VICTORIA UNIVERSITY OF TECHNOLOGY

**Technical and
Further Education
(TAFE)
Handbook
2004**

Caution This *Handbook* provides a guide to Technical and Further Education courses available within the Division of TAFE at the University in 2004. 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 2004* 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-nine thousand students chose to enrol in TAFE courses at Victoria University, making it the second largest provider of vocational education and training in Victoria.

The TAFE Division is organised into four Schools. Courses are conducted by Departments and Units located within the Schools:

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

School of Engineering, Construction and Industrial Skills
- Department of Building and Construction
- Department of Engineering Technology
- Department of Building Services and Special Trades
- Department of Computer Systems and Electronics
- Automotive Technology Unit
- Industrial Skills Training Centre

School of Further Education, Arts and Employment Services
- Department of Adult Literacy and Work Education
- Department of Visual Arts, Design and Multimedia
- Department of Arts, VCE and Preparatory Programs
- Department of Employment and Training Services
- Department of Language Studies
- Department of Music
- Library and Cultural Studies Unit

School of Human Services, Science and Technology
- Department of Child Studies
- Department of Health Services
- Department of Information Technology
- Department of Science and Biotechnology
- Department of Social and Community Studies
- Department of Sport, Recreation and Performance.

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 Victoria University's 13 campuses – City King and City Flinders in the Melbourne CBD, Footscray Nicholson, Melton, Newport, South Melbourne, 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 Certificate, Diploma and Advanced Diploma programs offered by the TAFE Division are in high demand. Victoria University is the largest provider of vocational training in a range of areas. These areas include Hairdressing and Beauty, Painting and Decorating, Sign Technology, Transport and Logistics, Nursing and Business Services. In 2003, Victoria University students from Music, Building, Plumbing, Engineering Technology, Boatbuilding, Hairdressing, Multimedia and Community Services won awards for their achievements in our courses.

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.

The TAFE Division has developed innovative programs for diverse industries and interests such as transport and logistics, wildlife rescue, athlete career education, mechatronics, 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

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Teachers
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CertIVAssmt&WrkplcTrain*VUTAFE*
Nathan Bower BEd*Deakin*,
CertIVAssmt&WrkplcTrain*VUTAFE*
Bruce Davis CertIVAssmt&WrkplcTrain*VUTAFE*
Wenda Donaldson BAppSc*Swin*, GradCertACEAIS,
GradCertBusMgt*Monash*,
CertIVAssmt&WrkplcTrain*VUTAFE*
James Durnan CertIVAssmt&WrkplcTrain*VUTAFE*
Rachel Fantuzzo BAppSci, BEd *VicMelb*,
CertIVAssmt&WrkplcTrain*VUTAFE*
Anna Gibney BSS *VicMelb*, Grad Dip Ed*HawthInst*,
GradDipExRehab*Lincoln*, Cert Massage,
CertIVAssmt&WrkplcTrain*VUTAFE*
Lisa Laidlaw CertIVAssmt&WrkplcTrain*VUTAFE*
Koya Marney BAAppScHumMvmnt*VicMelb*, GradDipSecEd,
CertIVAssmt&WrkplcTrain*VUTAFE*
Rob McPhail DipRec, BApp Sci *VicMelb*,
CertIVAssmt&WrkplcTrain*VUTAFE*
Michelle Pain, PhD, MEd, DipEd*Monash*,
CertIVAssmt&WrkplcTrain*VUTAFE*
Daryl Pellizzer BEd*Rusden*,
CertIVAssmt&WrkplcTrain*VUTAFE*
Kathy Roberts BSc*Minnesota*,
CertIVAssmt&WrkplcTrain*VUTAFE*
David Spark GradDipRec&SportMgt,
CertIVAssmt&WrkplcTrain*VUTAFE*
Jo Trevathan
Robert Utber BA*Phillip*,
CertIVAssmt&WrkplcTrain*VUTAFE*

TAFE Courses at Victoria University in 2004

Strategic Development

Centre for Curriculum, Innovation and Development
Course in ICT Skills for Teachers (21335VIC)
Certificate IV in Assessment and WorkplaceTraining(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 Educationand Training (21205VIC)
Graduate Certificate in VET in Schools Implementation(21102VIC)

