication systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH046 INTERFACE DESIGN

Campus St Albans.
Prerequisite(s) To be advised
Content Identify and describe the key elements involved in human-computer interface design; Identify, describe and design the main user interaction and navigational requirements in typical applications; Detail the aesthetic and communicative issues surrounding screen and navigational design, with reference to industry-based example applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH047 MULTIMEDIA AUTHORING 1

Campus St Albans.
Prerequisite(s)
Content Discuss the integration of information and graphical design elements in terms of communication with an audience; Describe the major types of authoring software and their uses; Use the basic features of an industry standard authoring package; Use the scripting in a multimedia authoring package to set up and incorporate prepared multimedia elements into short interactive sequences. **Required Reading** To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH048 2D ANIMATION FOR MULTIMEDIA

Campus St Albans.
Prerequisite(s) To be advised
Content Apply simple animation theory to a project; Use industry standard software for 2D animation; Use digital imaging software in conjunction with 2D animation software; Demonstrate an understanding of object motion and animation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH049 DIGITAL AUDIO/VIDEO 1

Campus St Albans.
Prerequisite(s) To be advised
Content Describe and identify common audio formats and use the software to play them; Create digital sound using at least two methods; Describe and identify common video formats and use the software to play them; Digitise video according to supplied specifications.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH050 MINOR MULTIMEDIA DEVELOPMENT PROJECT

Campus St Albans.
Prerequisite(s) To be advised
Content Quantify the requirements for a given Multimedia development project; Establish a development methodology for the project; Develop a small Multimedia application from given requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH051 MULTIMEDIA PROGRAMMING 1

Campus St Albans.
Prerequisite(s) To be advised
Content Use the tools provided by a program development environment to create a user interface that gives access to multimedia objects; Explain the concepts of objects and event driven programming, and manipulate object properties to change the appearance and functioning of graphical user interface objects; Use the basic syntax features of the chosen language to write simple instructions; Explain the concepts of sequence and selection and be able to implement both in the chosen language; Define and use variables of at least three different types; Implement repetition in the chosen language using the "while" (test before) loop; Use standard functions or methods to access the facilities of the chosen programming environment; Use complex logical structures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBH052 MULTIMEDIA PROGRAMMING 2

Campus St Albans.
Prerequisite(s) To be advised
Content Create functions and/or methods; Use the principles of object orientated or structured design to develop a complex multimedia application from a problem specification; Use one dimensional arrays to store tables of data; Use a sequential file to store multiple text items; Use a sequential file to store records; Test programs to ensure that they meet specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH053 MULTIMEDIA MICROCOMPUTER SYSTEMS

Campus St Albans.
Prerequisite(s) To be advised
Content Identify and describe the features of a typical end-user multimedia microcomputer; Install a GUI operating system, and intstall and run software applications from within the GUI environment; Use the features of a GUI with both keyboard and mouse; Manage files and directories on a microcomputer using a graphical disk management program to create, copy, delete, move, modify and rename files and directories; Manage documents sent to the printer, install, configure and configure printers, and connect to printers; Customise a GUI environment with regard to the desktop, hardware, memory and peripheral devices; Identify and describe the features of audio and video terminology; Build and test a microcomputer with multimedia features; Use a microcomputer to access the internet and obtain information from it.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH054 MULTIMEDIA COMMUNICATIONS

Campus St Albans.
Prerequisite(s) To be advised
Content Explain the general principles of data communication; Compare the characteristics and operation of various data communications media; Explain and use the features and standards associated with common network protocols; Explain and use the features of modems, and discuss relevant standards; Compare the major communication services available domestically and internationally; Use and discuss methods of wide area network multimedia applications, including such things as distance learning, video conferencing, telemedicine and interactive television; Discuss the features, protocols and standards of the World Wide Web; Design and build a simple LAN with connections to the World Wide Web and interactive multimedia capabilities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH055 FINANCIAL RECORD KEEPING AND JOB COSTING

Campus St Albans.
Prerequisite(s) To be advised
Content Identify the various kinds of financial information used in a small business and the need for that information; Prepare the major business documents that a small business would use; Compile and use a cash receipts journal; Compile and use a cash payments journal; Develop a debtors record system; Develop a creditors record system; Record and balance petty cash transactions for financial records using an imprest system; Reconcile bank statements with cash records; Define common costing concepts and use cost-volume-profit analysis in short-term decision making to solve a variety of problems; Calculate and interpret basic ratios for analysing financial statements. **Required Reading** To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH056 ISSUES IN MULTIMEDIA

Campus St Albans.
Prerequisite(s) To be advised
Content Discuss the multimedia industry and its impact on society; Discuss the use of Multimedia applications in the home, education, entertainment and the workplace; Identify legal issues pertinent to the development and distribution of multimedia titles; Discuss employment issues in relation to the multimedia industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH057 MULTIMEDIA AUTHORING 2

Campus To be advised
Prerequisite(s) To be advised
Content Use a systematic planning and authoring process in the development of reasonably complex multimedia projects; Use the scripting language of an industry standard authoring package and effective interface design principles to construct complex interactivities into a multimedia product for a specified purpose and audience.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH058 INTRODUCTION TO 3D MODELLING AND ANIMATION

Campus To be advised
Prerequisite(s) To be advised
Content Create 3D models existing within a mathematically defined 3D space; Handle materials, textures, lights and cameras within a virtually defined environment competently, and control the various parameters which define their characteristics; Apply keyframe animation techniques to the 3D models, the camera, the lights and textures if required; Discuss object motion, linked object hierarchy motion and audience movement through a virtual 3D scene; Control rendering and playback parameters for various playback media; Design and manage basic 3D special effects.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH059 WEB PUBLISHING AND COMMUNICATION 2

Campus To be advised
Prerequisite(s) To be advised
Content Design and construct an image map from a supplied image and target urls; Construct simple and nested frames for use in a suite of Web documents: Construct and use fill-in forms to extract information from users of a Web page; Discuss and use server statistics and counters; Create a Web page with at least one working applet.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH060 DIGITAL AUDIO/VIDEO 2

Campus To be advised
Prerequisite(s) To be advised
Content Manipulate the content of audio files; Construct audio files and any associated files to suit at least two delivery options; Manipulate the content of video files; Construct video files and any associated files to suit at least two delivery options.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH061 MAJOR MULTIMEDIA DEVELOPMENT PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Describe the user requirements of a complex multimedia development project; Establish a development strategy for a complex multimedia development project, including a strategy for testing, trialling and implementation; Construct an action plan for a complex multimedia development project, specifying such things as required tasks, start dates, finish dates, resource requirements and personal responsibilities; Develop a complex multimedia product in accordance with a pre-determined development strategy and action plan, incorporating full client acceptance testing.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

VBH062 DATABASE DESIGN, PROGRAMMING AND CONNECTIVITY

Campus To be advised
Prerequisite(s) Nil
Content Document the relationships between entities and the required standards for an information system; Apply normalisation techniques to create a set of normalised tables; Using an appropriate query language, develop and test scripts appropriate for data retrieval, data entry and queries in a relational database environment; Develop a front-end application for a relational database system; Develop a client/server model for multiple users to have controlled access to a networked relational database system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH063 PROGRAMMING INTERNET APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Describe and compare at least three programming environments (languages) suitable for Internet applications; Demonstrate the range of programming functions available within a selected Internet programming environment; Given a project brief, use a selected environment or language to develop an application that exploits Internet interactivity.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH064 INTRODUCTION TO ELECTRONIC COMMERCE

Campus To be advised
Prerequisite(s) Nil
Content Define and explain "electronic commerce" (e-commerce); Identify current trends and developments of electronic commerce in relation to SME's (Small to Medium Enterprises); Discuss global legal and security issues in relation to electronic commerce; Explain the importance of marketing strategies in relation to electronic commerce; Demonstrate a practical understanding of electronic commerce technology and its implementation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH065 MULTIMEDIA PROJECT MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Discuss the role project management plays in the development of a multimedia application; Select the most appropriate approach for managing the development of a multimedia application; Develop a plan for managing the resources (human, time, equipment and money) used in the development of a multimedia application; Use at least two tools or techniques that can assist in managing the development of a multimedia application; Plan and implement a testing schedule to operate throughout the development of a multimedia application; Plan and implement strategies to maintain quality in multimedia product development..
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH066 INTERNET TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with the skills to install and configure at least three Internet Services, and the knowledge to select and specify systems to meet client needs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH071 DESIGN FOR MULTIMEDIA MARKETING

Campus To be advised
Prerequisite(s) SB01–Intro to Small Business, VBH043–Multimedia Design
Content To provide learners with an opportunity to apply basic design skills and a knowledge of marketing principles and concepts in the development of a successful relationship with customers of multimedia products and services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH081 CAD FOR ELECTRICAL TRADE

Campus To be advised
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary to lay out electrical services in a domestic installation, using a CAD program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH082 SOLDER AND CRIMP FOR ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for soldering and crimping a variety of cables commonly used in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH083 TEST INSTRUMENTS FOR THE ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for using test instruments in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH084 COMMUNICATION SKILLS FOR ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for effective communication within the electrical trades.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH085 FABRICATING FOR THE ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH086 BUILDING MATERIALS AND SKILLS FOR ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH087 INTRODUCTION TO ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with an overview of the scope of work, academic requirements and industry bodies within the electrical trades industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH330 DESIGN PRINCIPLES AND ELEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content To develop the skills to resolve basic and more complex problems through the application of design principles and elements using appropriate technology and techniques.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH331 PRESENTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Instruction in verbal and written communication skills – reporting to clients, script writing and explaining production costs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH332 THEMATIC STUDIES IN ART AND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to investigate the various influences on the development in art and design. To identify the relationship of contemporary art and design with themes, styles, techniques and technology.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH333 INTRODUCTION TO THE DESIGN PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skill to conceptualise, source and develop designs and imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH334 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content To identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH335 FOCUS ON INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content To allow participants to identify careers and pathways in industry through research, placement and/or visiting industry specialists.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH336 CONSUMER PSYCHOLOGY AND MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content This module examines consumer behaviour towards design and covers motivation, emotion and perception. It also explores marketing opportunities for the distribution of art and design products and services.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH337 DRAWING

Campus To be advised
Prerequisite(s) To be advised
Content Students are encouraged to explore and develop individual approaches to sketching and rendering from observation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH338 3D STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content Construction of 3D models for application within a 2 dimensional space for both print and screen based mediums.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH339 DESIGN PRINCIPLES AND ELEMENTS 2

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to further resolve and develop more complex visual communication through the application of design principles and elements.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH340 DESIGN LAW

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills to apply legal rights and responsibilities to design legislation and law.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH341 DESIGN AND THE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content To provide learners with the skills to relate design of products and services with the environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH342 COLOUR

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to apply a basic knowledge of colour principles.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH343 ILLUSTRATION ELEMENTS AND TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Develops skills in drawing and illustration techniques.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH347 TYPOGRAPHY ELEMENTS AND TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Develops an appreciation in the practical use of type.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH352 INTRODUCTION TO PHOTOGRAPHY

Campus To be advised
Prerequisite(s) To be advised
Content This module provides a theoretical and practical introduction in both traditional and digital photography.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH354 INTRODUCTION TO COMPUTERS

Campus To be advised
Prerequisite(s) To be advised
Content Provides training at a basic skill level in current software programs.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH393 MOTOR CONTROL FUNDAMENTALS

Campus Sunshine
Prerequisite(s) NUE054 Applied Electricity 2; NUE056 Applied Electricity 4; NBB02 Occupational Health and Safety (or equivalent)
Content The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH394 MOTOR CONTROL 1

Campus Sunshine
Prerequisite(s) VBH393 Motor control fundatmentals
Content The purpose of this module is to provide the learner with a knowledge of the principles of motor control and protection and the ability to design, connect, operate, test and fault-find complex industrial motor control systems designed to meet given specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH395 MOTOR CONTROL 2

Campus Sunshine
Prerequisite(s) NBB02 Occupational Health and Safety; VBH394 Motor Control 1
Content The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH445 ORAL COMMUNICATION AND LISTENING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Listen to and extract the factual details from short talks on general subjects, use and respond to spoken language in short transactions in familiar contexts and communicate ideas and information.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH446 ACADEMIC WRITING 2

Campus To be advised
Prerequisite(s) To be advised
Content Write an opinion on a personal or familiar topic, write a short simple report or explanatory text on a personal or familiar topic and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH447 ACADEMIC READING 2

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a simple explanatory or informative text on a personal or familiar subject, demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a familiar subject and demonstrate that meaning has been gained from reading a simple persuasive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH449 ORAL COMMUNICATION AND LISTENING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate meaning has been gained from oral texts which may include some unfamiliar aspects, can communicate ideas and information and extract main ideas and most details from sustained oral texts.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH450 ACADEMIC WRITING 3

Campus To be advised
Prerequisite(s) To be advised
Content Can identify, analyse and apply the practices of culture, write a short argumentative text expressing a point of view on a familiar subject and write a short report or explanatory text on a familiar subject.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH451 ACADEMIC READING 3

Campus To be advised
Prerequisite(s) To be advised
Content Identify and main arguments and supporting information/evidence in a short persuasive text, demonstrate that meaning has been gained from reading a persuasive or argumentative text and can collect, analyse and organise information.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH452 ORIENTATION TO STUDY IN HIGHER EDUCATION IN AUSTRALIA 3 (ELECTIVE)

Campus To be advised
Prerequisite(s) To be advised
Content Monitor own learning by, for example, adapting strategies to support learning and develop study skills, develop research and study skills and strategies and use library and other resources to locate information.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH453 ORAL COMMUNICATION & LISTENING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Speak in a range of contexts related to further education, demonstrate an advanced level of fluency and accuracy in speaking, comprehend and take notes from information given orally.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH454 ACADEMIC WRITING 4

Campus To be advised
Prerequisite(s) To be advised
Content Write for a range of academic tasks, comprehend and make notes from material written in an academic register and demonstrate fluency and accuracy in writing for different purposes.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

VBH455 ACADEMIC READING 4

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the ability to read and interpret a complex written text, identify requirements of written questions in a study context and demonstrate that meaning has been gained from reading a persuasive or argumentative text.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

VBH457 COMMUNICATION IN THE WORKPLACE 2

Campus To be advised
Prerequisite(s) To be advised
Content Participate in short transactions in familiar and predictable contexts, give and respond to instructions in order to complete a routine and familiar workplace task, demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects and participates in group conferencing to make meaning of workplace forms.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH458 JOB SEEKING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Develop strategies to gather and evaluate information on employment opportunities and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH459 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 2

Campus To be advised
Prerequisite(s) To be advised
Content Use and respond to spoken language in short discussions to explore issues or solve problems on a personally familiar topic or issue and solve problems, demonstrate that meaning has been gained from reading a simple and instructional or transactional text on familiar workplace subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH475 ORAL COMMUNICATION 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrates a developing ability to select relevant and predictable information from oral texts, demonstrates a developing ability to negotiate oral transactions related to familiar and predictable contexts and demonstrates speaking skills and strategies in contexts relevant to immediate needs and goals.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH476 LISTENING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the ability to respond to a set of simple spoken instructions, demonstrate that meaning has been gained from short oral texts in predictable contexts and participate in short transactions in familiar and predictable context.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH477 WRITING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate a developing ability to write a short simple instructional text on a personal or familiar subject, demonstrates a developing ability to complete simple forms of a personally relevant nature, demonstrates develop of beginning writing skills and strategies and demonstrate a developing ability to write a host simple recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH478 READING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a simple, instructional or transactional text on a personal or familiar subject, demonstrates a developing ability to read or locate specific information relating to familiar contexts in a simple visual or diagrammatic texts, locate specific information in everyday reference texts and make use of the information for real purpose and demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH482 ORAL COMMUNICATION 2

Campus To be advised
Prerequisite(s) To be advised
Content Participate in transactional oral communication, engage in a casual conversation with another person and demonstrate a developing ability to take up the responsibilities of a learner in a formal learning environment.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH483 LISTENING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Can communicate ideas and information, demonstrate the ability to respond to a set of simple spoken instructions and demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH484 WRITING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices, can identify, analyse, and apply the practices of culture and write a short simple recount, narrative or expressive text on a persona or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH485 READING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Locate specific information in everyday reference texts and make use of the information for a real purpose, use a range of short formatted and informational texts relevant to own needs and demonstrate that meaning has been gained from a simple narrative recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH722 CAREER PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH723 INDUSTRY FAMILIARISATION

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe the major legal and industrial elements common to all workplaces in Australia.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH724 WORKPLACE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH726 WORKPLACE RESEARCH PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ098 PUBLIC RELATIONS INDUSTRY AND THE AUSTRALIAN MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ099 BUSINESS AND FINANCE FOR PUBLIC RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Operations of the Australian Stock Exchange; financial accounting reports; budgets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBJ208 MANAGE LEGAL PRACTICE OPERATION RESOURCES

Campus To be advised
Prerequisite(s) VBD235 Law of contract; VBD233 Law of evidence; VBD238 Legal process; VBD237 Law of torts; VBD236 Property law; VBD228 Commercial law; VBJ206 Identify potential clients and provide advice on services; Practice in an area of legal interest.
Content Manage the recruitment and development of base level legal and clerical staff; Supervise and monitor base level legal and clerical staff.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ300 ACTING 1

Campus To be advised
Prerequisite(s) Nil
Content Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBJ301 VOICE 1

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ302 MOVEMENT 1

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ303 IMPROVISATION 1

Campus To be advised
Prerequisite(s) Nil
Content Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE

Campus To be advised
Prerequisite(s) Nil
Content Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE

Campus To be advised
Prerequisite(s) VBJ304 Australian Theatre
Content Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ306 SCRIPT WRITING

Campus To be advised
Prerequisite(s) Nil
Content Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ308 CIRCUS SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Develop and perform a warm up routine for circus work; Demonstrate a range of basic circus routines; Select a set of circus skills, apply to a character in rehearsal; Demonstrate a range of circus skills in performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ310 PUPPETRY

Campus To be advised
Prerequisite(s) Nil
Content Design and construct a puppet for a specific event; Manipulate puppet in performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ311 ACTING 2

Campus To be advised
Prerequisite(s) VBJ300 Acting 1
Content Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ312 VOICE 2

Campus To be advised
Prerequisite(s) VBJ301 Voice 1
Content Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of f major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ313 MOVEMENT 2

Campus To be advised
Prerequisite(s) VBJ302 Movement 1
Content Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and constrast the work of two major Twentieth Century choreographers or physical theatre directors.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ314 IMPROVISATION 2

Campus To be advised
Prerequisite(s) VBJ303 Improvisation 1
Content Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE

Campus To be advised
Prerequisite(s) Nil
Content Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ362 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ369 COMPETENCY ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Conduct competency audit, prepare competency portfolio.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBJ370 CAREER PLANNING & SKILLS ASSESSMENT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a personal plan; conduct a self-assessment for Recognition of Prior Learning; prepare a personal resume; develop a job search and job interview strategies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Productivity and operations management; Industrial engineering and work study; Selection and recording; Critical examination and development of improved methods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ374 RESOURCE REQUIREMENT PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Resource requirements planning; Plant manufacturing capacity; Material Requirements Planning (MRPI); Capacity requirements planning.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPII).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Strategies to manage and ensure smooth workflow in a warehouse environment; Alternative materials handling systems; Current trends and issues in warehouse systems; Technology and operations; Strategies for managing systems in a warehouse environment; Analyse the inventory control system of a warehouse organisation; Stock location system used in a warehouse organisation and improvements that could be made; The picking system used in a warehouse organisation and improvements that could be made; Analyse the dispatch and transport system of a warehouse organisation and participate in the development and evaluation of new systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ382 CAREER PLANNING AND SKILLS ASSESSMENT – INDUSTRY PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Career path planning; Skills mapping; Writing resumes; Recognition of Prior Learning processes, Requirements of the Framework for the Business Services, Finance and Property Industries in Victoria.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ382 PREDETERMINED MOTION TIME STANDARDS SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to predetermined motion time standards system; Methods Time Measurement (MTM); Master Standard Data (MSD) or Modular Arrangement of Predetermined Time Standards (MODAPTS); Alpha-Mnemonic coding systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Facility layout and workplace design; How layout techniques are used to improve existing facilities; Assess a range of work environments to determine the need for redesign; re-layout or work redefinition; Explain the relationship between work, worker and the workplace on humans and productivity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ384 PROJECT MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost the project; Outline project organisation; Schedule the project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ387 MAINTENANCE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ389 STATISTICAL & ESTIMATING TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Calculations using the activity sampling technique, in management investigations; Calculations using the group timing technique for setting time standards; Calculations dealing with machine interference; Types of standard data systems that may be developed and installed.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ391 INDUSTRY PROJECT/PRACTICUM

Campus To be advised
Prerequisite(s) To be advised
Content Apply the relevant knowledge and practical skills to perform a range of operations management functions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ392 DEVELOP AN ENVIRONMENTAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content An environmental plan; Development of an environmental plan; Resource requirements for an environmental plan; Evaluate environmental assets, activities, challenges and opportunities; Present an environmental plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ577 INTRODUCTION TO PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) To be advised
Content Define, outline and explain the historical development of public relations; Public relations in business, government and other institutions; Functions performed by public relations professionals; Public relations planning for the organisation; Theories and processes of communication; Internal public relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ578 INTRODUCTION TO PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) To be advised
Content Operating procedures of Public Relations organisations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in 'issues management' and 'crisis Public Relations'; speech presentation; Interrelationships between public relations and advertising functions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ579 TECHNIQUES FOR PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate an understanding of print layout; Applications and functions of desktop publishing; Elements of an in-house newsletter and annual report; Uses of photographs, line drawings and cartoons in print publications; Processes used in printing; Audio-visual and film production and scripting.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ685 PERMITS AND CONTROLS IN INTERNATIONAL TRADE