School of Business, Hospitality and Personal Services

Administrative and Legal Studies Department
Certificate III in Business (Legal Administration)(BSA30200)
Certificate IV in Business (Legal Services)(BSA40200)
Advanced Diploma of Business (Legal Practice)(20055VIC)
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)
Certificate III in Business (Recordkeeping)(BSB30401)
Certificate IV in Business (Recordkeeping)(BSB40301)
Diploma of Business (Recordkeeping)(BSB50301)
Certificate III in Government(PSP30199)

Financial Services Department
Advanced Diploma of Accounting(FNB60202)
Diploma of Accounting(FNB50202)
Diploma of Business (Banking and Finance)(90025NSW)
Course in Real Estate for Agents' Representatives(2004AAA)
The Certificate IV in Business (Estate Agency Practice)(2404ADA)

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 IV in Hospitality (Supervision) (THH42602)
Diploma of Hospitality Management (THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate I in Tourism (Australian Indigenous Culture (THT10102)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Meetings and Events (THT30102)
Certificate III in Tourism (Retail Travel Sales) (THT30202)
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)

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)
Graduate Certificate in Management (21365VIC)
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 III in Business (Sales) (BSB30301)
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)
Graduate Certificate in Management Development (Education and Training)(2804ABB)

Personal Services Department
Certificate II in Modelling (21456VIC)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Diploma of Beauty Therapy (WRB50199)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40898)
Diploma of Remedial Massage (HLT50302)
Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management(WRH50100)
Advanced Diploma of Naturopathy(HLT60502)

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 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(WRR50102)
Certificate IV in Retail Management(WRR40102)
Certificate III in Retail Supervision (WRR30102)
Certificate III in Retail Operations(WRR30202)
Certificate II in Retail Operations(WRR20102)
Certificate II in Retail Cosmetic Assistant(WRB20399)

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit
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 IV in Automotive(AUR40199)]

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 (Off-Site)(BCG10198)
Certificate in Building and Construction (21393VIC)[Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698)[Apprenticeship]
Certificate II in Building and Construction (21393VIC)[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 (Wood Machining, Cabinet Making & Furniture Polishing)(21279VIC)

Certificate III in Furniture Making (Cabinet Making) (LMF30402)
Certificate III in Furniture Making (Wood Machining) (LMF30502)
Certificate II in Furniture Making (LMF20302)
Course in Building and Engineering Trades Orientation (3113TNWB)
Certificate IV in Building(SA3477)
Diploma of Building(SA3475)
Certificate IV in Residential Drafting(40357SA)
Diploma of the Built Environment(SA3472)
Diploma of Building Surveying(SA3473)
Diploma of Building Design and Technology (40356SA)
Advanced Diploma of Building Design and Project Administration (40355SA)

Building Services and Special Trades Department
Certificate II in Buidling and Construction (21393VIC) [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 (21398VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
Certificate IV in Sign Technology (21399VIC)
Course in Building and Engineering Trades Orientation(3113TNWB)
Certificate III in Electrotechnology Systems Electrician(UTE31199)
Certificate IV in Electrical (2406ANC) [Motor Control]

Computer Systems and Electronics Department
Certificate II in Electrotechnology Servicing(UTE20502)
Certificate III in Electrotechnology Communications(UTE30402)
Certificate III in Electrotechnology Communications(UTE30499)
Certificate III in Electrotechnology Computer Systems(UTE30599)
Certificate III in Electrotechnology Entertainment and Servicing (UTE30702)
Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
Advanced Diploma of Computer Systems Engineering(UTE60199)
Advanced Diploma of Electronic Engineering(UTE60399)

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(Technician)(MEM30598)
Certificate III in Engineering(Mechanical Trade)(MEM30298)
Certificate IV in Engineering Technology (20018VIC)
Advanced Diploma of Engineering Technology (20020VIC)
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing & Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC)[Streams in Mechanical, Manufacturing & 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)
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)
Diploma of Engineering Technology(20019VICF)[Fabrication]
Advanced Diploma of Engineering Technology(20020VICF)[Fabrication/Supervision, Inspection]