Campus To be advised
Prerequisite(s) To be advised
Content The nature, purpose and functions of quarantine–cargo clearance; impact and control of pests and diseases. Principles of conservation; data requirements for wildlife exports and imports; applications of GST where relevant.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ707 ORAL COMMUNICATION 1B

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ708 READING & WRITING 1B

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses the consolidation of beginning reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ709 NUMERACY 1B

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ710 USING ELECTRONIC TEXTS 1B

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ711 USING DIAGRAMMATIC TEXTS 1B

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ712 ORAL COMMUNICATION 2

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on extending initial oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBJ713 READING & WRITING 2

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the extension of initial reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBJ714 NUMERACY 2

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on extending initial numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBJ715 ELECTRONIC TEXTS 2

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on extending initial skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBJ716 DIAGRAMMATIC TEXTS 2

Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the extension of initial skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBK137 PERSONAL EFFECTIVENESS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to enhance the interpersonal skills of participants by developing their self confidence and competence in communication.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBK138 ORIENTATION TO LEARNING

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify pathways to future education and training through the preparation of an individual action plans.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBK139 ORIENTATION TO WORK

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with general information and experience of the work environment through investigation of a variety of work situations.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBK156 INDUCTION

Campus To be advised
Prerequisites Nil
Content To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment To be advised

VBK157 INDIVIDUAL VOCATIONAL PLAN

Campus To be advised
Prerequisites Nil
Content To provide learners with the skills to develop an individual transition plan to maximise development throughout the course and to plan for exit.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment To be advised

VBK158 INTERPERSONAL COMMUNICATION SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with interpersonal and conversational skills.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK159 WORKPLACE COMMUNICATION SKILLS

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills to perceive and respond to social situations approximately thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK160 TEAM WORK

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills and confidence to participate effectively as members of a team.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK161 PERSONAL MANAGEMENT SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the skills and tools for applying personal independence in everyday situations.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment To be advised

VBK162 COMMUNITY SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.
Required Reading To be advised
Nominal Hours 95 Hours
Assessment To be advised

VBK163 CAREER PLANING

Campus To be advised
Prerequisites Nil
Content To develop personal organisation and job search skills.
Required Reading To be advised
Nominal Hours 80 hours
Assessment To be advised

VBK164 WORKPLACE EDUCATION

Campus To be advised
Prerequisites Nil
Content To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.
Required Reading To be advised
Nominal Hours 300 Hours: Class contact – 60 Hours, Placement – 240 Hours
Assessment To be advised

VBK165 VOCATIONAL ELECTIVES

Campus To be advised
Prerequisites Nil
Content To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.
Required Reading To be advised
Nominal Hours 400 Hours
Assessment To be advised

VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK284 CRIMINOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBK285 JUSTICE DELIVERY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK286 JUVENILE JUSTICE

Campus To be advised
Prerequisite(s) To be advised
Content This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK287 CRIME PREVENTION

Campus To be advised
Prerequisite(s) To be advised
Content This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK288 SOCIAL RESEARCH AND ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK289 APPLIED PSYCHOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBK290 CULTURAL DIVERSITY

Campus To be advised
Prerequisite(s) To be advised
Content On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia's multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK291 JUSTICE COMMUNICATION

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBK293 WORKPLACE PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK294 ORGANISATIONAL PRINCIPLES AND PRACTICE 1

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide students with knowledge of the principles and practice of management in a justice environment and to develop the necessary knowledge, skills and strategies to deal effectively with the issues of management in a justice environment
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to assist students in the analysis and further understanding of the theories behind the principles and practice of management in a justice environment and to assist them to develop and apply their own style of management to deal effectively with the issues of management in the justice environment.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK296 MUNICIPAL LAW ENFORCEMENT

Campus To be advised
Prerequisite(s) To be advised
Content This module will provide students with an overview of law enforcement in Local Government and the relationship with other sectors of the Community Justice field.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK297 CURRENT ISSUES IN LOCAL GOVERNMENT – BEST VALUE

Campus To be advised
Prerequisite(s) To be advised
Content To provide students with an understanding of all aspects of the concept of Best Value in Local Government.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK298 CURRENT ISSUES IN LOCAL GOVERNMENT – BUSINESS PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to principles of business practice relevant to the management of local government service delivery.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK299 CURRENT ISSUES IN LOCAL GOVERNMENT – DEVELOPING BUSINESS PLANS

Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK300 CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content To introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK302 HUMAN RIGHTS

Campus To be advised
Prerequisite(s) To be advised
Content Human Rights and Advocacy aims to provide students with the knowledge and skills to practice legal advocacy within a human rights and community justice framework.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK303 CURRENT ISSUES IN COMMUNITY LAW

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to consolidate and refine skills gained in introductory modules and provide students with advanced knowledge and skills to identify current legal issues and to practice legal advocacy within a community justice framework.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK304 CONTEMPORARY POLICING

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK305 ECONOMICS FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content To provide students with an understanding of economic concepts, objectives, policy and the relationships between economic events, outcomes and the operation of the legal system. To apply the language and tools of economics to express, present, interpret and analyse economic information.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK382 COMPUTER SKILLS FOR WRITERS & EDITORS

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in the use of word processing packages and the electronic transfer of information in relation to the industry requirements for writers and editors.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK383 EDITING 1A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in analysis and use of English grammar and vocabulary.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK384 EDITING 1B

Campus: To be advised
Prerequisite: VBK383 Editing 1A
Content: The purpose of this module is to build on the skills which were introduced n Editing 1A. It also outlines the correct use of punctuation and the process for analysing and using appropriate writing styles.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to a range of fiction writing forms, and to develop and apply basic fiction writing skills of construction and criticism.
Required Reading: to be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK386 SCRIPTWRITING 1A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to the various modes of scriptwriting, to develop skills in the construction of performance pieces and to produce live performance material.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B

Campus: To be advised
Prerequisite: VBK386 Scriptwriting 1A
Content: The purpose of this module is to further develop the skills of scriptwriting introduced in Scriptwriting 1A. This module focuses on film and television scriptwriting and the development of a major project in any area of scriptwriting.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing and marketing for young children in the area of picture story books. It introduces the works of various children's writers and examines the techniques of writing, presenting and marketing fiction and non-fiction materials for children.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B

Campus: To be advised
Prerequisite: VBK388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children (Younger Readers) 1A, with focus on the junior novel or equivalent younger reader material.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1Point
Assessment: As per accredited curriculum

VBK390 WRITING FOR RADIO

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in producing content/copy, radio news, drama and magazine style programs.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS B

Campus: To be advised
Prerequisite: VBK392 Literature for Writers A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK394 PHOTOGRAPHY FOR WRITERS

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop preparation and presentation of photographic material for illustration of book or article.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITOR

Campus: To be advised
Prerequisite: VBK383 Editing 1A
Content: The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK396 ADVANCED SCREENWRITING PROJECT 2

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK397 AUTHORING A MULTIMEDIA PRODUCT 2

Campus: To be advised
Prerequisite: VBK406 Writing an Interactive Multimedia Sequence 2
Content: To author a multimedia product using an industry standard authoring tool.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK398 INDUSTRY OVERVIEW 2

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop a deeper knowledge of the industry in relation to future employment and freelance skills, legal and business requirements and links to professional associations and networks.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK399 LITERARY NON FICTION PROJECT 2

Campus: To be advised
Prerequisite: VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK385 Introduction to fiction writing 1 (or equivalent)
Content: the purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK400 POETRY 2A

Campus: To be advised
Prerequisite: VAE831 Poetry 1A & VAN043 Poetry 1B
Content: The purpose of this module is to identify a range of performance poetry opportunities and techniques, and develop poetry material for publishing.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK401 POETRY 2B

Campus: To be advised
Prerequisite: VBK400 Poetry 2A
Content: The purpose of this module is to develop poetry material for song lyrics and present poetry for publication
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK402 SCREEN WRITING 2A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop the skills required to orientate and develop an extended project of a screenplay for fiction or non-fiction, and to examine preparation of proposal and synopses.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK403 SCREEN WRITING 2B

Campus: To be advised
Prerequisite: VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to further develop the extended screenplay writing 2A, with emphasis on preparation for submission.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK404 WRITING FOR CHILDREN (OLDER READERS) A

Campus: To be advised
Prerequisite: Nil. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop skills in writing and marketing for older readers in the children's market. It develops the longer works such as juniour novels for 8-10 age group and the 10-13 age group.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK405 WRITING FOR CHILDREN (OLDER READERS) B

Campus: To be advised
Prerequisite: VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop the skills in writing and marketing for older readers in the children market.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2

Campus: To be advised
Prerequisite: VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK593 DESIGN (MANUAL/ELECTRONIC)

Campus To be advised
Prerequisites To be advised
Content Interpreting job specifications, preparation of comp room (layout) and visuals; Copy evaluation; Copy fitting and mark-up; Principles of layout and decision; Colour applications; Practical-creative design; Margins; Texture; Presentation techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment To be advised

VBK594 INTRODUCTION TO MULTIMEDIA

Campus To be advised
Prerequisites To be advised
Content The function of the net; Surfing and browsing on the net; Basic HTML; Basic page construct; Creation of graphics and text links; Graphic compression files; Tabulation; Web page design and realisation; An evaluation and appreciation of home pages; A comparison between traditional print methods and cyberspace; Idustry introduction in the Web field.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

VBK614 MULTIMEDIA DESIGN 2

Campus To be advised
Prerequisite(s) You should have completed VHB043 Multimedia Design 1, and VBH044 Digital Imaging, and VBH046 Interface Design, or have developed the relevant knowledge and skills through other studies or work experience.
Content design principles and elements in contemporary multimedia products; analytical design methods; graphic styles; contemporary graphic designers; colour and type in multimedia; adapting design styles for multimedia; developing interactive multimedia products from design styles
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBK821 INTRODUCTION TO IN HOME SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills to complete the administrative requirements of an in home carer.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBK822 OHS POLICIES & PROCEDURES FOR DOMESTIC CLEANING

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills to adhere to OHS requirements in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBK823 CLEANING PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge to undertake cleaning operations in a home care environment.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBK824 CLEANING ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills to plan for safe and efficient cleaning activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBK825 WORKING WITH DIVERSE BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills to communicate and deal effectively with clients with a range of disabilities and special requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBK826 LAUNDRY SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills to complete laundry services for a client.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBK841 BED MAKING SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and the skills to make beds and apply safe practice.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

VBM510 LEARNING TO LEARN

Campus To be advised
Prerequisite(s) To be advised
Content To assist students to negotiate the relationship between their familiar cultures and the cultures of tertiary education. The module focuses on assisting students in understanding the nature of knowledge in a tertiary educational environment and the skills involved in learning in this environment. The module gives particular attention to key aspects of reading and writing in this environment with the aim of developing students' capacities to confidently participate in the cultures of tertiary education.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content The aim of this module is to develop students' capacities to independently research a tertiary learning environment. It also aims to develop students' critical abilities, abilities which are integral to this learning environment. Finally, the module aims to develop the knowledge and skills essential for students to present themselves for further study and the vocations which are associated with further study.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBM512 PUBLIC LIFE – PAST AND PRESENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students' capacity to read and write about a diverse range of texts in public life. Ait introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM513 STORIES CULTURES TELL THEMSELVES

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM514 NATURE AND ITS HUMAN TRANSFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with knowledge and skills to examine the way nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM515 ECONOMY AND SOCIETY

Campus To be advised
Prerequisite(s) To be advised
Content The aim of this module, in part, is to demystify economic discourse for non-economists. The module also aims to enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM516 TEXT AND CULTURE 1

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with the concepts, language and skills to identify meanings in a range of texts. To enable students to demonstrate how these meanings are constructed and negotiated, and to describe relationships between these texts and their cultural contexts. In addition, the module introduces students to the ideological determination of texts.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VBM517 TRADITION AND MODERNITY

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

VBM518 RESEARCH PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with knowledge and skills to undertake independent research as well as an opportunity for self-directed work and an opportunity for peer group collaboration. Further, this module provides students with an opportunity to assume the identity of researchers and understand something of the working life of researchers. This module further develops the research shills that students acquired in Learning to Learn and Inquiry and Presentation.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/intimate relationships and relations between different cultures over time.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM520 URBAN STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY

Campus To be advised
Prerequisite(s) To be advised
Content Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM522 TEXT AND CULTURE II

Campus To be advised
Prerequisite(s) To be advised
Content Aims to develop students; capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as a collections of art works, but also as exercises of power. The module aims to develop students' understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VBM565 ORAL COMMUNICATIONS II

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBM566 ORAL COMMUNICATIONS III

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presenations at a basic level. The course also prepares students for entry into Adult VCE English.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBM585 WORK EFFECTIVELY AS A PROFESSIONAL NURSE

Campus To be advised
Prerequisite(s) To be advised
Content This subject covers the knowledge and skills required to work as a professional nurse. Nursing is conducted within a multi-disciplinary health care team and occurs in the following clinical setting: Aged Care, Rehabilitation, Community Nursing, Mental Health and Acute care. It also introduces the principles of working within a legal and ethical framework, within the scope of practice of the Registered Nurse Division 2. Issues relating to health and wellbeing, determinants of health and individual client's expectations of health care will be researched and identified.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM587 UNDERTAKE CLIENT ASSESSMENT

Campus To be advised
Prerequisite(s) To be advised
Content This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2 to undertake the nursing assessment- primarily vital signs. Through this process, the student learns to measure and record vital signs. They also learn normal ranges, recording and reporting processes, in routine settings as well for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM588 DELIVER NURSING CARE TO CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES

Campus To be advised
Prerequisite(s) To be advised
Content Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessments and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)

Campus To be advised
Prerequisite(s) To be advised
Content This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessments, act and communicate to contribute to the health and wellbeing of the client.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student s required to understand the value of establishing supportive relationships with their client and significant others. This enables them to lean to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM

Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS

Campus To be advised
Prerequisite(s) To be advised
Content This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic – and the client's physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this specialty area.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM687 GENERAL CURRICULUM OPTIONS (DRIVER EDUCATION)

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VBM691 READING AND WRITING II

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM692 NUMERACY AND MATHEMATICS II

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend students with a knowledge of basic numerical concepts and build confidence in everyday mathematical problem solving. Teaching activities place maths in context and emphasise the use of maths as a tool for understanding and representing information. A thematic curriculum approach is used which allows the skills identified in.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM693 GENERAL CURRICULUM OPTIONS II

Campus To be advised
Prerequisite(s) To be advised
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBM694 READING AND WRITING III

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presenations at a basic level. The course also prepares students for entry into Adult VCE English.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM696 GENERAL CURRICULUM OPTIONS III

Campus To be advised
Prerequisite(s) To be advised
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS633 DRAWING FOR ILLUSTRATIONS

Campus To be advised
Prerequisite(s) Nil
Content Draw using specialised tools and equipment for illustration.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS635 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS636 BUSINESS PRACTICES

Campus To be advised
Prerequisite(s) Nil
Content Skills, knowledge and attitudes required to start or run a small business relevant to the art/design industry.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS637 FOCUS ON INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS638 DESIGN PRINCIPLES AND ELEMENTS

Campus To be advised
Prerequisite(s) Nil
Content To provide participants with the skills, knowledge and attitudes required to resolve visual communication problems through the application of design principles and elements.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS639 CONTEMPORARY ART AND/OR DESIGN

Campus To be advised
Prerequisite(s) Nil
Content To analyse contemporary art and/or design movements/directions including public art, hybrid art, multimedia and computer generated art.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS640 COMPUTER AIDED DESIGN

Campus To be advised
Prerequisite(s) Nil
Content Basic computer operations using industry-relevant hardware and software applications.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS641 DRAWING

Campus To be advised
Prerequisite(s) Nil
Content To provide participants with the skills, knowledge and attitudes required to create sketches and drawings both from observation, and through the process of conceptualisation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS642 LIFE DRAWING

Campus To be advised
Prerequisite(s) Nil
Content Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS643 PHOTOGRAPHY

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with a theoretical and practical introduction to photography.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2

Campus To be advised
Prerequisite(s) VBS641 Drawing.
Content To use drawings and sketches to represent imagery, express ideas, and explore themes.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3

Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2.
Content To extend students' knowledge of drawing and drawing mediums and techniques, and to apply these concepts to a major area of study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4

Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content To extend, utilise and interpret knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2

Campus To be advised
Prerequisite(s) VBS642 Life Drawing (Generic).
Content To incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2

Campus To be advised
Prerequisite(s) VBS636 Business Practices.
Content To apply sound business practice within the legal responsibilities of a self-employed art practitioner.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3

Campus To be advised
Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.
Content To identify the policies and philosophies of potential clients including, commercial galleries, commissioning agencies and art and craft management committees.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS650 CONTEMPORARY ART STUDIES LEVEL 2

Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies.
Content To analyse contemporary art and/or design works in relation to their underlying philosophies.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3

Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
Content To analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1.
Content To identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A Visiting Artists program is an essential aspect of this study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.
Content To analyse philosophical theory and its relationship to art production.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3
Content To evaluate own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES

Campus To be advised
Prerequisite(s) Nil
Content To develop a range of approaches using differing methods, materials and techniques to artistic problems.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content To identify and analyse sociological subject matter and its impact on the production of art.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS657 PAINTING LEVEL 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
Content An introduction to the production of paintings.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS658 PAINTING LEVEL 2

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1.
Content To develop personal philosophy in regard to painting.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS659 PAINTING MINOR STUDY 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2.
Content To apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS660 PAINTING MINOR STUDY 2

Campus To be advised
Prerequisite(s) VBS635 Occuparional Health and Safety, VBS659 Painting Minor Study 1.
Content To apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1

Campus To be advised
Prerequisite(s) VBS657 Painting Level 1, VBS658 Painting Level 2.
Content To apply and develop a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2

Campus To be advised
Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.
Content To initiate, plan and execute paintings which are a vehicle for personal expression.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS663 PRINTMAKING LEVEL 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety
Content A theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS664 PRINTMAKING LEVEL 2

Campus To be advised
Prerequisite(s)
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to explore printmaking techniques and materials as a means of expressing ideas and concepts in printed imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS688 ELECTRONIC DESIGN LEVEL 1

Campus To be advised
Prerequisite(s) VBS640 Computer Aided Design
Content 2D Image manipulation; compositing images digitally; Respond to a design brief using digital imaging
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS689 ELECTRONIC DESIGN LEVEL 2

Campus To be advised
Prerequisite(s) VBS640 Computer Aided Design; VBS688 Electronic Design Level 1
Content Producing graphic designs for print media using digital applications; Incorporating text into graphic design using digital applications; Using Vector software to produce graphics; Creating a multi-page print document.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS744 DESIGN PROCESS LEVEL 1

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS746 REPROGRAPHICS AND PREPRESS LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content Use industry standard software to prepare designs to prepress stage ready for printing.
Required Reading To be advised
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS747 REPROGRAPHICS AND PREPRESS LEVEL 2

Campus To be advised
Prerequisite(s) VBS746 Reprographics and Prepress level 1
Content Use industry standard software to prepare designs to prepress stage ready for printing.
Required Reading To be advised
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS748 FINISHED ART LEVEL 1

Campus To be advised
Prerequisite(s) VBS643 Photography, VBS755 Typography.
Content Use hand tools and appropriate software to produce camera print/print ready commercial artwork of simple one and two colour design.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS749 FINISHED ART LEVEL 2

Campus To be advised
Prerequisite(s) VBS748 Finished Art level 1.
Content To produce manual and computer finished art from a designer's brief or rough on time and within budget.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS750 FINISHED ART LEVEL 3

Campus To be advised
Prerequisite(s) VBS749 Finished Art Level 2.
Content To create initial design concepts and produce artwork to finished art stage.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS752 TECHNICAL COLOUR APPLICATIONS

Campus To be advised
Prerequisite(s) Nil
Content To prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS753 TECHNICAL ILLUSTRATION

Campus To be advised
Prerequisite(s) Nil
Content To develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS754 COMMERCIAL PRODUCT ILLUSTRATION

Campus To be advised
Prerequisite(s) VBS744 Design Process 1, Drawing for Illustration, VBS753 Technical Illustration, VBS745 Electronic Design.
Content Create illustrations capable of being electronically reproduced for commercial products to meet a design brief.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS755 TYPOGRAPHY LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content Construct type for a range of design applications.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS756 TYPOGRAPHY LEVEL 2

Campus To be advised
Prerequisite(s) VBS755 Typography Level 1.
Content Respond to complex briefs with typographic solutions.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
Content Work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.
Required Reading To be advised
Nominal Hours 224 Hours
Assessment As per accredited curriculum

VBS758 HISTORY OF DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS759 DESIGN PROCESS LEVEL 2

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS761 3D STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS763 VOCATIONAL STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to meet agreed expectations for the completion of industry project, brief involving industry based project, consultation and/or research.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS764 CRITICAL ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

WD550 ORIENTATION TO PALLIATIVE CARE

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to orientate the student to the palliative care work environment: the team, the providers and the client, and to introduce definitions and medical terminology.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD551 PHILOSOPHY OF PALLIATIVE CARE

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to introduce concepts of quality of life, dying with dignity, and spirituality, all of which are fundamental to the provision of palliative care.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD552 ETHICAL & LEGAL ISSUES IN PALLIATIVE CARE

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to raise an awareness of ethical and legal issues to ensure work safety, so that students and services recipients are not exposed to risk.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD553 COMMUNICATION FOR THE PALLIATIVE CARE TEAM

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is for students to develop communication skills pertaining to bereavement issues, so that they may work collaboratively with team members, clients, families and carers.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD554 EXPLORING CLIENT GROUPS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to prepare students to work in the palliative care environment by having developed awareness of the palliative client and their needs.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD555 SYMPTOMS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to develop an awareness of some symptoms that may be seen in the palliative client.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD556 GRIEF & LOSS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to develop an understanding of grief and loss issues in order to support clients, their families and carers, colleagues and self.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD557 DEATH & DYING

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to equip the student with some practical care-giving skills related to death & dying.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WD558 RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to assist students to develop a resource kit and prepare in the event of an emergency.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

WRB01A COMMUNICATE WITH CLIENTS

Campus City King.
Prerequisite(s) Nil
Content Reception and telephone duties; Effective communication with clients and other staff in the workplace.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB03A APPLY SAFE WORKING PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB03A-A INFECTION CONTROL

Campus City King.
Prerequisite(s) To be advised
Content Causative agents of disease and disease transmission; Interpretation and implementation of Health Regulations; human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&S arrangements and safe lifting practices.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

WRB03A-B FIRST AID

Campus City King.
Prerequisite(s) To be advised
Content Level 1 first aid plus some additional first aid procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

WRB04A PERFORM SALON/STORE CLEANING DUTIES

Campus City King.
Prerequisite(s) Nil
Content Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB05A MERCHANDISE BEAUTY PRODUCTS

Campus City King.
Prerequisite(s) Nil
Content Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB06A SELL BEAUTY PRODUCTS

Campus City King.
Prerequisite(s) Nil
Content Use of sales techniques; Key selling skills from approaching the client to closing the sale.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB07A CONDUCT FINANCIAL TRANSACTIONS

Campus City King.
Prerequisite(s) Nil
Content Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB08A PROVIDE SERVICE TO CLIENTS

Campus City King.
Prerequisite(s) Nil
Content Receiving clients in a professional, courteous manner; Making appointments; Recording client's details; Responding to client complaints; Identify client's special needs and requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB09A PERFORM STOCK CONTROL PROCEDURES

Campus City King.
Prerequisite(s) To be advised
Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB10A MINIMISE THEFT

Campus City King.
Prerequisite(s) To be advised
Content Apply routine salon/store security, Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT

Campus City King.
Prerequisite(s) To be advised
Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB13A ADVISE ON BEAUTY SERVICES

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Develop product knowledge; Identify and recommend products and services.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB14A PIERCE EARS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Ear piercing in accordance with health regulations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB16A-A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Analysis of unwanted hair characteristics for temporary removal and/or camouflage treatment; Facial and body waxing using hot and strip; Bleaching to camouflage hair; After-care treatments; Advice on further service and treatments; sequential treatments/services.
Required Reading To be advised
Nominal Hours 80-100 Hours
Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY

Campus City King.
Prerequisite(s) To be advised
Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB17A PROVIDE MANICURE AND PEDICURE SERVICE

Campus City King
Prerequisite(s) To be advised
Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB18A APPLY NAIL ENHANCEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Apply, refill and remove artificial nails; Sequential services.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

WRB19A USE ELECTRICAL EQUIPMENT FOR NAILS

Campus To be advised
Prerequisite(s) To be advised
Content Use of electrical equipment for nail decoration and artificial nail application services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB20A APPLY NAIL ART

Campus To be advised
Prerequisite(s) To be advised
Content Decorative techniques for nails.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content Design and apply suitable make-up techniques for photography.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB24A-A1 ANATOMY AND PHYSIOLOGY A

Campus City King.
Prerequisite(s) To be advised
Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB24A-A2 NUTRITION

Campus City King.
Prerequisite(s) To be advised
Content Healthy food choices; Recommended dietary intake; Absorption and role of major nutrients; The application of dietary principles in everyday situations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB24A-B1 SKIN

Campus City King.
Prerequisite(s) To be advised
Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRB24A-B2 ANATOMY AND PHYSIOLOGY B

Campus City King.
Prerequisite(s) To be advised
Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS

Campus City King.
Prerequisite(s) To be advised
Content Integration of underpinning knowledge into the facial practical unit.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRB25A-A PROVIDE FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.
Content Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.
Required Reading To be advised
Nominal Hours 122 Hours
Assessment As per accredited curriculum

WRB25A-B SKIN DISORDERS

Campus City King.
Prerequisite(s) To be advised
Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB26A-A PROVIDE ADVANCED FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments.
Content Assess client's requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vapozone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRB26A-B COSMETIC CHEMISTRY

Campus City King.
Prerequisite(s) To be advised
Content The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transepidermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB26A-C BASIC ELECTRICITY

Campus City King.
Prerequisite(s) To be advised
Content Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.
Content Assess client's requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.
Required Reading To be advised
Nominal Hours 116 Hours
Assessment As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments
Content Assess client's requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A

WRB29A-B PROVIDE PERMANENT EPILATION B

Campus City King.
Prerequisite(s) To be advised
Content Assess client's requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to clients; Provide after care advice.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment As per accredited curriculum

WRB32A CO-ORDINATE WORK TEAMS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties,

WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB40A PROVIDE A SAFE WORKING ENVIRONMENT

Campus City King
Prerequisite(s) To be advised
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRBX1 NAIL SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Appearance and gross anatomy of normal human nails; common nail disorders; effects of treatments on nails.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content This unit incorporates the Australian safe guidelines and basic First Aid procedures, in encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of a salon.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH02A COMMUNICATE IN THE WORKPLACE

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH03A RECEIVE AND DIRECT CLIENTS

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH04A PREPARE CLIENTS FOR SALON SERVICES

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses the preparation of clients for a range of salon services.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH05A CO-ORDINATE SALON TASKS

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH06A REMOVE CHEMICALS FROM HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit relates to those competencies required to complete the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH07A SCHEDULE AND CHECK-OUT CLIENTS

Campus City King.
Prerequisite(s) Nil
Content This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS

Campus City King.
Prerequisite(s) Nil
Content This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH10A TREAT HAIR AND SCALP

Campus City King.
Prerequisite(s) Nil
Content This unit describes those competencies required to treat a range of hair and scalp conditions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH11A CUT HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.
Required Reading To be advised
Nominal Hours 170 Hours
Assessment As per accredited curriculum

WRH12A DRESS (STYLE) HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

WRH14A COLOUR HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.
Required Reading To be advised
Nominal Hours 115 Hours
Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH16A PROVIDE SPECIALIST HAIR DESIGN SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies which are required to produce high fashion and current hair designs and may include the use and application of combinations of hair cutting, colour, permanent wave and finishing techniques. It requires a need for skill in professional hair design advised to clients.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRH17A PROVIDE SPECIALIST HAIR COLOUR SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies required to perform specialist colour services to clients. Services incorporate a combination of techniques to produce a high fashion result.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRH18A PROVIDE SPECIALIST HAIRSTYLING SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies required to perform specialist hairstyling services to clients. Services incorporate a combination of techniques including braiding, long hair, advanced roller and curl control and air drying to produce high fashion and current results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform face shaving on male clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH34A SUPERVISE STAFF AND THE SALON

Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH35A MAINTAIN CUSTOMER RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses the development and implementation of strategies to meet the requirements of existing customers and identifying potential new customers, products and services which may expand business opportunities.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.1A OPERATE RETAIL EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCA.2A APPLY RETAIL OFFICE PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRCA.3A APPLY RETAIL OFFICE KEYBOARD SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Open file; Edit information; Exit file; Procedure document from written text.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.4A CO-ORDINATE RETAIL OFFICE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.1A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Required Reading To be advised
Nominal Hours 63 Hours
Assessment As per accredited curriculum

WRRCS.2A APPLY POINT OF SALE HANDLING PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCS.3A INTERACT WITH CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers' special requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.4A CO-ORDINATE INTERACTION WITH CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.1A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRRER.2A CO-ORDINATE WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.3A MAINTAIN EMPLOYEE RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.4A IMPLEMENT STAFF TRAINING

Campus To be advised
Prerequisite(s) To be advised
Content Confirm the need for training; Plan and document training; Arrange location and resources; Notify trainees; Prepare trainees; Instruct trainees; Provide opportunities; Confirm trainee has reached required standard of performance; Evaluate training; Record training; Provide information on training.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.5A ASSESS WORKPLACE COMPETENCIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and explain assessment context; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to person(s) being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.1A BALANCE REGISTER/TERMINAL

Campus To be advised
Prerequisite(s) To be advised
Content Remove takings from register/terminal; Reconcile takings.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRF.2A PERFORM RETAIL FINANCE DUTIES

Campus To be advised
Prerequisite(s) To be advised
Content Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRF.3A PRODUCE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation's; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.4A PREPARE PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRFM.1A MERCHANDISE FRESH FOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare fresh food stock; Place and arrange fresh food stock; Prepare display labels and tickets; Maintain fresh food display; Protect fresh food stock.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRRFS.1A ADVISE ON FRESH FOOD PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS.4A RECOMMEND LIQUOR PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.1A PERFORM STOCK CONTROL PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.2A MAINTAIN STOCK CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Monitor receipt and dispatch of goods; Maintain stock records; Co-ordinate stock take/cyclical count; Identify stock losses.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRI.3A ORDER STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Process order; Follow up order.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRI.4A BUY MERCHANDISE

Campus To be advised
Prerequisite(s) To be advised
Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRRINF.1A ANALYSE AND COMMUNICATE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRRLP.1A APPLY SAFE WORKING PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Observe basic safety procedures; Observe emergency procedures.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP.2A MINIMISE THEFT

Campus To be advised
Prerequisite(s) To be advised
Content Apply routine store security; Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRLP.3A MAINTAIN STORE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP.4A MAINTAIN STORE SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and maintain store security.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP.5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP.6B APPLY RETAIL FOOD SAFETY PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

WRRLP.7B MONITOR FOOD SAFETY PLAN / PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.1A MERCHANDISE PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.2A PERFORM ROUTINE HOUSEKEEPING DUTIES

Campus To be advised
Prerequisite(s) To be advised
Content Organise work area; Clean work area.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRM.3A CO-ORDINATE MERCHANDISE PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.4A CO-ORDINATE HOUSEKEEPING

Campus To be advised
Prerequisite(s) To be advised
Content Implement housekeeping policies.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRRO.1A MANAGE MERCHANDISE AND STORE PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.2A MANAGE SALES AND SERVICE DELIVERY

Campus To be advised
Prerequisite(s) To be advised
Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.3A PROVIDE A SAFE WORKING ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.4A CONTROL STORE SECURITY/LOSS

Campus To be advised
Prerequisite(s) To be advised
Content Control store security.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.5A CONTROL INVENTORY

Campus To be advised
Prerequisite(s) To be advised
Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.6A MANAGE STORE FACILITIES

Campus To be advised
Prerequisite(s) To be advised
Content Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRPL.1A MANAGE FINANCIAL RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Control costs; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPL.2A SET STRATEGIC PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate and implement mission statement; Set objectives and targets; Develop action plans.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRRPL.3A INITIATE AND IMPLEMENT CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

WRRPM.1A ADMINISTER HUMAN RESOURCES POLICY

Campus To be advised
Prerequisite(s) To be advised
Content Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPM.2A RECRUIT AND SELECT PERSONNEL

Campus To be advised
Prerequisite(s) To be advised
Content Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPM.3A LEAD AND MANAGE PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRRS.1A SELL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objectives; Close sale; Maximise sales opportunities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRS.2A ADVISE ON PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Recommend specialised products.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRS.3A CO-ORDINATE SALES PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Implement sales policies and procedures; Monitor achievement of sales targets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRS1B SELL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRSS.1A RECOMMEND AND FIT CLOTHING AND ACCESSORIES

Campus To be advised
Prerequisite(s) To be advised
Content Research store clothing range; Recommend customer wardrobing; Measure and fit clothes; Advise on and arrange clothing alteration service.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.2A RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.3A RECOMMEND JEWELLERY PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend specialist jewelley products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.4A RECOMMEND ELECTRICAL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend electrical products; Advise on electrical product warranties; Negotiate price payments and options; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.5A RECOMMEND FURNITURE PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store furniture product range; Recommend furniture products; Advise on furniture product warranties; Negotiate price and payment options; Advise on and arrange product services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.6A RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend floor covering products and services; Estimate floor covering products and services; Estimate floor covering quantities; Advise on floor covering product warranties; Negotiate price and payment options; Advise on and arrange floor covering laying service.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.7A RECOMMEND HARDWARE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend hardware products, machinery and equipment; Estimate hardware quantities; Advise on hardware product warranties; Negotiate price payment options; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.8A RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store camera and photographic product range; Recommend camera and photographic equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange photographic services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.9A RECOMMEND COMPUTER PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store computer product range; Recommend computer hardware and software products; Advise on product warranties; Negotiate price and payment options; Advise on and arrange product service and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.10A RECOMMEND SPORTING PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.11A RECOMMEND TOY PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.12A RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store book range; Recommend books; Advise on reader services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.13A RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.14A HIRE AND SELL VIDEO PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWFN201A COMPLETE DEBTOR PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Confirm trading terms; Establish customer debts and credit levels; Process debtors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWFN302A MANAGE DEBTOR PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWFN403A MANAGE OPERATIONS TO BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Control costs; Control budget; Propose expenditure; Maintain business accounting systems; Prepare business sales budgets; Set budget targets and monitoring mechanisms.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWFN504A MANAGE PRICES

Campus To be advised
Prerequisite(s) To be advised
Content Confirm market research and forecasts; Set wholesale price; Announce wholesale price; Establish trading terms between a wholesale business and customers.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWI402A PLAN INVENTORY LEVELS

Campus To be advised
Prerequisite(s) To be advised
Content Forecast inventory demands; Implement inventory control systems; Monitor and improve inventory plans.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWMK202A CONDUCT TELEMARKETING

Campus To be advised
Prerequisite(s) To be advised
Content Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Process telemarketing customer sales and orders; Maintain telemarketing systems and technology; Record campaign results.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK303A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK404A MARKET PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish wholesale customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing strategies; Evaluate marketing strategies and customer satisfaction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWMK405A SEIZE A BUSINESS OPPORTUNITY

Campus To be advised
Prerequisite(s) To be advised
Content Analyse environmental factors influencing products and services; Identify a business opportunity; Evaluate a business opportunity; Seize viable business opportunities.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK506A MANAGE PROMOTIONAL ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWMK507A DEVELOP A SALES STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Review existing sales plans; Devise a sales strategy; Implement sales strategy.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWMK508A DEVISE A STRATEGIC MARKETING PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Set strategic marketing goals and performance indicators; Predict trends; Position products and services to gain sustainable market advantage; Maximise planning and monitoring frameworks; Implement the strategic marketing plan.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Maintain productivity; Assure quality; Build a commitment to continuous improvement; Implement process quality.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Determine legal structure of the business; Monitor compliance with statutory and regulatory requirements; Establish rights to wholesale products/services; Secure rights to products/services.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWOP404A NEGOTIATE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate agreements and contracts; Secure new contracts; Award a contract; Prepare a contract; Finalise contract details; Review a contract.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWOP405A IMPLEMENT PRODUCT RECALLS

Campus To be advised
Prerequisite(s) To be advised
Content Respond to customer problems that may require product recall; Respond to initial enquiries to clarify nature of product risk; Implement product recalls.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRWOP406A MANAGE AND PROMOTE BUSINESS TO BUSINESS E-COMMERCE SOLUTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Manage e-commerce solutions; Maintain the function and interrelation of component e-commerce systems; Verify interconnection of e-commerce systems; Establish protocols and access procedures fro customers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWOP407A MAINTAIN WORKPLACE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Communicate safety procedures to staff; Maintain a safe workplace; Implement emergency procedures; Monitor occupational health and safety compliance and management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWOP508A IMPLEMENT E-COMMERCE BUSINESS SOLUTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse the most effective business to business model; Manage e-commerce infrastructure and resources; Manage electronic payment and banking systems; Monitor security of electronic commerce systems and solutions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWOP509A BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY

Campus To be advised
Prerequisite(s) To be advised
Content Benchmark best practice performance; Audit process quality improvement; Improve wholesale processes; Monitor quality improvement for a wholesale process; Monitor customer service quality for a wholesale business; Improve service quality.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWOP510A ESTABLISH COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Examine compliance of current business to legal system(s); Establish compliance of current product recall policies and procedures; Analyse responsibilities and accountabilities of parties undertaking business transactions; Analyse and apply principles in business and contract law; Analyse how the law protects intellectual property; Identify risks associated with managing supply across national boundaries.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA

Campus To be advised
Prerequisite(s) To be advised
Content Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPL302A PROCESS PRODUCT AND SERVICE DATA

Campus To be advised
Prerequisite(s) To be advised
Content Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWPL403A MAXIMISE SALES OF BRANDED PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Set sales objectives to meet business outcomes; Monitor sales; Develop strategies for promotion of branded products; Ensure sales of branded product deliver business outcome(s).
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWPL504A REVIEW PRODUCT/SERVICE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Conduct internal research on current wholesale business position; Conduct external research on current business position; Assess opportunities for new products and services; Monitor product and service performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPL505A MAXIMISE PRODUCT SALES AND MARKET SHARE

Campus To be advised
Prerequisite(s) To be advised
Content Analyse wholesale product and service performance; Assess wholesale market position strategies; Assess product and service promotion strategies; Develop competitive pricing structures; Implement wholesale product and service plans.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPL506A MANAGE DISTRIBUTION PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Manage purchasing agreements with business customers; Monitor supply arrangements with business customers; Introduce product range; Monitor quality control of supply and distribution; Review distribution/supply agreements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPL507A FORECAST PRODUCT PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Forecast trends and developments impacting operations; Review forecasts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPL508A IMPROVE SUPPLY AND DISTRIBUTION CHAINS.

Campus To be advised
Prerequisite(s) To be advised
Content Confirm features of specific supply chains; Maintain information on suppliers; Review distribution arrangements; Devise policy and procedures for distribution and supply; Forecast future contingencies impacting supply chain management; Improve supply and distribution chain effectiveness.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWPS201A PROCESS PURCHASES

Campus To be advised
Prerequisite(s) To be advised
Content Apply purchasing and procurement procedures; Complete purchasing and procurement activities; Capture and record purchasing data; Liaise with suppliers to complete procurement processes.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain effective supplier relationships; Deal ethically with suppliers; Resolve supplier enquiries; Confirm legal, legislative and business supply requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWPS403A PURCHASE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply agreements; Maximise profit; Complete purchase; Rationalise stock.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPS504A DEVELOP PURCHASING STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Manage on-going performance of purchasing and procurement strategies; Evaluate existing purchasing systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Apply product knowledge; Identify specific customer types and behaviour; Sell products to customers; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRWSL202A BUILD SALES RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Identify computer technology and information systems managing electronic transactions; Set up and use computerised technology and systems for e-commerce transactions; Use technology to set up an electronic account for a customer; Establish business procedures for completing credit checks or updates.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE

Campus To be advised
Prerequisite(s) To be advised
Content Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Maximise sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL407A LEAD A SALES TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Lead a sales team; Manage territory and sales team coverage; Manage sales team resources; Conduct sales team meeting; Model sales and service values and behaviour.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWSL408A TRAIN SALES TEAM OPERATIVES

Campus To be advised
Prerequisite(s) To be advised
Content Coach sales team members; Promote sales team product sales and positioning techniques; Coordinate the implementation of training activities for the sales team; Review team and individual level training activities.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL509A MANAGE SALES TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Review sales team performance and procedures; Manage sales team territory coverage; Organise sales staff according to industrial relations requirements and obligations; Monitor product/service price and cost structures; Monitor and reset sales team objectives.
Required Reading To be advised
Nominal Hours 33 Hours
Assessment As per accredited curriculum

WRWWS201A CONFIRM WHOLESALE BUSINESS PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRWWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Develop techniques to maintain close contact with business customers; Identify business customer needs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWWS403A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Work with other businesses to maximise their success; Develop management systems that support business relationships; Provide forecast information to other businesses; Improve business and customer outcomes; Expand business relationships.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWWS504A MANAGE BUSINESS CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate deals; Verify trading terms; Manage business contracts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

Recognition of Learning – Pathways, Credit Transfer and RPL

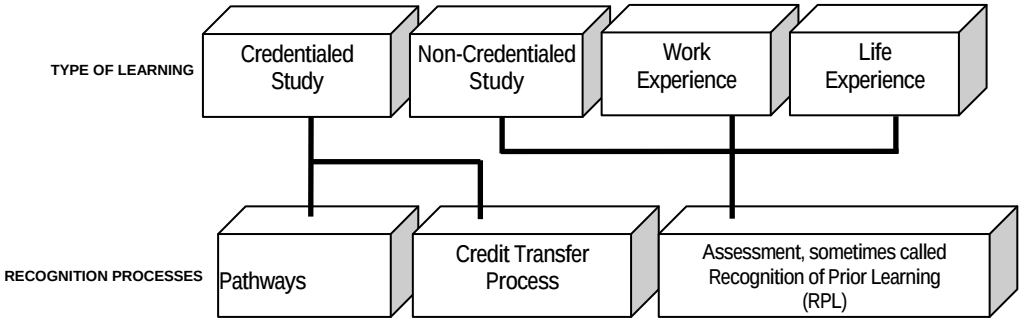
Victoria University recognises that valuable learning takes place outside the university through:

- study towards formally recognised qualifications (either fully or partially completed) such as a degree, diploma, or certificate (this is referred to as credentialed study);
- short courses, offered by professional bodies, voluntary associations, workplaces, trade unions, government agencies and/or community groups, that do not lead to formal qualifications (or non-credentialed learning);
- work experience; and
- life experience.

Students are encouraged to think broadly about their experiences. In addition to providing entry into a course/qualification, students' prior learning may enable them to be granted Recognition of Prior Learning or credits for modules/competencies within that course/qualification.

Victoria University has established the following processes to facilitate the recognition of learning achieved outside the University.: Pathways, Credit Transfer Process, and Recognition of Prior Learning.