Industrial Skills Training Centre
Certificate III in Civil Construction (Plant)(BCC30198)
Certificate III in General Construction(BCG31398)
Certificate I in Transport and Distribution(Administration) (TDT11102)
Certificate II in Transport and Distribution(Administration) (TDT21102)
Certificate III in Transport and Distribution(Administration) (TDT31102)
Certificate IV in Transport and Distribution(Administration) (TDT41102)
Certificate I in Transport and Distribution (Warehousing and Storage)(TDT10102)
Certificate II in Transport and Distribution (Warehousing and Storage)(TDT20102)
Certificate III in Transport and Distribution (Warehousing and Storage)(TDT30102)
Certificate IV in Transport and Distribution (Warehousing and Storage)(TDT40102)
Course in Taxi Driving (21387VIC)
Certificate I in Transport and Distribution (Road Transport)(TDT10202)
Certificate II in Transport and Distribution (Road Transport)(TDT20202)
Certificate III in Transport and Distribution (Road Transport)(TDT30202)
Certificate IV in Transport and Distribution (Road Transport)(TDT40202)
Diploma of Logistics Management (TDT51002)

Advanced Diploma of Logistics Management (TDT61002)
Certificate III in Transport and Distribution (Mobile Cranes Operations)(TDT30902)
Certificate IV in Transport and Distribution (Mobile Cranes Operations)(TDT40902)
Certificate III Motor Vehicle Driver Trainer(Car)(21370VIC)
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)(21381VIC)
Certificate I in Transport and Distribution (RailInfrastructure) (TDT10702)
Certificate II in Transport and Distribution (Rail Infrastructure) (TDT20702)
Certificate III in Transport and Distribution (Rail Infrastructure) (TDT30702)
Certificate IV in Transport and Distribution (Rail Infrastructure) (TDT40702)
Certificate I in Transport and Distribution (Rail Operations)(TDT10402)
Certificate II in Transport and Distribution (Rail Operations)(TDT20402)
Certificate III in Transport and Distribution (Rail Operations)(TDT30402)
Certificate IV in Transport and Distribution(Rail Operations) (TDT40202)
Certificate I in Transport and Distribution(Stevedoring) (TDT10302)
Certificate II in Transport and Distribution(Stevedoring) (TDT20302)
Certificate III in Transport and Distribution(Stevedoring) (TDT30302)
Certificate IV in Transport and Distribution(Stevedoring) (TDT40302)
Certificate I in Transport and Distribution(Administration)(TDT11102)
Certificate II in Transport and Distribution(Administration)(TDT21102)
Certificate III in Transport and Distribution(Administration)(TDT31102)
Certificate IV in Transport and Distribution(Administration)(TDT41102)
Certificate I in Funeral Services (WFS10202)
Certificate II in Funeral Services Grounds and Maintenance) (WFS20402)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance) (WFS30402)
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
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
Courses in Forklift Operating
Course in Order Picker
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
School Driver Education Program
Defensive/Advanced Driving
VicRoads Heavy Vehicle Administration Course
VicRoads Interception Techniques

School of Further Education, Arts 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)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Certificate I in Media (CUF10101)
Certificate I in Vocational Studies (Media)(21263VIC)
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 II in Workplace Practices (30064QLD)
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, VCE and Preparatory Programs
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)
Course in Women's Access (14795VIC)
Course in Gateway to Nursing and the Health Sciences (21379VIC)
Course in Preparation for Tertiary Studies (Arts)(21380VIC)
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 Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Victorian Certificate of Education (2200LZV)

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) [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)
Course in Preliminary Spoken and Written English (90989NSW)
Certificate I in Spoken and Written English (90994NSW)
Certificate II in Spoken and Written English (90993NSW)
Certificate III in Spoken and Written English (90992NSW)

Library and Cultural Studies Unit
Diploma of Library and Information Services (CUL50199)
Certificate III in Library and Information Services (CUL30199)
Certificate II in Museum Practice (CUL20299)

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

Visual Arts, 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)
Certificate IV in Multimedia (CUF40801)
Certificate III in Multimedia (CUF30601)
Certificate II in Multimedia (CUF20601)
Diploma of Arts (Visual Art) (12857VIC)

School of Human Services, Science and Technology

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)(CHC40399)
Certificate III in Community Services (Children's Services)(CHC30399
Certificate II in Community Services (Children's Services) (CHC20399)

Health Services Department
Certificate IV in Health (Nursing) (21358VIC)
Course in Cardiopulmonary Resuscitation (20003VIC)
Course in Emergency First Aid (20004VIC)
Course in Basic First Aid (20005VIC)
Course in Paediatric Aid (20006VIC)

Information Technology Department
Certificate I in Information Technology (ICA10101)
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 (Database Administration) (ICA40299)
Certificate IV in Information Technology (Programming) (ICA40699)
Certificate IV in Information Technology (Technical Support) (ICA40599)
Certificate IV in Information Technology (Website Administration) (ICA41001)
Certificate IV in Information Technology(Website Design) (ICA41101)
Diploma of Information Technology (Computer Science) (21378VIC)
Diploma of Information Technology (Software Development) (ICA50299)
Diploma of Information Technology(21104VIC) [Specialising in Multimedia]
Dual Diploma – Diploma of Information Technology (Webiste Development)(ICA50601) and
Diploma of Information Technology (Internetworking)(ICA50701)

Science and Biotechnology Department
Certificate III in Science (21238VIC)
Certificate IV in Science (21239VIC)
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 I in Conservation and Land Management (RTD10102)
Certificate II in Conservation and Land Management (RTD20102)
Certificate III in Conservation and Land Management (RTD30102)
Certificate IV in Conservation and Land Management (RTD40102)
Diploma of Conservation and Land Management (RTD50102)
Advanced Diploma of Conservation and Land Management (RTD60102)
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 II in Process Plant Operations(PMA20198)
Certificate III in Process Plant Operations(PMA30198)
Certificate I in Food Processing(FDF10198)
Certificate III in Food Processing(FDF30198)
Certificate IV in Food Technology(11893VIC)
Diploma of Food Technology(2506AKC)
Certificate I in Pharmaceutical Manufacturing(FDF10298)
Certificate II in Pharmaceutical Manufacturing(FDF20298)
Certificate III in Pharmaceutical Manufacturing(FDF30298)
Certificate III in Health Service Assistance(Hospital/Community Health Pharmacy Assistance)(HLT31402)
Courses in Lubrication(21010VIC)
Certificate IV in Assessment and Workplace Training(BSZ40198)

Social and Community Studies Department
Certificate III in Community Services (Disability Work) (CHC30799)
Certificate IV in Community Services (Disability Work) (CHC40799)
Advanced Diploma of Community Services (Disability Work) (CHC60799)
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)
Advanced Diploma of Justice (21214VIC)
Diploma of Justice (21213VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work) (CHC50999)
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, Recreation and Performance 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 III in Sport and Recreation(SRO30103)
Certificate IV in Sport and Recreation(SRO40103)
Diploma of Sport and Recreation(SRO50103)
Advanced Diploma of Sport and Recreation(SRO60103)
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)
Certificate IV in Sports (Development)(SRS40503)
Diploma of Sports (Development)(SRS50503)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)
Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

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, and all staff are responsible for, 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 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.

Enrolment Processes

Applicants offered a place in a course will need to enrol via one of the following ways – attend a scheduled enrolment session; via mail; computerised/on-line enrolment or have the invoice mailed out. Further information about enrolment processes can be obtained from respective Departments.

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, Victoria 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 2004. Students will be charged a tuition fee of $1.25 per enrolled subject hour to a maximum of $625. 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 Services Fee also applies. Fee Concessions may be available depending on eligibility. For additional information refer to the TAFE Enrolment Information brochure available from the Admissions Office (03) 9365 2286 or the campus closest to your home or work.

Material Fees

Some TAFE Departments may charge material fees for providing goods and materials that are retained by the student. Further information about material fees can be obtained from respective Departments.

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 those qualifications by the relevant industry enterprise, community or professional group.

Certificate I–IV courses include: preparatory access and participation skills and knowledge such as literacy and numeracy, communication skills, working in teams, workplace technology and 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 respective Departments.

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 with 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 respective Departments.

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 respective Departments.

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 respective Departments.

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. Phone (03) 9284 8856 for further information.

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.

Appeals, Complaints and 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.