By recognising students' past experiences and achievements, the University ensures that students do not have to repeat the skills and knowledge they have already achieved.



Pathways

Standardised pathways are formally approved links between courses/qualifications in different sectors or within the same sector. They may move from:

- secondary schools to TAFE
- TAFE to TAFE
- TAFE to higher education
- higher education to TAFE
- higher education to higher education
- workplace to TAFE or higher education
- private training organisation to TAFE or higher education.

These pathways may involve:

- Credit/exemptions – for example students who have completed the Advanced Diploma of Business (Accounting) will receive credit for twelve subjects in the Bachelor of Business (Accounting), if they gain entry into that degree course;
- Entry only – for example students who have successfully completed Science for Nurses (Gateway to Nursing and the Health Sciences) automatically gain entry into the Certificate IV in Health (Nursing)

In this way students are able to shorten the length of their course/qualification, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.

Pathways may also link courses/qualifications in the same or different disciplines.

Students who meet the conditions specified in the pathway will be automatically granted the benefits specified in the pathways (entry or credit).

Students who have not completed their initial course/qualification may still obtain credit in recognition of the subjects/modules/competencies successfully completed.

'Articulation' describes the links or pathways between courses/qualifications. Students who take advantage of pathways are sometimes called articulating students.

Victoria University is widely recognised as a national leader in developing credit transfer arrangements for students, particularly between the TAFE and higher education sectors.

Applications

Students should provide details of any prior study when they:

- apply to enter a course/qualification;
- are interviewed in the Centre for Commencing Students; or
- enrol.

Students eligible for entry or credit on the basis of a formally approved pathway will be identified at the time of enrolment. Any credit may be granted at the time of enrolment.

Credit Transfer/Mutual Recognition

Students who have already successfully completed any of the subjects/modules/competencies in the course/qualification in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition, Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Applications

Students applying for Credit Transfer should approach their Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their applications with their teacher/lecturer before submission.

The university will endeavour to process credit transfer applications as soon as possible.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process whereby the learning that students have achieved through study and life/work experience is matched against the learning that would be covered in specific subjects/modules/competencies.

Applications

Students who believe that they are eligible for RPL are advised to begin the application as soon as they are enrolled. Students applying for RPL should approach their Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. Students are encouraged to discuss their application with their teacher before it is submitted. Departments will provide information about the evidence that is required for the RPL application.

The University will endeavour to process RPL applications as soon as possible. Processing time depends on the complexity of the application but should take no more than four weeks.

Fees

An Assessment Fee may be charged where an external board/party is involved in the RPL assessment process.

A fee will apply to fee for service clients.

TAFE applicants will be notified of any applicable fees when they collect their application form.

Notification

Applicants will receive in writing the results of their application for credit or RPL assessment.

Right of Appeal

Applicants who are either denied credit or who wish to challenge the amount of credit granted on the basis of a formal pathway, a credit transfer application, or RPL assessment may request further consideration. Such appeals must be lodged with the Department Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.

Admission, Enrolment and Academic Procedures and Regulations

Admission and Selection

The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General

The primary objective of the University's admission and selection policies is to ensure that students selected for admission to courses/qualifications are capable of successfully completing the course/qualification in which they are to be offered a place. In considering students for admission there shall be no discrimination on the grounds of gender, sexual preference, marital status, pregnancy, race, political beliefs, religion, physical attributes, socio-economic status, language or age.

The University has, however, developed targeted programs designed to ensure a broader representation of students from currently under-represented groups in tertiary education (e.g. women, Aborigines and Torres Strait Islanders).

Admission to the University is conducted within a framework of minimum entry requirements coupled with selection criteria that relate to the demands that each course/qualification will place upon students. In addition, the University has a policy of giving special consideration to applicants who live in the western metropolitan region of Melbourne for courses/qualifications that are not unique to the University.

The selection criteria for each course/qualification are reviewed each year and are finally determined annually by the Council of the University on the recommendation of the Academic Board or the Board of Technical and Further Education as appropriate. The selection criteria for each course/qualification, including specific prerequisites for admission, are included with the detailed descriptions of each course/qualification which appear in the relevant Faculty and TAFE Handbooks. Generally, selection is based on academic merit and by the selection authority's assessment of the relative likelihood of applicants to successfully complete the course/qualification to which they have applied for admission. The main criterion for selection to Degree and Diploma courses/qualifications is the applicant's performance in Year 12 studies unless other factors are relevant.

Such other factors may include:

- the results of any interviews, auditions, tests or other assessment procedures determined by the particular course/qualification selection authorities;
- any illness, or serious hardship as a result of which, in the opinion of the selection authorities, the studies or performance of an applicant have been adversely affected;
- the presentation and depth of relevant supporting material as determined by the particular course/qualification selection authorities;
- the life experiences of the applicant; and
- previous study at tertiary level.

Intending applicants for places in University courses/qualifications can obtain more detailed information about selection criteria and selection procedures for individual courses/qualifications by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Course Pathways

Victoria University offers a broad range of courses/qualifications from bridging and preparatory programs to PhDs. It is committed to establishing multiple entry and exit points enabling students to start in a program that best meets their needs and exit with the qualification that will assist them to realise their vocational and educational aspirations.

Victoria University has created hundreds of formally approved (or standardised) course/qualification pathways. Course/qualification pathways allow you to proceed from one course/qualification to another. In some cases course/qualification pathways may offer the student guaranteed entry or credit toward their preferred exit qualification. If there is no relevant standardised pathway a customised pathway can be developed for applicants through the use of a student compacts. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

Alternative Entry at Victoria University

The University offers alternative entry programs that will provide for selection on criteria other than the ENTER. The Portfolio Partnership Program will be available in 2003.

Portfolio Partnerships Program

Victoria University is committed to strengthening partnerships with schools and communities in its local region. The Portfolio Partnership Program is an alternative entry scheme available to students in participating secondary schools in the Western Metropolitan, Sunbury and Macedon regions and mature age applicants who live in this region. Selected courses/qualifications are included in the program and provide opportunities for students with strong vocational commitment and the potential to succeed at university in their selected course/qualification to submit a portfolio of evidence. This gives the applicant an opportunity to provide additional information related to their goals and achievements, previous studies, work experience, skills, personal qualities as well as examples of work and other evidence that indicates a commitment to the proposed area of study.

To enquire about the Portfolio Partnerships Program contact the Centre for Commencing Students on (03) 9688 4110 or by email at ccs@vu.edu.au or visit the web site at www.vu.edu.au/ccs

Student Compact

Existing students of the University may request to have a Student Compact which will identify their learning pathway from their existing course of study to other courses/qualifications to which they aspire. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

The Student Compact is available to all students of the University, and can be renegotiated at any time by the student or the University, to reflect the changing requirements of the student.

For further information about the Student Compact contact the Centre for Commencing Students telephone: (03) 9688 4110.

Admission Requirements

Undergraduate Courses

Normal Entry

Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:

- passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
- passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
- passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
- satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or
- obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than courses/qualifications leading to a Diploma vary. Details of entry requirements are to be found in the TAFE Handbook.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course/qualification. Further information can be found on www. vu.edu.au/admissions

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

Age and Educational Background

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants do not receive an offer of a place in the course of their choice. Other factors taken into account in selection, in addition to work and life experience, include education level achieved, evidence of aptitude for study, time elapsed since study was attempted, and whether the applicant resides in the western metropolitan region of Melbourne.

Mature-age applicants should be aware of the study difficulties they might face in a tertiary course. The University conducts a number of programs generally of short duration, aimed to help improve communication skills, study skills and confidence. Mature-age applicants may not need to do a preparatory program, but should consider the following:

- It is assumed that students of award courses know how to study. Study involves many skills – taking notes, using a library, organising your time effectively, essay writing, and so on.
- If it has been a long time since you last attended classes, or if your previous study experience was not very successful or enjoyable, it may be helpful to develop some confidence in your abilities before you begin.
- Communication skills are very important for award course students, and this can mean speaking (for example, participation in class discussions) as well as writing. Some practice in this area may be beneficial.
- The real work of any award course usually begins straight away: sometimes on the very first day. You may need some time to ease yourself into being a student.

By undertaking preparation for study, you can pay attention to the factors outlined above in an environment that is designed to minimise the pressure on you. If you move straight into a tertiary course, you might find that you are in fact trying to prepare yourself at the same time as trying to cope with the new material presented to you. This can result in failure to meet the required academic standard.

Courses conducted by the University to help you successfully return to study in an award course may include:

- Access courses for women
- English for Further Study – This course provides people of non-English-speaking background with the language and research/study skills necessary for study.
- English as a Second Language (ESL) – English as a second language classes are tailored to the needs of migrants who wish to improve their English for personal development, further study, or to improve their job prospects. Wherever possible, classes are tailored to suit the needs of the participants.
- Basic Education Program – The Basic Education program focuses on the development of students' communication skills, through writing and reading exercises, spelling, basic grammar and punctuation.
- Preparation for Tertiary Study – A preparatory course with two streams designed to improve access to Arts or Science courses.
- Gateway to Nursing – A preparatory course that provides access to nursing courses.
- VCE – The Victorian Certificate of Education is available by full-time and part-time study.
- VCAL – The Victorian Certificate of Applied Learning is available by full-time study.

For more information, contact Further Education and Employment Services on (03) 9284 7225.

Continuing Difficulties During Schooling

A person will be eligible to apply for admission to any course within the University if his or her progress through secondary school was adversely affected by:

- economic hardship;
- illness;
- English language learning difficulties;
- family problems;
- geographical isolation; or
- disability.

This category does not apply to applicants whose difficulties occurred only during their last year of secondary studies. Such persons must use the Victorian Tertiary Admission Centre 'Form S' rather than applying directly to the University for Special Entry. Applicants wishing to apply on this basis should contact the relevant Faculty or the Centre for Commencing Students for further information.

It should also be noted that this category does not apply to all persons with a disability or chronic medical condition. It only applies to those who can demonstrate that their progress through school was adversely affected by a disability. Persons with a disability should approach the relevant Faculty, School or Department of the University to discuss any potential difficulties or hazards they may encounter in undertaking their proposed course. In these discussions any special needs of applicants can be considered and an indication given of the University's capacity to meet those special needs. Applicants with a disability or chronic medical condition are invited to discuss specific needs or queries with the Disability Liaison Unit. Phone (03) 9365 2193 or via email on disability@vu.edu.au

Aborigines and Torres Strait Islanders

A person of Aboriginal or Torres Strait Islander descent is eligible to apply for admission to any course within the University and such applications will be assessed individually to determine the applicant's suitability and potential for academic success. Further advice may be obtained by contacting the Koori Support and Development Unit on 9365 2113.

Application for Admission

Centre for Commencing Students

The Centre for Commencing Students (CCS) provides a central location for TAFE, undergraduate and postgraduate course information. Information sessions are conducted in the evenings and on weekends for prospective students that provide information and advice about return to study or career options, application procedures, alternative entry schemes and an overview of the University environment.

A resource area is provided where prospective students may browse through brochures of the many courses offered by the University. Advisers are always available to assist with enquiries, provide course information, and offer advice to individuals, schools and community groups. Group sessions can be arranged for local and community groups by contacting the Community Partnerships Officer at the Centre.

The Centre is located at Footscray Park Campus in Building C on ground level (level 3) facing Ballarat Road (adjacent to the pedestrian crossing). Contact the Centre for Commencing Students on telephone: (03) 9688 4110, fax: (03) 9688 4813 or email: ccs@vu.edu.au

Student Administration

The Recruitment and Student Success Branch and Enrolment Management Branch both seek to provide an integrated and professional service to students, staff, past students and prospective students of the University.

The Branches maintain constant telephone, email and over-counter contact with students by way of answering enquiries, advising on University requirements, issuing course information and providing services related to enrolment, certification and graduation.

A range of services is provided to staff of the University, including collation and cross checking of results, scheduling and invigilation of examinations and provision of student data and records services.

Staff within these branches work to facilitate the interaction of staff and students in accordance with Higher Education and TAFE administrative requirements, and to provide efficient services to organisational units of the University.

The student administrative services provided by Recruitment and Student Success include:

Student Administration at Offshore locations

The Centre for Graduating Students and Education Abroad provides the student administration services for all offshore programs for both sectors. The University has partnerships with several organisations to enable programs to be delivered in offshore teaching sites such as Bangladesh, China, Hong Kong, Korea, Malaysia, New Zealand, Singapore, Thailand, and Vietnam.

Centre for Graduating Students and Education Abroad

Telephone:	61 3 9365 2846
Fax:	61 3 9365 2853
Email:	offshoreadmin@vu.edu.au
Website:	www.vu.edu.au
Located	Building 4C, 141, St Albans Campus

Enrolment Management provides services in the following areas:

- **Admissions and Orientation** provides a comprehensive service to prospective students including distribution of course information, collection and processing of applications; and to the University in the coordination of the admissions process, procedures and information.
- **Client Services and Information** offers assistance with student administration enquiries including enrolment and fees information, cashier functions and switchboard services.
- **Enrolment** services entail the registration and administration of enrolment amendment for students on all onshore campuses and in both sectors, as well as Higher Education Contribution Scheme administration and TAFE fees.

Undergraduate Courses

Normal Entry

Persons applying for entry to TAFE Advanced Diploma or Diploma courses (other than those listed below under Direct Application) to study either full-time or part-time must apply through the Victorian Tertiary Admissions Centre.

While the *VTAC Guide* and application form are available from newsagents, a convenient and comprehensive application service is available from their web site at: www.vtac.edu.au.

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

Prerequisites and Extra Requirements

Some TAFE courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the *VTAC Guide* to Undergraduate and TAFE Courses (available from newsagents and the web: www.vtac.edu.au).

For some TAFE courses, the application process requires applicants to complete a *Supplementary Information Form* available from the relevant Faculty Office, the Admissions Office or the University web site: www.vu.edu.au/admissions. These courses are identified in the *VTAC Guide*.

Special Entry

Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

Readmission to the University

Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

- the person's previous academic performance at the University and their commitment to complete the course; and
- whether the circumstances which led to the person's previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.

Part-time Admission

Persons applying for admission on a part-time basis to TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Direct Applications

All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03)9365 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for Applications

Applicants lodging direct applications should contact the relevant Department for closing dates. Direct applicants should note that the selection process will be facilitated by lodging application forms at the earliest possible date, with the required accompanying documentation attached.

Applicants who wish to study TAFE courses part-time must apply direct to the University using an application form available from the Admissions Office.

Selection Procedures

Applicants may be required to complete a literacy and/or numeracy exercise as part of the selection procedure and may be given the opportunity to attend an interview as part of the selection procedure.

Documentation

Direct applicants currently attempting Year 11 or Year 12 subjects should lodge their applications by the due date and then send a copy of their results when they become available. Other applicants who have attempted Year 11/12 should attach a certified copy of certificates.

All persons seeking admission to a course leading to one of the above awards who did not complete VCE must support their application with documentary evidence proving they have the educational qualifications referred to in their application. All documents should be in the form of certified copies and if documents are in a language other than English, officially certified translations together with certified copies of original documents are required. The University will retain all such evidence. Original documents should never be sent but must be available on request and may be required at a later stage of the selection process (e.g. during interview).

If a direct applicant has undertaken previous tertiary studies the applicant must attach a certified copy of the full transcript of his or her academic record(s) obtained at the previous institution(s). Please do not send original documents.

Subject Credits and Advanced Standing

Credit for Previous Tertiary Studies

Students who have completed subjects/modules/competencies at another tertiary institution may be granted credit for equivalent subjects/modules/competencies in Victoria University courses. A subject/module/competency credit will allow a student an exemption from a course subject/module or qualification competency, while the value of that subject/competency will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subject/modules/competencies s passed, together with details of these subjects/modules/competencies for comparison with the Victoria University course/qualfication. Please note that the University may seek information from the other tertiary institutions about the applicant.

Course Variation by Special Approval

In cases where credit for subjects/modules/competencies of a student's course/qualification is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course/qualification may grant a variation to course requirements by special approval. A course/qualification variation substitutes alternative subjects/modules/competencies of similar content and duration for subjects/modules/competencies normally required within a student's course/qualification.

The purpose of Course Variation by Special Approval is to avoid repeating curriculum material where it is deemed that a student will not gain substantial educational benefit from one or more of the normal requirements of the course/qualification, but where the student does not meet all the criteria for subject/modules/competencies exemption.

Application Procedure

Applicants for admission to courses at Victoria University should indicate on their application form if they wish to apply for credit. Applicants applying for credits are also encouraged to complete an *Application for Credit Transfer Form*. All such applications must be lodged before the end of the second week of the relevant semester.

Processing of applications for subject/modules/competencies credit may take several weeks. This process will be facilitated by the applicant providing all relevant information when lodging an application.

The following documents must be included in an application:

- a completed *Application for Credit Transfer Form*. This form is available from Student Administration or the relevant Department;
- a copy of the applicant's academic record from the previous institution(s);
- where available, a description of the subjects/modules/competencies as published in the Handbook of the applicant's previous institution, e.g. if applying for an exemption in Economics 1 at Victoria University on the basis of a pass in Economics at Monash University in 1998, the applicant should attach a copy of the subject description of the unit from the 1998 Monash University Handbook; and
- any other material that applicants wish to submit in support of their application.

Time Lapse Between Studies

Normally, credits for studies in a previous course of study will not be considered if studies were undertaken more than 10 years prior to the application. Courses linked to fields in which there is rapid change in technology and/or knowledge may set a maximum time limit of less than ten years. In cases where it can be demonstrated that relevant skills have been maintained and, where appropriate, updated, the above time limit restrictions may be waived by the appropriate TAFE Deputy Director on the recommendation of the appropriate Head of Department.

Enrolment

Enrolment enquiries should be directed to Student.Admin@vu.edu.au or to any Enrolment Management Branch office on campus.

Enrolment for Assessment

A candidate becomes eligible for assessment in a module/competency only when enrolled in that module/competency. Candidates will be considered as having entered for assessment in all modules/competencies for which they have enrolled.

A student will be deemed to have enrolled for assessment in a module/competency unless such enrolment has been formally withdrawn by the specified date. Application for timely module/competency withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Department responsible for administration of the student's course by the specified date.

All defined fee payments must be completed before any enrolment or assessment is validated and/or confirmed by the University. The enrolment of those students who do not complete payment within the required timeframe will be cancelled. Students are notified of an enrolment cancellation by mail. A student will only be reinstated to the course where authorisation from the TAFE School's Administration office has been obtained, and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the TAFE Department administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students

Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment

Students must enrol in a course of study or for a module/competency during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. Students who do not comply with the enrolment and re-enrolment requirements may loss their place in the course/qualification. Enrolment into a course/qualification or module/competency after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head Department, or nominee.

TAFE courses have various start week dates throughout the year. Variations should normally still occur within the first three weeks of the program.

Course Transfer

An enrolled student wishing to transfer to a course of study in another Faculty, School or Department must apply for admission to the intended course of study on the appropriate form. Where this course transfer is approved, the student will be withdrawn from the previous course and enrolled into the new course.

Lapsed Enrolment

Past students of the University who are not on approved Leave of Absence (or deferment) from the University and who have not enrolled at the University for the previous semester, automatically forfeit their student place at the University and must re-apply for admission according to the procedure set down for new students.

How to Enrol

Proof of Qualifications

Admission and enrolment are conditional upon proof of stated qualifications. All claims of qualifications that have been obtained outside the University should be supported by appropriate documentary evidence, certified copies of which should accompany the application for admission. These copies will be retained by the University.

Approval of Course of Study

All courses of study (i.e. individual student's module/competency selection) must be approved by the Department responsible for administration of the student's course before enrolment registration will be accepted by the University. Students should take particular note of the administrative arrangements for enrolment.

Enrolment Registration and Validation

An enrolment is registered by the University when it is appropriately approved and entered onto the University's database by an authorised officer or by a student of the University in the case of self-enrolment. Registered enrolments are not validated until all requirements relating to verification of qualifications and payment of fees are satisfied.

Enrolment Forms

Until student self-enrolment is fully implemented all students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be lodged for processing within two University working days from the date the form(s) is approved and signed by an authorised officer of the relevant Department. Failure to comply with this time limit may result in non-acceptance of the enrolment.

Victoria University is committed to protecting and maintaining the privacy, accuracy and security of your personal information and complies with the University's published privacy policies, commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. The University is compelled by law to supply some statistics – for example, it must supply statistics to the Bureau of Statistics. Statistics supplied to outside bodies will be in the form of aggregate figures only; the outside body concerned will be unable to identify any student by name. Only the Australian Taxation Office is supplied with the names, addresses, birth dates and HECS liability of relevant students of the University.

Confirmation of Enrolment

Confirmation of course and subject/module/competency enrolment will be issued to higher education students each semester and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Enrolment Management without delay of any errors or amendments using an *Enrolment Amendment Form.*

Enrolment Amendment forms are available from Enrolment Management, TAFE School and/or Campus offices. They may be lodged at the Enrolment Management Branch office at any campus.

Student Self-enrolment

The University is implementing a student self-enrolment system whereby students will enrol themselves in their course/qualification and subjects/modules/competencies via a computer terminal. This self-enrolment system has been developed to determine the subjects/modules/competencies into which a student may enrol and takes into account electives, majors, minors, streams and so on. This means that students are enrolled when they have selected their subjects/modules/competencies through this method and paid their fees.

Student Identity Card

An identity card (ID) with your student number, photograph and signature will be issued to you at the time of your initial enrolment at the University. This card should be carried with you at all times, as you may be asked to produce it at any time.

Your card is required in the following instances:

- admission to examinations;
- re-enrolment;
- library services;
- computer centre services; and
- travel and other concessions.

Your ID number is a unique number and should be quoted on all correspondence with the University. Proof of identity is required prior to the issuing of your ID card. Cards can only be replaced by paying a fee to the Cashier and taking your receipt together with another form of photo identification to Enrolment Management Branch.