Relevant Legislation

Legislation that may significantly impact on a student's activities at Victoria University includes but is not limited to: the Equal Opportunity Act 1995, Information Privacy Act 2000, Freedom of Information Act 1982, Occupational Health and Safety Act 1985, and the Victoria University of Technology Act 1990 that includes admissions, enrolments and academic procedures and regulations.

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.

TAFE Strategic Development

The Strategic Development portfolio focuses on the strategic positioning of the TAFE Division in its communities, industry, internationally and in the University. As well as the operational departments listed below, the area is responsible for the TAFE Division budget; strategic and capital planning and performance measurement; business development strategy; responses to external and internal policy, educational and quality initiatives; and the strategic development of the TAFE Division's workforce including its employee relations strategy.

Belinda McLennan
Deputy Director – Strategic Development

Business Development

Business Development is responsible for developing and implementing strategies to increase the scope and return of operations of the TAFE Division through the development of existing and new business relationships.

The activities undertaken, directly or collaboratively, by Business Development include:

- Provision of advice on business development strategies and activities for the TAFE Division
- Gathering of business intelligence and marketing analysis
- Identification of strategic business opportunities
- Development of close links and partnerships with government, industry and community organisations
- On-going development of resources and skills of the TAFE Division in business development, including the internationalisation of its services and activities.

The area also incorporates International Projects (AID/Development), Traineeship Development and the Short Course Unit.

The Business Development office is located at the City King Campus.

Ian Kearney
Manager (Acting), Business Development

Short Course Centre

A wide range of programs is offered to the community and industry through Victoria University's Short Course Centre. 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 Participation
- 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 an organisation's specific requirements. These customised special programs can be delivered 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 participants.

Short course areas on offer include:

- Acting
- Airbrushing
- Beauty Therapy
- Boatbuilding
- Business
- Computing
- Electrotechnology
- Garden
- Health and Lifestyle
- Hospitality
- Languages
- Introduction to Massage
- Medical Terminology
- Personal Finances
- Beauty and MakeUp
- Photography
- Professional Development
- Sport & Recreation
- Victoria Police Entrance Exams

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Phone: (03) 9284 7920, fax: (03) 9284 7927 or visit our website at: www.vu.edu.au/shortcourses.

Shane Fitzgibbon
Manager, Short Course Centre

Centre for Curriculum Innovation and Development

The Centre for Curriculum Innovation and Development (CCID) is positioned in the TAFE Division of Victoria University and offers a broad range of services to both internal and external clients. The role of the CCID is diverse and focuses on affecting leading edge change through assisting in implementation of VET policy and up-skilling of personnel to meet the requirements of quality delivery of competency-based training and assessment.

CCID's strategic aim is to create a sustainable and professional VET sector workforce and build capacity for innovation. CCID provides AQTF compliance assistance to departments and individual staff members. Strategic partnerships are built with departments, government, industry, Universities, RTOs, secondary schools, LLENs (Local Learning and Employment Networks) and community groups. The CCID plays a significant role in the state and national VET environment through commercially funded projects and through its Service Industries Curriculum Maintenance Manager function.

The CCID comprises four Units whose responsibilities are identified as follows:

The Course Maintenance and Accreditation Unit:

- assumes statewide responsibility as the Service Industries Curriculum Maintenance Manager (CMM) in the provision of advice and support for all curriculum and Training Package related information relevant to General Studies; Hospitality and Tourism; Transport and Distribution; Wholesale/Retail; and Personal Services
- provides advice and service related to accreditation procedures and policy directions
- undertakes commercial activity with a curriculum development focus.

The Open Learning Unit:
- provides the development of quality flexible and/or distance-delivery resources to meet the training needs of a diverse range of industries and enterprises
- provides the initiation and coordination of relevant teaching and learning projects which support successful practice and develop the skills and resource base of the University
- establishes and supports strategic alliances between industry and training providers to build a critical pool of teachers with the skills to support flexible and/or distance delivery utilising a range of mediums including modern communications technologies
- establishes processes and supports University staff who are skilled and capable to undertake the development and redevelopment of course materials for on-line delivery
- develops high quality educational resources to meet the training needs of a diverse range of industries.