In addition, University ID cards may be used to operate photocopiers and access other services.

Complementary Enrolment

Students of Victoria University

Special arrangements can be negotiated whereby students studying toward a recognised higher education award may be given specific approval to undertake studies outside their awarding institution to count towards completion of course requirements. Such arrangements are termed 'Complementary Enrolment'.

The Director Student Affairs or nominee may approve complementary enrolment, on the recommendation of the nominee of the Dean of the relevant faculty. Approval will not be given for more than one-half of a student's course to be undertaken at another institution.

A student of the University who undertakes an approved complementary course is required on completion of the unit to provide Enrolment Management Branch with a certificate of results from the host institution, whereupon, if appropriate, a 'J' result will be recorded to signify that the complementary studies have been satisfactorily completed.

Where the host institution administers a Higher Education Contribution Scheme liability in respect of a complementary enrolment that is approved by this University to count towards completion of a course, that part of the student's subject/module/competency enrolment at this University relating to the complementary studies will be exempt from HECS liability.

Students of Other Institutions

Students who have been admitted to higher education award courses at other tertiary institutions will, under certain circumstances, be permitted to undertake studies at the University to count towards completion of those courses. Admission of complementary students is subject to funding, timetabling and class size considerations, and requires the approval of the Head of School or Department responsible for teaching the subject(s)/module(s)/competency(ies) concerned.

Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects/modules/competencies undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

TAFE Students

TAFE students wishing to reduce their load or withdraw from studies should complete the appropriate form within four weeks of the course start date.

Conditional Enrolment

A student, whether a commencing or a continuing student, may be permitted to enrol subject to special conditions, provisions or requirements.

Conditional enrolment means that special requirements apply for that student in addition to the normal progression regulations of the course, for a specified period of time (whether that time is measured in terms of course stages or in terms of calendar time).

Where the University attaches conditions, and where these have been formally notified to the student, the continued or subsequent enrolment by that student serves to confirm acceptance of the specified conditions. It is customary, though not obligatory, for the University to ask the student to sign and date a statement that specifies all of the following:

- the period of time, measured either in calendar time or in terms of course stages, for which the special conditions will apply;
- that the normal progression regulations of the course will not apply to the student for the time specified above; and
- full details of the special conditions and provisions that will apply to the student during the time specified.

Conditions applicable to a student's enrolment will normally be formulated at a meeting between the student and an authorised representative of the Faculty or School. A student may, if he or she wishes, take the proposed conditions away from the meeting to consider them further. However, where this occurs the University will not be bound by the proposed conditions unless students or potential students have notified the relevant University officer in writing within three working days of the meeting of their acceptance of the conditions.

Personal Details

Students who change their name, address or emergency contact should do this in writing by completing a *Personal Data Amendment* form available from Enrolment Management offices.

Students requiring a change of name must produce documentary evidence (e.g. marriage certificate, statutory declaration) in addition to completing a *Personal Data Amendment* form.

Fees and Charges

Fee enquires may be directed to Student.Fees@vu.edu.au or to any Enrolment Management office.

Students are required to pay all the fees for which they have been assessed including the General Services Fee, Building Levy and TAFE tuition fees or accept HECS liability after lodging an enrolment form. Once payment is completed the University will validate the student's enrolment.

Enrolment for any semester is not valid until all relevant payments have been made.

General Services Fee

In addition to tuition costs, students are required to pay student service and amenities fees. These fees are paid to the University to fund a variety of non-academic and general services, activities and facilities of benefit to all students.

In 2003 the General Services Fee (GSF) for students other than full fee paying students will be:

- For enrolment in higher education subjects: $2.61 per 0.01 equivalent full-time student unit.
- For enrolment in technical and further education modules/competencies s: $0.362 per student contact hour (SCH).
- A building levy of $40 for enrolment at one or more of the University's Australian campuses to a maximum of $40.00 per student.
- A building levy of $20 for students in receipt of a youth allowance at the time of enrolment.
- A building levy of $4 for students enrolled in Industrial Skills Training Centre part courses

Students enrolled in any following TAFE course classification are exempt from liability to pay that part of the GSF charge that exceeds the SCHs specified below:

- VCE Students, 338 SCHs;
- Student in Traineeship & Apprenticeship Programs, 242 SCHs;
- Tuition fee concession students (AUSTUDY), 375 SCHs;
- Students exempt from Tuition Fees, 48 SCHs;
- Students enrolled in Industrial Skills Training Centre part courses, 72 SCHs.

Student enrolled in either higher education or TAFE courses for delivery by off campus mode are exempt from liability to pay any part of the GSF above $17.

Note that the 2003 fees quoted above are subject to Council approval and may change.

PAYMENT OF FEES IS REQUIRED ON THE DATE OF ENROLMENT.

Students who are experiencing financial difficulties and are unable to complete payment of their fees on time should seek advice from Enrolment Management or the Student Services Branch.

TAFE tuition fees are levied in accordance with State Government Policy.

Exemptions

In cases of hardship, students can contact Student Services staff at your campus.

Reimbursement of Fees

TAFE Students

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement in order to take up a place at another tertiary institution.

Students who withdraw from a course within four weeks of commencement of classes for other reasons will be entitled to a refund, minus the $57.00 minimum TAFE fee.

When withdrawal of modules/competencies takes place within four weeks of course commencement and results in a lower tuition fee, students will be entitled to a refund.

Higher Education Contribution Scheme (HECS)

Information regarding HECS can be found in any of the Faculty Handbooks.

Assessment

All enrolled students are eligible for assessment in each of the modules/competencies in which they are enrolled. In most modules/competencies offered by the University there will be more than one assessment task or component of assessment during a semester.

The components of assessment for each modules/competencies will vary but may include attendance, examinations, tests, exercises, practical tasks, essays, assignments, articles, theses or other work.

More precise details of the assessment for each modules/competencies will be provided by the Department for that modules/competencies not later than two weeks after commencement of teaching in the modules/competencies. These details will include:

- the nature of each component of assessment;
- the approximate length or extent of each of the components;
- the approximate due date for each component;
- the proportion of total marks assigned to each component; and
- the standard deduction of marks for late submission.

The University has adopted rules in relation to assessment and the supervision of assessment. These rules form Part 1 of the Schedule to a Statute of the University (Statute 6.3.1—**Assessment**). A copy can be obtained from the Head Legal and Policy Secretariat, telephone (03) 9688 4022. These rules are normally reproduced by Student Affairs and displayed alongside the final examination timetable.

Assessment is available only to students of the University

Students cannot have results for an examination in a modules/competencies in which they have not formally enrolled; check carefully your Enrolment Registration to ensure that your enrolment is correct in every detail.

Academic Misconduct

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the circumstance of individual cases.

The following are some of the actions which have resulted in students being found guilty of academic misconduct:

- taking unauthorised materials into an examination;
- submitting work for assessment knowing it to be the work of another person;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- disobeying any reasonable instruction of a supervisor;
- directly or indirectly assisting other students or accepting assistance from any person other than a supervisor.

Possible penalties if found guilty of academic misconduct are referred to in Statute 2.7 and include:

- a formal reprimand;
- forfeiture of the whole or part of any assessment in the subject/module/competency to which the misconduct relates;

- the imposition of a fine of not more than $500;
- suspension or exclusion from the course in which the student is enrolled.

Special Consideration

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant Department. All other applications should be made to the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

Students with Disabilities – Alternative Arrangements

Students with an ongoing disability should immediately register with the Disability Liaison Unit in the Equity and Social Justice Branch of the University. Students with a temporary disability which puts them at a disadvantage in written examinations, should advise the TAFE Executive Officer at the beginning of the semester of study or immediately after their disability is known to discuss alternative arrangements for examinations.

Notification of Results

The final results for any modules/competencies will not be officially notified to students before the completion of assessment in that modules/competencies and their formal publication.

No information regarding results will be given by telephone.

A further component of assessment – oral, written or practical – may be administered by the teachers in any modules/competencies at short notice and before the publication of results. Students should therefore ensure that they can be easily contacted until the publication of results.

Review and Reports

Students may apply to have an assessment of any work re-marked or to be given a report on their assessed work. These applications may be subject to a fee.

Applications must be made to the Head of Department within seven days of the day upon which the results of assessment were published or become available for collection.

Students will be notified of the results of any review of their work.

Subject Assessment & Grading

Grades for Year 2003 are as follows.

Division 1 – Grades For Assessed Subjects (including theses)

A: Grades for Honours subjects, theses and subjects taken in Postgraduate courses, Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole.

Grade	*Definition*
H1	First Class Honours, 80–100%
H2A	Second Class Honours, Upper, 70–79%
H2B	Second Class Honours, Lower, 60–69%
H3	Third Class Honours, 50–59%
N	Fail, 0–49%
S	Ungraded Pass

B: Grades for other subjects

Grade	*Definition*
HD	High Distinction, 80–100%
D	Distinction, 70–79%
C	Credit, 60–69%
P	Pass, 50–59%
N1	Fail, 40–49%
N2	Low Fail, 0–39%
S	Ungraded Pass*
U	Ungraded Fail

C: Competency Based Grades (TAFE)

CC	Achieved Outstanding Competency
CP	Achieved Competency – Highest Grade Awarded
PP	Achieved Competency
NN	Competency Not Achieved

D: Codes For Incomplete Assessment

Code	*Definition*
X	Continuing Subject
L	Not yet Assessed – Special Cause**
RO	Result Outstanding

Note: *The grade 'Recognition of Prior Learning' also appears as 'S' Ungraded Pass.

**An *L* grade is required to be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a fail–Higher Education subjects only.

E: Additional Codes

Code	*Definition*
SC	Satisfactory Completion of Class Hours
UC	Unsatisfactory Completion of Class Hours
SE	Subject Exemption
E1	Exempt Semester 1 (full year subject)
E2	Exempt Semester 2 (full year subject)
CE	Joint Course/Complementary Enrolment (Result issued by other Institution)
WT	Withdrew – Transferred
WN	Withdrew – Failed
WD	Withdrew – Without Academic Penalty
WL	Withdrew – Late*
VC	VCE
TA	TAFE Preparatory Assistance

*The WL grade applies for Higher Education students who withdraw after week 7 of the relevant semester until the last day of the teaching period and requires faculty approval.

Course Assessment and Grading

Special provisions are made on a course-by-course basis for students who encounter difficulties with academic progress.

Requirements for Granting of Awards

The policies set out below represent the basic rules relating to the granting of a University award. Additional rules or requirements set by the Faculty are included in the Faculty section of this *Handbook*.

Partially Completed Courses

Where a student enters a University course by transfer from incomplete studies at another institution, that student must complete at least the final full-time year (or equivalent) of the course to qualify for the University award. This applies to all courses that are longer than one year of equivalent full-time study in duration.

This means, for example, that a student entering a three-year course having previously completed over two years of a comparable award at another institution can receive, at a maximum, two years' advanced standing in the Victoria University course.

Maximum Time for the Completion of Awards

To be eligible for the award of a Degree, Diploma, Associate Diploma, Advanced Certificate or Certificate, a student is required to complete all course requirements within the course progression regulations within the University. maximum periods of time, unless such provision is specifically waived for that student by the University.

Maximum times for completion of awards are as follows:

- Certificate I ..... 5 years
- Undergraduate Diploma ..... 10 years
- Undergraduate Degree of 3-years duration full-time ..... 10 years
- Undergraduate Degree of 4-years duration full-time ..... 10 years
- Graduate Diploma ..... 6 years
- Graduate Certificate ..... 3 years

The time periods are taken from the beginning of the first semester for which the student was enrolled in the course, until the completion of all course requirements, and may include time elapsed due to deferment, suspension or voluntary withdrawal from the course.

Note: The maximum completion times apply in the absence of specific course requirements. For specific courses, shorter maximum time periods can be specified, and where this is the case, the shorter time limit will apply.

Academic Progression

Unsatisfactory Progress

The demand for tertiary study places exceeds the number of places available. Every year a considerable number of applicants fail to gain entry to the University. It is assumed that every person selected into an award course has the capacity to succeed. However, if students do not progress satisfactorily, they will be asked to show cause as to why they should be permitted to continue in the course.

An important aim of the University is to assist its students to succeed. Therefore, students should make use of the free counselling services provided if they are encountering problems or difficulties that are affecting their studies. These difficulties could include problems in organising time, financial difficulties, personal problems or difficulties in writing and presenting assignments and essays.

On the recommendation of the relevant Faculty or School, the University may specify academic progression rules for each individual course. Students should carefully read the progression rules relating to their course of study as detailed in the relevant section of the Handbook or in course regulations.

A student who fails to make satisfactory progress in a course of study is liable for exclusion from that course. This applies where a student does not achieve a satisfactory performance on a component of assessment, fails to attend without good reason for the performance of a component of assessment, or does not perform a component of assessment. In these cases, the relevant Faculty, School or Department, after investigating the circumstances and allowing the student to be heard, either personally or through a representative, may notify the student in writing that he or she has made unsatisfactory progress in a subject/module/competency.

In addition to notifying the student of unsatisfactory progress, the relevant Faculty or School may also notify the student that it intends to make a recommendation to the Academic Board or the Board of TAFE that the student be excluded or suspended from the course or only be allowed to continue under certain specified conditions. As a general policy, the following will form part of all award course progression regulations within the University.

Students may not:

- enrol in any sequential subject/module/competency without having passed all prerequisite subjects/modules/competencies; or
- enrol in any unit with a co-requisite subject/module/competency without having either previously passed the co-requisite subject/module/competency or enrolling simultaneously in the co-requisite subject/module/competency.

In reaching its decision about what action should be recommended with respect to unsatisfactory progress by a student, the faculty or school may establish one or more committees to consider the circumstances and hear any submission that a student wishes to make.

After receiving a recommendation from a faculty or school, the Academic Board or the Board of TAFE, as appropriate, may exclude or suspend the student from a course.

Alternatively, the relevant Board may specify the conditions under which the student may continue in a course.

Special arrangements will apply to doctoral students and students undertaking masters degrees by research who should seek advice on those arrangements from their supervisors.

Any student who is notified of unsatisfactory progress should seek assistance from Student Services staff or the Student Union at the earliest opportunity.

Discipline

The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct.

The University operates within the provisions of a Statute dealing with discipline (Statute 4.1—Discipline). The full text of this Statute is printed in the Calendar.

Plagiarism

Paragraph 11(3)(d) of the Schedule to Statute 6.3.1—**Assessment** states that a student shall not, during or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than that student, as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence and all further proceedings will be conducted in accordance with Statute 4.1—Discipline, and Statute 2.7—The Discipline Committee.

Procedures Relating to the Graduation of Students from Award Courses

This information relates to graduation from Certificate, Advanced Certificate, Associate Diploma, Diploma, Advanced Diploma, Bachelors, Graduate Certificate, Graduate Diploma, Masters and Doctoral awards of the University.

Upon satisfying all the requirements of an award course a student is regarded as a graduand and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award Form. Forms can be collected from and handed in at the Enrolment Management office at any campus of Victoria University or downloaded from the University Website and sent directly to:

Centre for Graduating Students and Education Abroad

Telephone: 61 3 9365 2846
Fax: 61 3 9365 2853
Email: graduate@vu.edu.au
Website: www.vu.edu.au

Located Building 4C, 141, St Albans Campus.

Forms must be completed before the set closing date.

Graduation ceremonies in 2003 are scheduled as follows:

- 14 February 2003 Hong Kong
- 18 February 2003 Malaysia
- 20 February 2003 Singapore

Applications close 18 October 2002

26 April to 2 May 2003

Application closing date is 17 January 2003

30 and 31 October 2003

Application closing date is 15 or 18 August 2003

A graduation fee and guest ticket charge applies if you decide to attend a graduation ceremony.

Academic Dress

The wearing of academic dress on ceremonial occasions is one of the traditions that is attached to universities. Victoria University has based its academic dress on the basic style of Oxford. It consists of a gown, a cap or bonnet, and a hood which represents the discipline of the degree.

Division of TAFE Certificants: A black gown and black cap.

Division of TAFE Diplomates: A black gown and black cap with a black stole faced with the colour tangerine.

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour as follows:

Ruby	Arts
Ultramarine	Business or Business Administration
Cherry	Education
Silver Grey	Engineering
Old Rose	Health Science
Parchment	Law
Grape	Music
Buff	Psychology
Spectrum Green	Science or Applied Science
Buttercup	Social Work

Higher Education Diplomates and Certificants: A black gown and black cap together with a black stole faced in the discipline colour.

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

Doctorates: A black bonnet with a gold cord and scarlet gown with a facing of the discipline colour and black hood fully lined in the discipline colour as follows:

Adonis Blue	Doctor of Business
Cherry	Doctor of Education
Charcoal Grey	Doctor of Engineering
Pearl White	Doctor of Laws
Ruby	Doctor of Letters
Sapphire	Doctor of Philosophy
Old Gold	Doctor of Psychology
Spectrum Green	Doctor of Science
Sky Blue	Doctor of the University

EFTSU

All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Training and Youth Affairs expresses the value of an enrolment load as a percentage of 1, which is considered to be the total value of a standard, full-time course load. This unit of measurement is referred to as an Equivalent Full-Time Student Unit or EFTSU.

For example, a part-time student may record an EFTSU value of 5, indicating that the load for which the student is enrolled carries a value equivalent to half the standard student load for that course.

Services Available to Students

Student Career Development

Student Career Development provides an innovative range of services to students of Victoria University. These services include:

- Careers Counselling
- Careers Education Programs
- Employment Services
- Careers Resource Centres
- Online Careers Resources – website: www.vu.edu.au/careers
- Web based job vacancy service www..vu.edu.au/careers/employment

Careers Counselling appointments are available for students from all campuses by phoning 9688 4944

Careers Education Programs

These include job seeking skills workshops, Employability Skills Challenge, Young Achievement Australia, in-class programs, Student Portfolios. Visit www.vu.edu.au/careers to see what's on this month!

Employment Services

The online jobs board may be accessed through www.vu.edu.au/careers/employment. Register on the site now for automatic notification of jobs in areas that you specify.

The Graduate Employment Stakes is a careers fair for final year students held in March each year. Its free, its easy, and the employers come to you!! Watch the website for details

Resume checking by email

Email your resume to careers@vu.edu.au for feedback.

Where are we?

Footscray Park: Campus Building M, Level 4

All other campuses: co-located with Student Services.

Children's Services

Victoria University has Children's Centres located on five campuses – Footscray Nicholson, Footscray Park, Newport, St Albans (Jindi Woraback) and Werribee. In addition, there is a preschool located on the Melton Campus.

Each Centre provides educational programs which respond to the children's social, emotional, physical, cognitive and creative needs. Nutritious meals and snacks are provided for the children throughout the day. All of the University Children's Centres have been assessed as providing the highest level of care by the National Childcare Accreditation Council.

All Centres provide a funded and integrated preschool program with a qualified Early Childhood (Kindergarten) teacher.

Families using the University's Children's Centres are eligible to apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO) – formerly Centrelink. The FAO is responsible for assessing family income and determining the percentage of Child Care Benefit families receive. For further information please contact your local Family Assistance Office.

City Flinders, City King and City South Melbourne Campuses

Telephone: 9688 4098

A Referral Service has been developed for the city campuses to assist families in finding suitable childcare. Telephone the Manager, Children's Services, on 9284 8801 for further information.

Footscray Nicholson Campus

Telephone: (03) 9284 8698

The Footscray Nicholson Campus Children's Centre is located on the Ground Floor, Hoadley Building, Albert Street, Footscray. The Centre caters for a maximum of 39 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational progam.

Footscray Park Campus

Telephone: (03) 9688 4578

The Footscray Park Campus Children's Centre is located at 8 Geelong Road, Footscray. The Centre caters for a maximum of 42 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Jindi Woraback Children's Centre (St Albans Campus)

Telephone: (03) 9364 6855

The Jindi Woraback Children's Centre is located at the Willis Street entrance of the St Albans Campus and is operated by a Management Committee consisting of representatives from the University and parents. The Centre caters for a maximum of 115 children aged from 2 weeks to 6 years on a full-time (weekly), daily, sessional (half day) basis. The Centre is open from 7.00am to 6.00pm, Monday to Friday and offers a funded preschool program.

Melton Campus

Telephone: (03) 9747 7500

The Brookfield Preschool operates from the Melton Campus Children's Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three and four-year-old children.

Newport Campus

Telephone: (03) 9284 8476

The Newport Campus Children's Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 40 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday. The Centre provides a funded preschool program incorporated within the educational program.

Sunbury Campus

Telephone: (03) 9688 4418

Currently, there is no childcare provided on the Sunbury Campus. For information regarding childcare centres in the local area, contact the Manager, Children's Services on 9284 8801.

Werribee Campus

Telephone: (03) 9748 9568 or (03) 9216 8098

The Werribee Campus Children's Centre is located in Hoppers Lane, Entrance Gate 1, Building 9, Werribee. The Centre caters for a maximum of 45 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis.

The Centre is open from 7.15am to 6.15pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Graduating Students

The Centre for Graduating Students and Education Abroad is responsible for the administration services to process all awards for the University. When you have completed or nearly completed a course, you are required to submit an Application for an Award form. Forms can be collected from and handed into the Enrolment Management Office at any campus of Victoria University or downloaded from the University website. The organisation of all conferral ceremonies, both onshore and offshore, is also the responsibility of this unit.

Centre for Graduating Students and Education Abroad

Telephone:	61 3 9365 2846
Fax:	61 3 9365 2853
Email:	graduate@vu.edu.au
Website:	www.vu.edu.au
Located	Building 4C, 141, St Albans Campus

Optometry and Dentistry

The Student Union operates optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centre Building M, Level 2, Footscray Park Campus. Telephone: 9688 4065.

Health Practice Units

The Faculty of Human Development operates Health Practice Units at the St Albans and King St. Campuses and at CERES in East Brunswick. These Units offer acupuncture, massage and herbal medicines to the university community and general public. Low fee structure. Phone 9365 2625.

Independent Access: Students with Disabilities

Counselling, support and information for students with access disabilities are available from Student Services on all campuses.

Assistance is available to students with disabilities for day-to-day issues of personal, academic, housing, career and financial matters; identification of support needs; and applications for alternative examination/assessment arrangements and special consideration.

Further information and advice concerning support services for students with a disability can also be obtained by contacting the Disability Liaison Unit at the Equity and Social Justice Branch at Footscray Park Campus on telephone: (03) 9688 4598.

Orientation

Orientation Week (O-Week) is an annual event which is held at the beginning of Semester 1. During this week, a wide range of events are organised by the individual Faculties and Student Union to provide opportunities for students to meet each other and also to gain an awareness of the activities and services provided by the various University departments.

The Student Union distributes Orientation Information. '*The Survival Guide*' is published annually and includes information about the Student Union, Clubs and Societies, services available to students and a range of extracurricular activities. Further information can be obtained from the Resource Centre or the Student Union office on the City Flinders, City King, Footscray Nicholson, Footscray Park, Melton, Newport, St Albans, Sunbury, Sunshine and Werribee Campuses. (Refer to Student Union section for Campus phone numbers).

Student Services

Student Services provides support to students in a variety of ways. Staff provide academic support, personal and vocational counselling, financial counselling, housing and health services.

Student Services offices are located on most campuses and are open Monday to Friday during normal working hours, or after hours by appointment. For further information contact Footscray Nicholson campus on 9284 8801, Footscray Park campus on 9688 4418, St Albans campus on 9365 2399 or visit our webpage: www.vu.edu.au/ss.

Accommodation

The University Student Housing Service provides students with a wide range of free and confidential services to assist with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is now on the Internet to improve accessibility. The 'Housing Web' can be located at http://www.vu.edu.au/ss/housing/ and holds a current listing of all accommodation offered to the University. The Housing Web also provides a wide range of tenancy rights information and also other information such as Real Estate Agent lists and Student Village information. It provides links to a wide range of appropriate housing related services including Share Accommodation, Public Transport and Emergency Housing Services. Accommodation offers can be placed directly onto the Housing Web.

The Housing Officer is based at Footscray Park Campus and can provide tenancy advice, referral and case management as well as assistance with general housing information. At other campuses, Student Services staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9688 4420 or e-mail housing@vu.edu.au

Chaplaincy

Contact Student Services for information about spiritual support in the community.

Counselling – Personal

Personal counselling is available at many of the campuses. Counselling can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matter with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning 9688 4418 or 9365 2399.

Financial Counselling/Advice

Financial Counselling/Advice can be provided to students experiencing financial difficulties. As well as helping students to work out ways of budgeting and planning, the financial advisor/counsellor can assist with claims for Centrelink payments and fee extensions.

When discussing your needs a counsellor may be able to help you with information about financial assistance. This may include such things as emergency relief, rent assistance and various forms of Centrelink benefits.

Youth Allowance/Austudy/PES Applications

The Youth Allowance/Austudy/Abstudy schemes provide assistance to Australian citizens and permanent residents who are enrolled in approved courses at universities, TAFE institutes and other approved institutions in Australia. (Generally, Youth Allowance is for persons up to age 25, Austudy for students over 25). Abstudy is a payment for Aboriginal and Torres Strait Islander students. The Pensioner Education Supplement (PES) is an additional payment available to students on certain Centrelink payments.

Assistance is subject to a means test and to certain conditions, including a minimum study load. Part time students under 21 years of age should note there is a provision for the payment of Youth Allowance for the sum of other approved activities such as job seeking, volunteer work, or training in addition to part time study. Ask the financial advisor/counsellor or seek a Centrelink interview.

A student who is eligible and qualifies for assistance may receive a living allowance and under special circumstances a fares allowance and rental assistance. Students may also apply for a Centrelilnk Advance Loan – an amount of up to $500.00 advance on future instalments, recovered over 6 months; this can only be done once in a calendar year.

Claim forms for Centrelink student payments are available on Campus, at secondary schools and Centrelink offices. Students are advised to lodge their initial claim with the nearest Centrelink office as soon as they enrol or re-enrol. Payees continuing in their current course will not have to submit another claim, but should return the Review Form sent to them within the stipulated time. Note that there is no provision for back pay if a student is not currently receiving benefits. It is important that an application for Austudy/Youth Allowance/Abstudy be lodged as soon as possible.

Loans

Student Services administers a loan scheme for enrolled students of the University who can demonstrate a genuine need. Loans are available for the purchase of books, computers and other course related materials, medical expenses, housing expenses and other purposes in accordance with the Student Loan Fund Policy.

Application forms and information sheets are available on campus from Student Services on most campuses.

Prayer Rooms

Prayer rooms are available on most campuses. Visit our web site for room locations: www.vu.edu.au/ss

International Student Support

Two International Student Advisers provide services and programs such as Orientation and Return Home for international students in Higher Education. They are also available to provide individual assistance and support.

TAFE International services are available at the Footscray Nicholson Street Campus, telephone: (03) 9284 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9688 4780

Further information is available at Footscray Park Campus, telephone: (03) 9688 4777, St Albans Campus, telephone: (03) 9365 2399 or City Flinders Campus, telephone: (03) 9248 1159.

Further information relevant to International students is available from the International Branch at City Flinders Campus, telephone: +61 3 9248 1164.

Health Advice

There are two health advisors (nurses) at the University. Typical issues that people consult the health advisors about include:

- General health and wellbeing
- Lifestyle issues
- Women's health
- Drug use issues
- Men's health
- Nutrition
- Chronic illnesses
- Family planning and sexual health
- Pregnancy testing
- Assistance with injuries and dressings
- Referrals to community agencies
- Vaccinations (at Footscray Park Campus)

The health advisors can also be contacted through Student Services on 9688 4418.

Medical Centre

A Medical Centre is located at Student Services at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday during Higher Education teaching time. All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct. This means international students do not have to pay after their consultation provided they have their current Medibank Private card with them and they fill out a claim form at the Medical Centre. For appointments phone Student Services on 9688 4418 or drop in to Student Services

Drug Education

Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on 9284 8886.

First Aid

There are first aiders on all campuses of the University. Lists of first aiders can be found on University intranet Homepage: http:/intranet.vu.edu.au.

First aiders are only to be contacted in more urgent or emergency situations. Examples of the sorts of things you might contact a first aider for include:

- bleeding cuts
- burns
- joint injuries
- suspected fractures
- sudden illness
- collapse

If a situation is life threatening, contact the Ambulance (0) 000 first. Be careful to state your location and the nature of the emergency. If possible have someone meet the paramedics at an easily accessible point.

Health and emergency centres close to each campus are also listed.

Student Learning Unit

The Student Learning Unit (SLU) forms part of the Centre for Educational Development and Support (CEDS).

The CEDS SLU provides free English language, Maths, Science and academic skills support for students at Degree level and above.

Support is provided in the ways described in the following paragraphs.

Subject-Linked Classes

Certain subjects seem to present students with particular difficulties in the area of researching, academic reading and writing, oral presentation and/or other academic skills.

CEDS SLU staff conduct support classes linked to these subjects which focus on the academic skills needed for successful completion of the assessment tasks in that subject. Classes are also offered on a similar basis in some areas of Maths such as Business Statistics, and in certain science subjects.

Further information about these classes is available from subject guides, subject lecturers, the CEDS SLU web site or directly from the SLU main office.

General Classes

CEDS SLU staff also conduct some general classes such as Reading and Writing for Engineering Students, and Summer and Winter Schools which are open to all students.

Individual Appointments

Postgraduate students may make individual or small group appointments to discuss their essay or thesis work. A very limited number of individual or small group appointments is available for undergraduate students who would like assistance with academic skills in some particular subjects where there is no linked CEDS SLU class.

Email Consultations

Students may consult a CEDS SLU lecturer about their work using email. However students should discuss this with the lecturer involved before sending work. Lecturers will comment on work, but not correct it.

Further Information

Contact Kim Borg or Bernadette Trickey CEDS Administrative Officers, on 9688 4744.

Student Organisations

The peak student body for the University is the Victoria University Student Union Inc (VUSU Inc). Under this umbrella there are a number of sections including the International Students Association, the Victoria University Postgraduate Association as well as many clubs and societies.

The VUSU provides a range of services through the Resource Centres and officers on each campus. These services are designed to make students' time at the University smoother and more enjoyable, and include recreation, sports, activities, advice, representation, advocacy and campaign organising.

Further information can be obtained from the Union Diary and the Survival Guide or by contacting the Student Offices at the following campuses:

City Flinders:	
Student Union Office:	(03) 9248 1221
City King:	
Student Union Office:	(03) 9284 7831
Footscray Nicholson:	
Recreation Office:	(03) 9284 8774
Recreation Centre:	(03) 9284 8761
Student Union Office:	(03) 9284 8534
Footscray Park:	
Union Reception/ General Enquiries:	(03) 9688 4360
Resource Centre:	(03) 9688 4302
Melton:	
Recreation Office:	(03) 9747 7552
Resource Centre:	(03) 9747 7551
Newport:	
Resource Centre:	(03) 9284 8474
St Albans:	
Student Union Office:	(03) 9365 2706
Resource Centre:	(03) 9365 2638
Sunbury:	
Recreation Office:	(03) 9218 3334
Resource Centre:	(03) 9218 3206
Sunshine:	
Student Union Office:	(03) 9284 7126
Werribee:	
Recreation Office:	(03) 9216 8260
Resource Centre:	(03) 9216 8206

Alumni Association

Alumni of the University include staff, graduates, current students, and members of the community who have a connection with Victoria University. Membership of the University's Alumni Association enhances the opportunities of members to achieve their professional aspirations. Students, graduates and staff maintain contact with one another and organise reunions, networks and business functions.

Staff of the Alumni office provide support in developing member networks and Alumni Chapters. Chapters focus on a particular discipline and draw together graduates to form a network in a related field. There are currently Chapters in Graphic Arts, MBA, Recreation/Fitness Leadership, Arts and Traditional Chinese Medicine.

Members of the Alumni Association are sent regular information on social activities, professional seminars, mentoring programs, activities within the University and activities organised by the various Alumni Chapters. Members also receive quarterly a copy of the University newspaper *Nexus* containing the Alumni supplement bulletin, and receive invitations to specifically targeted events organised by the Alumni Chapter in their field of study.

The Association also offers many complimentary member benefits. These include continuing use of the University's library facilities after student members graduate, and discounts to a range of services such as car rental, travel, sporting goods, the University bookshop, newspaper subscriptions and hotel accommodation.

There are also several International Chapters of the Alumni Association for those graduates who return home overseas. To date, Chapters and/or networks have been developed in Hong Kong, India, Malaysia, Singapore, Taiwan and Thailand.

Membership for current students and first-year graduates is $11.00. The Alumni office is at the City Flinders Campus and is situated on the Ground Floor, 301 Flinders Lane, Melbourne. Telephone: +613 9248 1017; Fax: +613 9248 1007; Email: alumni@vu.edu.au

Travel Concessions

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).

Courses at Victoria University in 2003

This section lists all the courses offered by Victoria University in higher education and TAFE.
Note: All courses are offered subject to confirmation of PETE funding and authority to conduct, and minimum enrolment levels. List correct as at October 2002. A database containing updated course information is on the University's website at: www.vu.edu.au.

TAFE Courses at Victoria University in 2003

Strategic Development

Centre for Curriculum, Innovation and Development
Certificate IV in Assessment and Workplace Training(BSZ40198)
Diploma in Training and Assessment Systems(BSZ50198)
Certificate IV in Vocational Education and Training(15559VIC)
Diploma of Vocational Education and Training(15560VIC)
Graduate Certificate in Vocational Education and Training (21205VIC)
Graduate Certificate in VET in Schools Implementation(21102VIC)

School of Building, Electrical and Information Technology

Building and Construction Department
Certificate I in Boatbuilding(15562VIC)[Pre-Apprenticeship]
Certificate II in Boatbuilding(15563VIC)[Traineeship]
Certificate III in Boatbuilding(15564VIC)[Apprenticeship]
Certificate I in Construction (Off-site)(BCF10100)
Certificate II in Off-Site Construction(BCF20100)
Certificate III in Off-Site Construction (Joinery Timber/Aluminium/Glass)(BCF30200)
Certificate I in Construction(BCG10198)
Certificate II in General Construction(BCG20198-B)[Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698)[Apprenticeship]
Certificate II in Building and Construction(BCG20198)[Carpentry – Pre-Apprenticeship]
Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing)(BCG30798)[Apprenticeship]
Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship)(12905VIC)[Cabinet Making]
Certificate III in Furnishing (Cabinet Making)(2302ABC)[Apprenticeship]
Course in Building and Engineering Trades Orientation(3113TNWB)
Diploma of Building Design & Drafting(SA3474)
Diploma of Building(SA3475)
Certificate IV in Building(SA3477)
Certificate IV in Building Drafting(SA3476)
Diploma of the Built Environment(SA3472)
Diploma of Building Surveying(SA3473)

Building Services and Special Trades Department
Certificate II in General Construction(BCG20198-P) [Painting & Decorating Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating)(BCG30498)
Certificate I in Building & Construction (Plumbing)(2102ABC)
Certificate III in Plumbing and Gasfitting(20085VIC)
Certificate IV in Plumbing (Services Design) (2402ADC)
Certificate II in Sign Industry(20087VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
Certificate IV in Sign Technology(21000VIC)
Course in Building and Engineering Trades Orientation(3113TNWB)
Certificate III in Building and Construction (Protective Coating for Corrosion Control)(2302AFC)

Electrotechnology Department
Certificate III in Electrotechnology Communications(UTE30499)
Certificate III in Electrotechnology Computer Systems(UTE30599)
Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
Certificate III in Electrotechnology Systems Electrician(UTE31199)
Advanced Diploma in Computer Systems Engineering(UTE60199)
Advanced Diploma in Electronic Engineering(UTE60399)
Certificate I in Electrical (Pre Apprenticeship)(14935VIC)
Certificate IV in Electrical (2406ANC) [Motor Control]

Information Technology Department
Certificate I in Information Technology(ICA10101)[ICDL – International Computer Drivers License]
Certificate III in Information Technology (Software Applications)(ICA30199)[Web Pages]
Certificate III in Information Technology (General)(ICA30299)
Certificate III in Information Technology (Network Administration)(ICA30399)
Certificate IV in Information Technology(21103VIC)
Certificate IV in Information Technology (Network Management)(ICA40399)

Certificate IV in Information Technology (Client Support)(ICA40199)
Certificate IV in Information Technology (Programming)(ICA40699)
Certificate IV in Information Technology (Technical Support)(ICA40599)
Certificate IV in Multimedia(14933VIC)
Diploma of Information Technology (Software Development)(ICA50299)
Diploma of Multimedia(14934VIC)
Diploma of Information Technology(21104VIC) [Specialising in Network & Internet Technology]

School of Business

Administrative and Legal Studies Department

Certificate IV in Electronic Publishing(21233VIC)
Certificate II in Desktop Publishing(21232VIC)
Certificate III in Business (Legal Administration)(BSA30200)
Certificate IV in Business (Legal Services)(BSA40200)
Diploma of Business Administration(BSB50201)
Certificate IV in Business Administration(BSB40201)
Certificate III in Business Administration(BSB30201)
Certificate II in Business(BSB20101)
Certificate III in Business(BSB30101)
Certificate IV in Business(BSB40101)
Diploma of Business(BSB50101)
Advanced Diploma of Business (Legal Practice)(20055VIC)
Certificate III in Government(PSP30199)

Financial Services Department

Certificate III in Financial Services(FNB30199)
Certificate IV in Financial Services(FNB40199)
Advanced Diploma of Accounting(FNB60299)
Diploma of Accounting(FNB50299)
Diploma of Business (Banking and Finance (90025NSW)
Course in Real Estate for Agents' Representatives(2004AAA)
The Certificate IV in Business (Estate Agency Practice)(2404ADA)
Certificate IV in Property Services (Real Estate Operations)(2404AOB)
Course in Introduction to Call Centre Operations(3113BBI07)
Certificate II in Telecommunications (Call Centres)(ICT20499)
Certificate III in Telecommunications (Call Centres)(ICT30599)
Certificate IV in Telecommunications (Call Centres)(ICT40599)
Diploma of Commerce(3113BDC100)
Diploma in Customer Contact Management(3113BBCCM01)

Management and Marketing Department

Certificate III in Business (Frontline Management)(BSB30501)
Certificate IV in Business (Frontline Management)(BSB41001)
Diploma of Business (Frontline Management)(BSB51001)
Certificate IV in Business (Human Resources)(BSB40801)
Diploma of Business (Human Resources)(BSB50801)
Advanced Diploma of Business (Human Resources)(BSB60301)
Certificate IV in Business Management(BSB41101)
Diploma of Business Management(BSB50401)
Advanced Diploma of Business Management(BSB60201)
Advanced Diploma of Business(Operations Management)(20055VIC)
Diploma of Business (Operations Management)(20053VIC)
Certificate IV in Business (Operations Management)(20051VIC)
Certificate IV in Business (Advertising)(BSB40601)
Diploma of Business (Advertising)(BSB50601)
Advanced Diploma of Business (Advertising)(BSB60501)
Certificate IV in Business (Marketing)(BSB40701)
Diploma of Business (Marketing)(BSB50701)
Advanced Diploma of Business (Marketing)(BSB60601)
Advanced Diploma of Business (International Business)(20055VIC)
Diploma of Business (International Trade)(20053VIC)
Certificate IV in Business (International Trade)(20051VIC)
Advanced Diploma of Business (Public Relations)(20055VIC)
Certificate IV in Business(BSB40101)
Diploma of Business(BSB50101)
Certificate IV in Business Development(BSB40501)
Diploma of Business Development(BSB50501)
Advanced Diploma of Business Development(BSB60401)
Certificate III in Business (Sales)(BSB30301)
Graduate Certificate in Management Development (Education and Training)(2804ABB)
Certificate IV in Assessment and Workplace Training(BSZ40198)

Western Business Enterprise Centre

Certificate II in Security (Guarding)(PRS20198)
Certificate III in Security (Guarding)(PRS30198)
Certificate IV in Business (Small Business Management)(BSB40401)
Certificate IV Business Facilitation(WSB57)

School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate II in Automotive Technology(21110VIC)
Certificate I in Automotive(AUR10199)
Certificate II in Automotive(Administration – Clerical)(AUR20199)
Certificate II in Automotive(Mechanical)(AUR20799 – AUR21899)
Certificate II in Automotive(Vehicle Body)(AUR22499 – AUR22999)
Certificate II in Automotive(Sales)(AUR21999 – AUR22399)
Certificate II in Marine (AUR23199 – AUR23299)
Certificate II in Bicycles (Services)(AUR23099)
Certificate II in Outdoor Power Equipment (Services)(AUR23399)
Certificate III in Automotive (Sales)(AUR31399 – AUR31499)
Certificate III in Automotive Vehicle Body(AUR31699-AUR31899)
Certificate III in Automotive (Mechanical)(AUR30299 – AUR31299)
Certificate III in Outdoor Power Equipment(AUR32499 – AUR32599)
Certificate IV in Automotive(AUR40199)
Advanced Diploma of Engineering Technology(Principal Technical Officer)(14309VIC)
Certificate I in Engineering(MEM10198F)
Certificate II in Engineering–Production(MEM20198F)
Certificate II in Engineering– Production Technology(MEM20298F)
Certificate III in Engineering – Production Systems(MEM30198F)
Certificate III in Engineering– Fabrication Trade(MEM30398)[Light & Heavy]
Certificate IV in Engineering Technology(20018VICF)
Advanced Diploma of Engineering Technology(20020VICF)[Fabrication/Welding Supervision, Inspection]
Diploma of Engineering Technology(20019VICF)[Fabrication/Welding]

Industrial Skills Training Centre
Course in Cranes *[contact Department for details]*
Course in Rigging – Basic *[contact Department for details]*
Course in Rigging – Intermediate *[contact Department for details]*
Course in Rigging – Advanced *[contact Department for details]*
Course in Safe Lifting (Load Slinging)*[contact Department for details]*
Course in Scaffolding – Basic *[contact Department for details]*
Course in Scaffolding – Limited Height *[contact Department for details]*
Course in Scaffolding – Intermediate *[contact Department for details]*
Course in Scaffolding – Advanced *[contact Department for details]*
Course in Dogging *[contact Department for details]*
Course in Earthmoving *[contact Department for details]*
Course in Trench Shoring and Safety *[contact Department for details]*
Course in Forklift Operating *[contact Department for details]*
Course in Elevating Platform Vehicle Operators *[contact Department for details]*
Driver Training *[contact Department for details]*
Driver Education *[contact Department for details]*
Certificate IV in Assessment and Workplace Training(BSZ40198)
Certificate III in Civil Construction (Plant)(BCC30198)
Certificate III in General Construction(BCG31398)
Certificate I in Transport and Distribution (Warehousing)(TDT10197)
Certificate II in Transport and Distribution (Warehousing)(TDT20197)
Certificate III in Transport and Distribution (Warehousing)(TDT30197)
Certificate IV in Transport and Distribution (Warehousing)(TDT40197)
Certificate I in Transport and Distribution (Road Transport)(TDT10297)
Certificate II in Transport and Distribution (Road Transport)(TDT20297)
Certificate III in Transport and Distribution (Road Transport)(TDT30297)
Certificate IV in Transport and Distribution (Road Transport)(TDT40297)
Diploma of Transport and Distribution (Logistics)(TDT51098)
Advanced Diploma of Transport and Distribution (Logistics)(TDT61098)
Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)
Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)
Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)
Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)
Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)
Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)
Certificate I in Transport and Distribution (Rail Operations)(TDT10498)
Certificate II in Transport and Distribution (Rail Operations)(TDT20498)
Certificate III in Transport and Distribution (Rail Operations)(TDT30498)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Engineering Technology Department
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)[Civil]
Advanced Diploma of Engineering Technology(20020VIC)[Civil]
Diploma of Engineering Technology (20019VIC)[Civil]
Certificate I in Engineering Technology(11409VIC)
Certificate I in Engineering(MEM10198)
Certificate II in Engineering (Production)(MEM20198)
Certificate II in Engineering(Production Technology)(MEM20298)
Certificate III in Engineering (Production Systems)(MEM30198)

Certificate III in Engineering(Mechanical Trade)(MEM30298)
Certificate III in Engineering(Technician)(MEM30598)
Certificate IV in Engineering Technology(20018VIC)
Advanced Diploma of Engineering Technology(20020VIC)
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Certificate II in Automotive Manufacturing(AUM20100)
Certificate III in Automotive Manufacturing – Frontline Management(AUM30100)
Certificate IV in Automotive Manufacturing – Frontline Management(AUM40100)
Certificate IV in Automotive Manufacturing – Manufacturing Maintenance(AUM40200)

Science and Food Technology Department
Certificate II in Science Bridging(12883VIC)
Certificate III in Science Bridging(12884VIC)
Certificate III in Animal Technology(QLD3757)
Certificate IV in Animal Technology(2411ARC)
Diploma of Applied Science (Animal Technology)(QLD3522)
Certificate II in Animal Studies(RUV20198)
Certificate III in Animal Studies(RUV30198)
Certificate IV in Veterinary Nursing(RUV40198)
Certificate III in Laboratory Skills(PML30199)
Certificate IV in Laboratory Techniques(PML40199)
Diploma of Laboratory Technology(PML50199)
Diploma of Laboratory Technology(Process Manufacturing Testing)(PML50199)
Diploma of Laboratory Technology(Pathology Testing) (PML50199)
Diploma of Laboratory Technology(Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing)(PML50199)
Advanced Diploma of Laboratory Operations(PML60199)
Certificate I in Horticulture(RUH10198)
Certificate II in Horticulture (Arboriculture)(RUH20298)
Certificate II in Horticulture (Floriculture)(RUH20398)
Certificate II in Horticulture (Landscape)(RUH20498)
Certificate II in Horticulture (Nursery)(RUH20598)
Certificate II in Horticulture (Parks & Gardens)(RUH20698)
Certificate II in Horticulture (Production)(RUH20898)
Certificate II in Horticulture (Turf Management)(RUH20798)
Certificate III in Horticulture(RUH30198)
Certificate III in Occupational Health & Safety(QLD1893)
Certificate IV in Occupational Health & Safety(QLD1892)
Diploma of Occupational Health & Safety(QLD1891)
Certificate IV in Meat Processing (Leadership)(MTM40100)
Certificate IV in Meat Processing (Quality Assurance)(MTM40300)
Diploma of Meat Processing(MTM50100)
Advanced Diploma of Meat Processing(MTM60100)
Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)
Certificate III in Local Government (Environmental Health and Regulation)(LGA30200)
Diploma of Local Government (Environmental Health and Regulation)(LGA50300)
Advanced Diploma of Local Government (Environmental Health and Regulation)(LGA60300)
Certificate I in Food Processing (Plant Baking)(FDF10398)
Certificate II in Food Processing (Plant Baking)(FDF20398)
Certificate III in Food Processing (Plant Baking)(FDF30398)
Certificate I in Process Plant Skills(PMA10198)
Certificate I in Food Processing(FDF10198)
Certificate I in Pharmaceutical Manufacturing(FDF10298)
Certificate II in Pharmaceutical Manufacturing(FDF20298)
Certificate II in Process Plant Operations(PMA20198)
Certificate III in Food Processing(FDF30198)
Certificate III in Pharmaceutical Manufacturing(FDF30298)
Certificate III in Process Plant Operations(PMA30198)
Diploma of Food Technology(2506AKC)
Certificate IV in Food Technology(11893VIC)
Diploma of Natural Resource Management(2212AMC)
Certificate III in Health (Hospital Pharmacy Technician)(2307AEC)
Certificate IV in Mortuary Science (Embalming)(2411AGB)
Courses in Lubrication(21010VIC)
Certificate IV in Assessment and Workplace Training(BSZ40198)

School of Further Education and Employment Services

Adult Literacy and Work Education Department
Certificate I in General Education for Adults (Introductory)(21249VIC)
Certificate I in General Education for Adults(21250VIC)
Certificate II in General Education for Adults(21251VIC)
Certificate III in General Education for Adults(21252VIC)
Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)
Diploma of Further Education(21015VIC)
Certificate IV in Further Education(21014VIC)
Certificate I in Work Education(21108VIC)
Certificate I in Transition Education(15494VIC)
Course in Concurrent Study(21204VIC)
Certificate I in Laundry Operations(LMT10800)
Certificate II in Laundry Operations(LMT21400)
Certificate III in Laundry Operations(LMT31100)
Certificate I in Dry Cleaning Operations(LMT11000)
Certificate II in Dry Cleaning Operations(LMT21500)
Certificate III in Dry Cleaning Operations(LMT31200)

Arts and Preparatory Programs Department
Diploma of Arts (Small Companies and Community Theatre)(21052VIC)
Certificate IV in Professional Writing and Editing(21123VIC)
Diploma of Arts (Professional Writing and Editing)(21124VIC)
Certificate I in English Language Literacies(21047VIC)
Certificate II in English Language Literacies(21048VIC)
Access Course for Women(31132100KFM)
Gateway to Nursing and the Health Sciences(31132290HZB)
Preparation for Tertiary Studies (Arts)(31132200LZO)
Certificate I in ESL Access(14378VIC)
Certificate II in ESL Access(14379VIC)
Certificate I in General Education for Adults (Introductory)(21249VIC)
Certificate I in General Education for Adults (21250VIC)
Certificate II in General Education for Adults (21251VIC)
Diploma of Liberal Arts (21220VIC)
Certificate IV in Liberal Arts (21219VIC)
Victorian Certificate of Education (2200LZV)

Music Programs
Certificate IV in Music(CUS40101)
Certificate IV in Music(Technical Production)(CUS40201)
Diploma of Music Industry (Technical Production) (CUS50201)
Diploma of Music (CUS50101)
Certificate IV in Music Industry (Business)(CUS40301)
Diploma of Music Industry (Business)(CUS50301)

Language Studies Department
Certificate II in ESL (Academic Purposes)(14372VIC)
Certificate III in ESL (Academic Purposes)(14373VIC)
Certificate III in ESL (Academic Purposes)(14373VIC) [English for Health Professionals]
Certificate IV in ESL (Academic Purposes)(14374VIC)
Certificate II in ESL (Vocational Purposes)(14375VIC)
Certificate III in ESL (Vocational Purposes)(14376VIC)
Certificate III in ESL (Vocational Purposes)(14376VIC) [Aged Care Work]
Certificate IV in ESL (Vocational Purposes)(14377VIC)
Certificate I in ESL Access(14378VIC)
Certificate II in ESL Access(14379VIC)
Certificate III in ESL Access(14380VIC)
Certificate IV in ESL Access(14381VIC)
Course in Concurrent Study(21204VIC)

Department of Employment & Training Services
Certificate I in Horticulture(RUH10198)
Certificate II in Horticulture(RUH20298–RUH20798)
Course in Planning for Employment and Training(21109VIC)

School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design)(12862VIC)
Diploma of Arts (Graphic Arts)(12861VIC)
Certificate IV in Arts (Applied Design)(15727VIC)
Advanced Diploma of Multimedia(CUF60501)
Diploma of Multimedia(CUF50701)
Diploma of Arts (Visual Art)(12857VIC)

Child Studies Department
Advanced Diploma of Community Services (Children's Services)(CHC60399)
Diploma of Community Services (Children's Services)(CHC50399)
Certificate IV in Community Services (Children's Services)(CHC30399)
Certificate III in Community Services (Children's Services)(CHC30399)
Certificate II in Community Services (Children's Services)(CHC20399)

Health Services Unit
Certificate IV in Health (Nursing)(2407ADC)
Certificate III in Pathology Specimen Collection(HLT30101)

Library Studies Unit
Diploma of Library and Information Services(CUL50199)
Certificate III in Library and Information Services(CUL30199)

Social and Community Studies Department
Certificate III in Community Services (Disability Work)(CHC30799)
Certificate IV in Community Services (Disability Work)(CHC40799)
Diploma of Community Services (Disability Work)(CHC50799)
Certificate II in Community Services (Community Work)(CHC20499)
Certificate III in Community Services (Community Work)(CHC30699)
Diploma of Community Services (Community Work)(CHC50699)
Certificate III in Community Services (Aged Care Work)(CHC30199)
Certificate IV in Community Services (Aged Care Work)(CHC40199)
Diploma of Community Services (Welfare Studies)(2507ABC)
Diploma in Counselling (3113GWD40)
Advanced Diploma of Justice(21214VIC)
Diploma of Justice (21213VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work)(CHC50999)
Diploma of Business (Community Services and Health Management)(2504AIC)
Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)
Certificate II in Home Support Cleaning(21186VIC)
Course in Palliative Care Awareness(3113GWD50)
Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

Sport and Recreation Department
Certificate II in Fitness(SRF20201)
Certificate III in Fitness(SRF30201)
Certificate IV in Fitness(SRF40201)
Certificate II in Outdoor Recreation(SRO20299)
Certificate II in Sport (Career Oriented Participation)(SRS20299)
Certificate II in Sport and Recreation(SRO20199)
Certificate III in Sport and Recreation(SRO30199)
Certificate II in Community Recreation(SRC20201)
Certificate III in Community Recreation(SRC30201)
Certificate IV in Community Recreation(SRC40201)
Diploma of Community Recreation(SRC50201)
Certificate IV in Sport and Recreation(SRO40199)
Diploma of Sport and Recreation(SRO50199)
Certificate IV in Sports (Development)(SRS40399)
Diploma of Sport (Development)(SRS50399)
Diploma of Sport (Coaching)(SRS50299)
Certificate IV in Sports Science (Golf)(3113SRG35)
Diploma of Sports Science (Golf)(3113SRG36)
Certificate II in Racing (Greyhound)–Kennelhand Level 1(RGR20398)
Certificate III in Racing (Greyhound) – Kennelhand Level 2(RGR30598)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling(2211ARC)
Certificate II in Nail Technology(WRB20199)
Certificate III in Beauty(WRB30199)
Certificate IV in Beauty Therapy(WRB40199)
Diploma of Beauty Therapy(WRB50199)
Course in Basic Make-Up(3113CBLCAF)
Diploma of Entertainment (Make-Up)(CUE50798)
Certificate IV in Entertainment Make-Up(CUE40898)
Diploma of Health Science (Massage)(WAO350)
Certificate IV in Health Science (Remedial Massage)(3113BT002)
Certificate III in Health Science (Therapeutic Massage)(3113BT001)
Certificate II in Hairdressing(WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing(WRH30100)
Certificate III in Hairdressing(20031VIC)
Certificate IV in Hairdressing(WRH40100)
Diploma of Hairdressing Salon Management(WRH50100)

Wholesale / Retail Unit
Certificate II in Wholesale Operations(WRW20101)
Certificate III in Wholesale Operations(WRW30101)
Certificate IV in Wholesale Management(WRW40101)
Diploma of Wholesale Management(WRW50101)
Diploma of Retail Management(WRR50197)
Certificate IV in Retail Management(WRR40197)
Certificate III in Retail Operations(WRR30197)
Certificate II in Retail Operations(WRR20197)
Certificate I in Retail Operations(WRR10197)
Certificate II in Retail Cosmetic Assistant(WRB20399)

Hospitality and Tourism Department
Certificate I in Hospitality (Operations)(THH11002)
Certificate I in Hospitality (Kitchen Operations)(THH11102)
Certificate II in Hospitality (Operations)(THH21802)
Certificate II in Hospitality (Kitchen Operations)(THH22002)
Certificate III in Hospitality (Commercial Cookery)(THH31502)
Certificate III in Hospitality (Catering Operations)(THH32902)
Certificate III in Hospitality (Operations)(THH33002)
Certificate III in Hospitality (Food and Beverage)(THH32797)
Certificate IV in Hospitality (Supervision)(THH42602)
Diploma of Hospitality Management(THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Tourism (Retail Travel Sales)(THT30202)
Certificate III in Tourism (Tour Wholesaling)(THT30502)
Certificate III in Tourism (Visitor Information Services)(THT30602)
Certificate III in Tourism (Guiding)(THT30902)
Certificate III in Tourism (Operations)(THT31002)
Certificate IV in Tourism (Sales and Marketing)(THT40102)
Certificate IV in Tourism (Operations)(THT40202)
Certificate IV in Tourism (Guiding)(THT40302)
Certificate IV in Tourism (Natural and Cultural Heritage)(THT40402)
Diploma of Tourism (Marketing and Product Development)(THT50102)
Diploma of Tourism (Operations Management)(THT50302)
Advanced Diploma of Tourism Management(THT60102)

Undergraduate Courses and Programs

Campus codes:

B=Sunbury
C=City Flinders
D=China
E=Echuca
F=Footscray Park
G =Renim University of China
H=Hong Kong
I=Internet
J=City King
K=Kuala Lumpur
M=Melton
O =Off campus
P=Singapore
D2=Shenyang, People's Republic of China
Q=Queen Street
S=St Albans
W=Werribee
3=Bangladesh
D8=Tianjin, People's Republic of China
D7=Renmin University, Beijing, China

Faculty of Arts

	Campus	*Full-time*	*Part-time*
GENERALIST DEGREE PROGRAMS			
Bachelor of Arts – Footscray	F	Y	Y
Bachelor of Arts – St Albans	S	Y	Y
SPECIALIST DEGREE PROGRAMS			
Bachelor of Arts (Advocacy & Mediation)	F	Y	Y
Bachelor of Arts (Asian Studies)	F	Y	Y
Bachelor of Arts (Community Development)			
– Asia-Pacific Stream	S	Y	Y
– Australian Stream (3rd year only)	S	Y	Y
Bachelor of Arts (Computer Mediated Art)	S	Y	Y
Bachelor of Arts (Globalisation Studies)	F	Y	Y
Bachelor of Arts (Legal Studies)	F	Y	Y
Bachelor of Arts (Multimedia)	S	Y	Y
Bachelor of Arts (Professional Writing)	S	Y	Y
Bachelor of Communication (Public Relations)	S	Y	Y
Bachelor of Psychology (Arts stream)	F	Y	Y
Bachelor of Psychology (Interpersonal & Organisational)	S	Y	Y
Bachelor of Social Work (Preliminary Year)	S	Y	Y
Bachelor of Social Work	S	Y	Y
Bachelor of Science(Psychology)	S	Y	Y
COMBINED DEGREE PROGRAMS			
Bachelor of Arts/Bachelor of Business (Information Systems)	S	Y	Y
Bachelor of Business (Tourism Management)/			
Bachelor of Arts (Asian Studies)	F	Y	Y
Bachelor of Arts (Asian Studies)/			
Bachelor of Business (International Trade)	F	Y	Y
Bachelor of Arts (Psychology)/			
Bachelor of Business (Human Resource Management)	F	Y	Y
Bachelor of Business (Electronic Commerce)/			
Bachelor of Arts (Multimedia)	F	Y	Y
Bachelor of Arts/Diploma of Liberal Arts	F	Y	Y
Bachelor of Laws/Bachelor of Arts	F	Y	Y
Bachelor of Business (Marketing)/Bachelor of Psychology	F	Y	Y
HONOURS PROGRAMS			
Bachelor of Arts (Honours)	S,F	Y	Y
Bachelor of Arts (Honours) Computer Mediated Art and Multimedia	S	Y	Y
Bachelor of Arts (Honours – Psychology)	S	Y	Y
Bachelor of Psychology (Honours)	S	Y	Y
Bachelor of Science (Honours – Psychology)	S	Y	Y

Note: The details of the programs, courses and subjects set out in this *Handbook* might change after publication. To ensure that the information about Faculty of Arts courses is still accurate, contact the Faculty of Arts Executive Officer on (03) 9365 2369.

Faculty of Business and Law

School of Accounting and Finance

BACHELOR OF BUSINESS	*Campus*	*Full-time*	*Part-time*
– Accounting	F,W,K,D2	Y	Y
– Banking and Finance	F,K	Y	Y
– Strategic and Financial Management	F	Y	Y
– Accounting/Financial Management	F	Y	Y
– Accounting/Financial Management	W	Y	Y
– Accounting/Banking and Finance	F	Y	Y
– Accounting/Information Systems	F	Y	Y
– Accounting/Electronic Commerce	W	Y	Y
– Accounting/Small Enterprise Management	F	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Accounting/Commercial Law	F	Y	Y
– Accounting/Transport and Logistics	W	Y	Y
– Banking and Finance/International Trade	F	Y	Y
– Tourism Management/			
– Small Enterprise Management	F	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Business Accounting	F	Y	Y
– Bachelor of Business Accounting/Certificate IV in Information Technology (Dual Award)	W	Y	Y

School of Applied Economics

BACHELOR OF BUSINESS			
– Retail Management	F	Y	Y
– International Trade	F,K	Y	Y
– Transport and Logistics	W	Y	Y
– Applied Economics	F	Y	Y
– Financial Risk Management	F	Y	Y
– Music Industry	F	Y	Y
– Applied Economics/International Trade	F	Y	Y
– Banking and Finance/International Trade	F	Y	Y
– Financial Risk Management/International Trade	F	Y	Y
– Financial Risk Management/Electronic Commerce	F	Y	Y
– International Trade/Retail Management	F	Y	Y
– International Trade/Electronic Commerce	F	Y	Y
– Marketing/Applied Economics	F	Y	Y
– Marketing/International Trade	F,K	Y	Y
– Music Industry/Marketing	F	Y	Y
– Music Industry/Electronic Commerce	F	Y	Y
– Retail Management/Marketing	F	Y	Y
– Retail Management/Electronic Commerce	F	Y	Y
– Transport and Logistics/Accounting	W	Y	Y
– Transport and Logistics/Electronic Commerce	W	Y	Y
– Bachelor of Business (Honours) International Trade	C	Y	Y
– Bachelor of Business (Honours) Applied Economics	C	Y	Y
– Bachelor of Business (Honours) Retail Management	C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Business Applied Economics	F	Y	Y
– BA Asian Studies/B Bus International Trade	F	Y	Y
– Bachelor of Laws/Bachelor of Business Music Industry	F	Y	Y
– Bachelor of Laws/Bachelor of Business International Trade	F	Y	Y

School of Hospitality, Tourism and Marketing

BACHELOR OF BUSINESS			
– Hospitality Management	F	Y	Y
– Tourism Management	F	Y	Y
– Marketing	F,B,K	Y	Y
– Event Management	B	Y	
– Marketing/International Tourism	K	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Hospitality/Tourism Management	F	Y	Y
– Hospitality/Event Management	F	Y	Y

	Campus	*Full-time*	*Part-time*
– Hospitality Management/Human Resource Management	F	Y	Y
– Marketing/Hospitality Management	F	Y	Y
– Marketing/Tourism Management	F	Y	Y
– Marketing/Event Management	B	Y	
– Regional Tourism Management	F	Y	Y
– Tourism/Small Enterprise Management	F	Y	Y
– Marketing/Applied Economics	F	Y	Y
– Marketing/International Trade	F,K	Y	Y
– Retail Management/Marketing	F	Y	Y
– Marketing/Electronic Commerce	F	Y	Y
– Marketing/Music Industry	F	Y	Y
– Hotel, Restaurant and Catering Management	F	Y	Y
– Management/Marketing	B	Y	Y
– B.Bus Hospitality/Event Management	F	Y	Y
– B.Bus. Marketing/Event Management	B	Y	
– Tourism Management/Information Systems	F	Y	Y
– Tourism Management/Event Management	F	Y	Y
– Bachelor of Business (Honours) – Marketing	C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Business Marketing	F	Y	Y
– BA Asian Studies/BBus Tourism Management	F	Y	Y
– BA Recreation Management/BBus Tourism Management	F	Y	Y
– BA Sports Administration/BBus Marketing	B	Y	Y
– Bachelor of Business Marketing/Bachelor of Psychology	F	Y	Y
– Bachelor of Business Marketing/Advanced Diploma of			

School of Information Systems

BACHELOR OF BUSINESS			
– Information Systems	F	Y	Y
– Computer Systems Support	W,H	Y	Y
– Electronic Commerce	W	Y	Y
– Electronic Commerce/Transport and Logistics	W	Y	Y
– Accounting/Information Systems	F	Y	Y
– Tourism Management/Information Systems	F	Y	Y
– Electronic Commerce/Marketing	F	Y	Y
– Electronic Commerce/Music Industry	F	Y	Y
– Electronic Commerce/International Trade	F	Y	Y
– Electronic Commerce/Retail Management	F	Y	Y
– Accounting/Electronic Commerce	W	Y	Y
– Bachelor of Business (Honours) Information Systems	C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Art/BBus Information Systems	S	Y	Y
– BA Multimedia/BBus Electronic Commerce	F	Y	Y
– Bachelor of Laws/BBus Electronic Commerce	F	Y	Y
– B.Bus. Electronic Commerce/Bachelor of Science	W	Y	

School of Law

BACHELOR OF LAWS			
– Law	F	Y	Y
– Graduate Entry	F,Q	Y	Y
– Legal Practice	F,Q	Y	Y
BACHELOR OF BUSINESS			
– Commercial Law	F	Y	Y
– Accounting/Commercial Law	F	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Arts	F,Q		
– Bachelor of Laws/BBus Accounting	F	Y	Y
– Bachelor of Laws/BBus Applied Economics	F	Y	Y
– Bachelor of Laws/BBus Electronic Commerce	F	Y	Y
– Bachelor of Laws/BBus International Trade	F	Y	Y
– Bachelor of Laws/BBus Music Industry	F	Y	Y
– Bachelor of Laws/BBus Marketing	F	Y	Y
– Bachelor of Laws/BBus Tourism Management	F,Q	Y	Y
– Bachelor of Laws/Bachelor of Science	F,S,W,Q	Y	Y
– Bachelor of Law/B.Bus, Human Resource Management	F,Q	Y	Y

School of Management

BACHELOR OF BUSINESS	*Campus*	*Full-time*	*Part-time*
– Management	F,B	Y	Y
– Human Resource Management	F	Y	Y
– Management - Service and Operations	F	Y	Y
– Strategic and Financial Management	F	Y	Y
– Hospitality Management/Human Resource Management	F	Y	Y
– Management/Marketing	B	Y	Y
– Bachelor of Business (Honours) Management	C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/BBus Management	F	Y	Y
– Bachelor of Laws/B.Bus, Human Resource Management	F,Q	Y	Y
– B.Bus Tourism Management/Event Management	F	Y	Y
– BA Psychology/BBus Human Resource Management	F	Y	Y
– BA Sports Administration/BBus Management	B	Y	Y

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Faculty of Human Development

School of Education

BACHELOR OF ARTS			
– Computer Mediated Art	S	Y	Y
– Computer Mediated Art & Multimedia	S	Y	Y
– Early Childhood Education	M	n/a	Y
– Youth Studies	FP	Y	Y
BACHELOR OF EDUCATION			
– Four-Year Pre-Service Program P–12	FP,M	Y	n/a
– Post-Registration (Year 4)	FP,M	Y	Y
Bachelor of Education (Nyerna Studies)	E	Y	Y
incorporating:			
– Bachelor of Education (Nyerna Studies)			
– Bachelor of Arts (Nyerna Studies)			
– Diploma of Community Services – Youth Work			
– Associate Diploma of Arts – Recreation/Fitness Leadership			
– Certificate in Occupational Studies – Social and Community Services			

School of Health Sciences

Non-Award Courses			
First Aid in the Workplace Certificate: Level 1 & 2^	S,I	Y	Y
Certificate of Advanced Airway Management (Pre-hospital)^	S,I	Y	Y
Certificate in Advanced Airway Management^	S,I	Y	Y
Certificate in Emergency Intravenous Therapy (Pre-hospital)^	S,I	Y	Y
Certificate in Venipuncture and Venous Cannulation^	S,I	Y	Y
Certificate in Emergency Intravenous Therapy^	S,I	Y	Y
Certificate in Advanced Life Support (Pre-hospital)^			
incorporating:			
Certificate in Advanced Life Support^	S,I	Y	Y
Certificate in Semi Automatic External Defibrillation^	S,I	Y	Y
Award Courses			
BACHELOR OF HEALTH SCIENCE			
– Clinical Dermal Therapies	J	n/a	Y
– Natural Medicine	S,I	Y	Y
– Paramedic (3-Year Pre-service)	S,I	Y	Y
– Paramedic (1-Year Conversion)	I	Y	Y
– Chinese Medicine (Acupuncture)/(Chinese Herbal Medicine)	S	Y	n/a
BACHELOR OF SCIENCE			
– Clinical Sciences	C	Y	n/a

School of Human Movement, Recreation and Performance

Non-Award Courses	*Campus*	*Full-time*	*Part-time*
Fitness Instructor Module ^	FP	n/a	Y
Aerobic Module^	FP	n/a	Y
Core Unit (Vic Fit)^	FP	n/a	Y
Aqua Module^	FP	n/a	Y
Personal Trainers Module^	FP	n/a	Y
Children and Adolescent Exercise Module^	FP	n/a	Y
Exercise to Music^	FP	n/a	Y
Award Courses			
BACHELOR OF APPLIED SCIENCE			
– Human Movement	FP	Y	Y
– Human Movement/Bachelor of Psychology	FP	Y	Y
– Physical Education (Secondary)	FP	Y	Y
– Physical Education and Physics#	FP	Y	Y
BACHELOR OF ARTS			
– Performance Studies	FP	Y	n/a
– Performance and Multimedia	FP	Y	n/a
– Fitness Leadership*	M	Y	Y
– Recreation Leadership	M,FP	Y	Y
– Recreation Management	FP	Y	n/a
– Recreation Management/Bachelor of Business–Tourism Management	FP	Y	Y
– Sports Administration	B	Y	Y
– Sports Administration/Bachelor of Business – Management	B	Y	Y
– Sports Administration/Bachelor of Business – Marketing	B	Y	Y
BACHELOR OF APPLIED SCIENCE (HONOURS)			
– Human Movement	FP	Y	n/a
BACHELOR OF ARTS (HONOURS)			
– Performance Studies	FP	Y	Y
– Recreation Management	FP	Y	Y

School of Nursing

Award Courses			
Bachelor of Nursing (Pre-Registration)	S	Y	Y
BACHELOR OF HEALTH SCIENCE			
– Nursing (Post-Registration)	S	Y	Y
– Nursing (Honours)	S	Y	Y
Bachelor of Midwifery#	S	Y	n/a

^Continuing Education Courses
*Offered to continuing students only
#Subject to final accreditation

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Faculty of Science, Engineering and Technology

Faculty Courses

BACHELOR			
– Business/Science	F/S/W	Y	Y
– Engineering/Business	F	Y	Y
– Engineering/Science	F/S/W	Y	Y
– Engineering/Laws	F	Y	Y
– Science/Laws	F/S/W	Y	Y
CERTIFICATE			
– Foundation Studies	F/S	Y	Y

School of the Built Environment

BACHELOR OF ENGINEERING	*Campus*	*Full-time*	*Part-time*
– Architectural Engineering	F	Y	Y
– Building Engineering	F	Y	Y
– Building Surveying	F	Y	Y
– Civil Engineering	F	Y	Y
– Computational Engineering	F	Y	Y
– Mechanical Engineering	F	Y	Y
– Robotic Engineering	F	Y	Y
BACHELOR OF SCIENCE			
– Engineering and Business	F	Y	Y
– Environmental Engineering	F	Y	Y

School of Communications and Informatics

BACHELOR OF ENGINEERING			
– Computer Engineering	F	Y	Y
– Electrical and Electronic Engineering	F	Y	Y
– Microelectronic Systems	F	Y	Y
– Telecommunication Engineering	F	Y	Y
– Photonics	F	Y	Y
BACHELOR OF ENGINEERING SCIENCE			
– Photonics	F	Y	Y
BACHELOR OF SCIENCE			
– Applied Physics and Computing	F	Y	Y
– Computer Science	F/H/D7	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Computer Science and Aviation	F	Y	Y
– Computer Technology	F	Y	Y
– Optoelectronics	F	Y	Y
BACHELOR OF SCIENCE (HONOURS)			
– Computer Technology	F	Y	Y
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Physics	F	Y	Y

School of Life Sciences and Technology

BACHELOR OF APPLIED SCIENCE			
– Chemistry	F	N	Y
BACHELOR OF SCIENCE			
– Biomedical Sciences	S	Y	Y
– Conservation Biology and Environmental Management	S	Y	Y
– Biotechnology	W	Y	Y
– Ecology and Sustainability	W	Y	Y
– Medical, Forensic and Analytical Chemistry	W	Y	Y
– Nutrition, Food and Health Science	W	Y	Y
– Occupational Health and Safety	W	Y	Y
BACHELOR OF SCIENCE (HONOURS)			
– Biology (Biotechnology)	W	Y	Y
– Conservation Biology and Environmental Management	W	Y	Y
– Nutrition and Food Science	W	Y	Y
– Biomedical Sciences	S	Y	Y
– Chemical and Environmental Sciences	W	Y	Y
DIPLOMA			
– Meat Management	W	N	Y

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Telephone: (03)9688 4191– Facsimile: (03)9688 4513 – Email: BobRitchens@vu.edu.au Internet: http://koala.vu.edu.au/academic.

Postgraduate Courses

Faculty of Arts

	Campus	*Full-time*	*Part-time*
HIGHER DEGREES BY RESEARCH			
Master of Arts by Research	S,F,	Y	Y
Doctor of Philosophy by Research	S,F	Y	Y
Master of Social Work by Research	S	Y	Y
POSTGRADUATE PROGRAMS BY COURSEWORK			
Graduate Certificate in Asian and Pacific Studies (General Stream)	F	Y	Y
Graduate Certificate in Asian and Pacific Studies (Community Development Stream)	S	Y	Y
Graduate Certificate in Communication	C	Y	Y
Graduate Certificate in Arts (History)	F	Y	Y
Graduate Certificate in Arts (Politics and International Studies)	F	Y	Y
Graduate Certificate of Public Advocacy and Action	F	N	Y
Graduate Certificate in Women's Studies	C	N	Y
Graduate Diploma in Applied Psychology	S	Y	Y
Graduate Diploma in Asian and Pacific Studies (General Stream)	F	Y	Y
Graduate Diploma in Asian and Pacific Studies (Community Development Stream)	S	Y	Y
Graduate Diploma in Communication	C	Y	Y
Graduate Diploma in Counselling	S	N	Y
Graduate Diploma in Arts (History)	F	Y	Y
Graduate Diploma in Modern Languages	S,F	N	Y
Graduate Diploma in Arts (Politics and International Studies)	F	Y	Y
Graduate Diploma in Psychological Studies	S	N	Y
Graduate Diploma of Public Advocacy and Action	F	Y	N
Graduate Diploma in Women's Studies	C	N	Y
Master in Counselling	S	N	Y
Master of Arts in Asian and Pacific Studies (General Stream)	F	N	Y
Master of Arts in Asian and Pacific Studies (Community Development Stream)	S	N	Y
Master of Arts in Communication	C	Y	Y
Master of Arts in Women's Studies	C	N	Y
Master of Applied Psychology			
– Community Psychology Stream	F	Y	Y
– Sport Psychology Stream	F	Y	Y
– Health Psychology Stream	F	Y	Y
Master of Psychoanalysis	S	N	Y
Master of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y
Master of Public Advocacy and Action	F	Y	Y
Doctor of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y

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Faculty of Business and Law

	Campus	*Full-time*	*Part-time*
Victoria Graduate School of Business			
Master of Executive Studies (Offshore)			
Master of Business Administration	C,P,K,D,3	Y	Y
Master of Business Administration (International)	C		
Doctor of Business Administration	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Accounting and Finance			
Graduate Certificate in Accounting	C,H,P,K	Y	Y
Master of Business in Accounting	C	Y	Y
Master of Business in Finance	C	Y	Y
Master of Business in Professional Accounting	C,H,P,K	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Applied Economics			
Master of Business in Business Economics	C	Y	Y
Master of Business in International Trade	C	Y	Y
Master of Business in International Music & Entertainment Business	C	Y	Y
Graduate Certificate in Statistics	C	Y	Y
Graduate Certificate in Retail Management (Offshore)			
Graduate Diploma in Retail Management (Offshore)			
Master of Business in Retail Management (Offshore)			
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Hospitality, Tourism and Marketing			
Master of Business in Hospitality Management	C	Y	Y
Master of Business in Hospitality Management (Professional Practice)	C	Y	Y
Master of Business in Marketing	C	Y	Y
Master of Business in Tourism Management	C	Y	Y
Master of Business in Hospitality and Tourism Marketing	C	Y	Y
Master of Business Electronic Commerce/Marketing	C	Y	Y
Master of Business in Hospitality and Tourism Education	C	Y	Y
Master of Business in Sports Tourism	C	Y	Y
Master of Business by Research	F,C	Y	Y
Doctor of Philosophy	F,C	Y	Y
School of Information Systems			
Graduate Certificate in Enterprise Resource Planning Systems	C	Y	Y
Master of Business, Enterprise Resource Planning Systems	C,P	Y	Y
Graduate Diploma in Business Computing	C,R	Y	Y
Master of Business in Information Systems	C,R	Y	Y
Master of Business E-Commerce/Marketing	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Law			
Graduate Certificate in Australian Immigration Law	C	Y	Y
Graduate Diploma of International Commercial Law	D,K,P,H	Y	Y
Graduate Diploma in Notarial Practice	Q,	Y	
Masters in Comparative Commercial Law	C	Y	Y
Masters of Laws	C	Y	Y
Masters of International Commercial Law	D,K,P,H	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Juridical Science	C,Q	Y	Y
Doctor of Philosophy	C	Y	Y

	Campus	*Full-time*	*Part-time*
School of Management			
Master of Business in Management Practice	C	Y	Y
Master of Business in Event Management	C	Y	Y
Master of Business in Industrial Relations/Human Resource Management	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

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Faculty of Human Development

Faculty Courses			
Graduate Diploma in Dementia Care and Service	C,Z	Y	Y
Graduate Program in Aged Services Management			
incorporating:			
– Graduate Diploma in Aged Services Management	C,Z	Y	Y
– Master of Health Science – Aged Services Management	C	Y	Y
School of Education			
Graduate Certificate in Teaching Studies of Asia	FP	Y	Y
Graduate Diploma in Secondary Education	FP	Y	Y
Graduate Program in Education for Professional Development			
incorporating:			
– Graduate Certificate in Education for Professional Development	FP	n/a	Y
– Graduate Diploma in Education for Professional Development	FP	n/a	Y
Graduate Program in Education and Training			
incorporating:			
– Graduate Certificate in Education and Training	FP	n/a	Y
– Graduate Diploma in Education and Training	FP	Y	Y
– Master of Education – Education and Training	FP	Y	Y
Graduate Program in TESOL & Literacy			
incorporating:			
– Graduate Certificate in TESOL	FP	Y	Y
– Graduate Certificate in Literacy	FP	Y	Y
– Graduate Diploma in TESOL	FP,V	Y	Y
– Graduate Diploma in TESOL and Literacy	FP	Y	Y
– Master of TESOL	FP,V	Y	Y
– Master of TESOL and Literacy	FP	Y	Y
Graduate Program in Tertiary Education			
incorporating:			
– Graduate Certificate in Tertiary Education	FP	n/a	Y
– Graduate Diploma in Tertiary Education	FP	Y	Y
Graduate Program in Experiential Learning & Development	FP	Y	Y
incorporating			
– Graduate Certificate in Experiential Learning & Development	FP	Y	Y
– Graduate Diploma in Experiential Learning & Development	FP	Y	Y
– Master of Education – Experiential Learning & Development	FP	Y	Y
Master of Education (by Research)	FP,M	Y	Y
Doctor of Education	FP	Y	Y
Doctor of Philosophy	FP	Y	Y

	Campus	*Full-time*	*Part-time*
School of Health Sciences			
Graduate Diploma in Clinical Chinese Medicine	S	Y	Y
Graduate Diploma in Complementary Therapies	S	Y	Y
Graduate Diploma in Prepared Chinese Medicine	C,S	Y	Y
Graduate Diploma in Western Herbal Medicine	C	Y	Y
Graduate Program in Paramedicine and Pre Hospital Care			
incorporating:			
– Graduate Certificate in Aeromedical Care	Z,I	Y	Y
– Graduate Certificate in Aeromedical Rescue & Retrieval	Z,I	Y	Y
– Graduate Certificate in Emergency Service Education#	Z,I	Y	Y
– Graduate Certificate in Emergency Service Management#	Z,I	Y	Y
– Graduate Certificate in Hyperbaric Medicine	Z,I	Y	Y
– Graduate Certificate in Intensive Care Paramedic	Z,I	Y	Y
– Graduate Certificate in Paediatric Emergencies#	Z,I	Y	Y
– Graduate Certificate in Paramedic Practitioner	Z,I	Y	Y
– Graduate Certificate in Pre-Hospital Care	Z,I	Y	Y
– Graduate Diploma in Paramedics	Z,I	Y	Y
– Graduate Diploma in Pre-Hospital Care	Z,I	Y	Y
Master of Health Science			
– Osteopathy	C	Y	n/a
– Osteopathy (for medical practitioners)	C	n/a	Y
– (by Coursework)	S	Y	Y
– (by Research)	S	Y	Y
Doctor of Philosophy	S	Y	Y
School of Human Movement, Recreation and Performance			
Graduate Diploma in Exercise and Sport Sciences	FP	Y	Y
Graduate Program in Ageing, Disability and Recreation Management			
incorporating			
– Graduate Certificate in Ageing, Disability & Leisure	FP	Y	Y
– Graduate Certificate in Ageing, Disability & Recreation Management	FP	Y	Y
– Graduate Diploma in Ageing, Disability & Recreation Management	FP	Y	Y
– Master of Arts – Ageing, Disability & Recreation Management	FP	Y	Y
Graduate Program in Loss and Grief			
incorporating:			
– Graduate Certificate in Loss and Grief Education	C	Y	Y
– Graduate Certificate in Loss and Grief Counselling	C*	Y	Y
– Graduate Diploma in Loss and Grief Counselling	C*	Y	Y
Graduate Program in Sport and Recreation Management			
incorporating:			
– Graduate Certificate in Sport & Recreation Management	FP	Y	Y
– Graduate Certificate in Sport & Recreation Management/Operations	FP	Y	Y
– Graduate Diploma in Sport & Recreation Management	FP	Y	Y
– Master of Arts – Sport & Recreation Management (by coursework)	FP	Y	Y
Graduate Program in Sport Business			
incorporating:			
– Graduate Diploma in Sport Business	C	Y	Y
– Master of Sport Business	C	n/a	Y
Graduate Program in Exercise Rehabilitation	FP	Y	Y
incorporating			
Graduate Diploma in Exercise for Rehabilitation	FP	Y	Y
Master of Applied Science – Exercise Rehabilitation	FP	Y	Y
Master of Applied Science			
– Human Performance (by coursework)	FP	Y	Y
– (by Research)	C,FP	Y	Y
Master of Arts (by Research)	FP	Y	Y
Doctor of Philosophy	C,FP	Y	Y

*Two subjects will be taught at the St Albans Campus.

	Campus	*Full-time*	*Part-time*
School of Nursing			
Graduate Diploma in Substance Abuse Studies	S	Y	Y
Master of Nursing			
incorporating:			
– Graduate Certificate in Cardiothoracic Nursing	S	Y	Y
– Graduate Certificate in Cancer Nursing	S	Y	Y
– Graduate Certificate in Emergency Nursing	S	Y	Y
– Graduate Certificate in Gerontic Nursing#	S	Y	Y
– Graduate Certificate in Neuroscience Nursing	S	Y	Y
– Graduate Certificate in Orthopaedic Nursing	S	Y	Y
– Graduate Certificate in Paediatric Nursing	S	Y	Y
– Graduate Certificate in Palliative Care Nursing	S	Y	Y
– Graduate Diploma in Cardiothoracic Nursing	S	Y	Y
– Graduate Diploma in Cancer Nursing	S	Y	Y
– Graduate Diploma in Emergency Nursing	S	Y	Y
– Graduate Diploma in Gerontic Nursing#	S	Y	Y
– Graduate Diploma in Neuroscience Nursing	S	Y	Y
– Graduate Diploma in Orthopaedic Nursing	S	Y	Y
– Graduate Diploma in Paediatric Nursing	S	Y	Y
– Graduate Diploma in Palliative Care Nursing	S	Y	Y
Master of Midwifery			
incorporating:			
– Graduate Diploma in Midwifery	S	Y	Y
Master of Nursing (by Research)	S	Y	Y
Doctor of Philosophy	S	Y	Y
#Subject to final accreditation			

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Faculty of Science, Engineering and Technology

Centre for Environmental Safety and Risk Engineering

Doctor of Philosophy	W	Y	Y
Master of Engineering (Research)	W	Y	Y
Master of Engineering (Coursework)			
– Building Fire Safety and Risk Engineering	W	n/a	Y
Graduate Diploma			
– Building Fire Safety and Risk Engineering	W	n/a	Y
Graduate Certificate			
– Performance-based Building and Fire Codes	W	n/a	Y
Centre for Packaging, Transportation and Storage			
Doctor of Philosophy	W	Y	Y
Master of Engineering (Research)	W	Y	Y
Graduate Diploma			
– Intermodal Freight Systems Management	W	n/a	Y
Graduate Certificate			
– Intermodal Freight Systems Management	W	n/a	Y
School of Communications and Informatics			
Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Science (Research)	F	Y	Y
Graduate Diploma			
– Communication Systems	F	Y	Y
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Multimedia Information Networking	F	Y	Y
– Software Engineering	F	Y	Y
Master of Engineering Science (Coursework)			
– Computer Systems Engineering	F	Y	Y
– Telecommunication Engineering	F	Y	Y

	Campus	*Full-time*	*Part-time*
Master of Engineering			
– Microelectronic Engineering	F	N	Y
Master of Science			
– Computer Science (coursework)	F	Y	Y
– Computer and Mathematical Sciences (coursework)	F	Y	Y
– Software Engineering	F	Y	Y

School of Life Sciences and Technology

Doctor of Philosophy	F,S,W	Y	Y
Master of Science (Research)	F,S,W	Y	Y
Master of Science (Coursework)			
– Environmental Management	F	Y	Y
– Food Science and Technology	W	Y	Y
Graduate Diploma			
– Environmental Management	F	Y	Y

School of the Built Environment

Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Engineering (Coursework)			
– Project Management	F	Y	Y
Graduate Diploma			
– Project Management	F	Y	Y
Graduate Certificate			
– Project Management	F	Y	Y

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Telephone: (03)9688 4191– Facsimile: (03) 9688 4513 – Email: BobRitchens@vu.edu.au – Internet: http://koala.vu.edu.au/academic.