The Training and Professional Development Unit:
- designs 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
- initiates and develops partnerships between industry and business, various training providers and funding agencies to enable the implementation of accredited training
- 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
- coordinates, plans and monitors professional development for the TAFE Division
- uses a range of strategies for determining and addressing the professional development needs of internal staff including drawing on expertise from within the CCID, the TAFE Division, the broader VU community as well as external consultants.

The VET Research and Resources Unit offers a diverse range of services including:
- research relating to the Vocational Education and Training (VET) sector
- research and advice with regard to VET policy directions
- research relating to the design and development of resources to support training
- expertise in the development, implementation and review of Training Packages
- evaluation of the effectiveness of teaching/training programs in a quality assurance context
- expertise in the implementation of Vocational Education and Training in Schools (VETiS).

Primarily located at the Newport Campus, the Centre for Curriculum Innovation and Development can be contacted by phone: (03) 9284 8455; fax: (03) 9284 8345 or email: tess.demediuk@vu.edu.au

Tess Demediuk
Head, Centre for Curriculum Innovation and Development

Course Codes
21335VIC	Course in ICT Skills for Teachers (21335VIC)
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)

TAFE International

TAFE International is the TAFE Division's international business development and coordination unit. The TAFE Division's international operations consist of three main activities:
- Training of on-shore international students
- Conduct of the University's English Language Institute (ELI)
- Off-shore course delivery.
- On-Shore International Students.

The TAFE Division enrols international students from many countries in a range of TAFE Courses, especially Information Technology, Business, Art & Design and Hospitality Diplomas. The International Branch recruits international students on behalf of the TAFE Division and TAFE International works closely with the management of the International Branch to develop new programs and strengthen articulation pathways into Degree programs.

English Language Institute

The English Language Institute (ELI) is managed by TAFE International and is responsible for the English language training needs of all international students studying at the University.

The ELI is also involved in the delivery of programs and consultancy services in China, Vietnam, Bangladesh and Korea and hosts study tours by groups of students and government officials from China, Korea, Abu Dhabi and Japan. ELI staff are also involved in resource development projects for the Division's off-shore programs.

Off-Shore Course Delivery

The TAFE Division has course delivery partnerships in China, Korea, New Zealand and Vietnam. Diplomas in Business, Information Technology, Art & Design, Tourism and Hospitality are being delivered off-shore or are expected to commence during 2004.

The Division also continues to be involved, through the ELI, in supporting the Faculty of Business and Law MBA program at Northern Jiaotong University in Beijing, PRC.

TAFE International is located at the City King Campus.

David Fletcher
Manager, TAFE International

Workplace Learning Melbourne West

Workplace Learning Melbourne West (WLMW) is committed to developing sustainable partnerships between industry, community and secondary schools in order to establish quality structured workplace learning as an integral element of post compulsory schooling.

Operating from the Newport Campus, WLMW acts as a broker making effective school, community and industry links for senior secondary school students and TAFE students in the Western Metropolitan Region of Melbourne.

WLMW finds short term work placements in industry for 15 to 19 year olds as part of their VET in VCE and VCAL studies. Workplacements arranged by WLMW give students the opportunity to practice their skills in a work environment, to make contact with possible future employers and to assist students make a smooth transition from school to work.

Contact Colleen Bergin by phone: (03) 9284 8470, fax: (03) 9284 8465 or email colleen.bergin@vu.edu.au

Colleen Bergin
Program Manager, Workplace Learning Melbourne West

Course in ICT Skills for Teachers (21335VIC)

Career Opportunities

Designed for people who wish to extend their Information Communication and Technology skills for further teaching opportunities.

Scope of Delivery

Flexible delivery, online or face to face workshops.

Course Objectives

This course is designed to prepare TAFE teachers to use information and communication technologies effectively to enhance and extend the delivery of educational 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.

Selection Procedures/Selection Criteria

The applicant must be working in an environment where the applicant can apply the skills they have learnt and reflect on the learning from the course.

Course Duration

The course may be offered on a full-time basis over 40 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows –

Code		Hours
VBM11	Applications for Teaching – Information & Communications Technology (ICT)	40

Certificate IV in Assessment and Workplace Training(BSZ40198)

Career Opportunities

The Certificate IV in Assessment and Workplace Training (BSZ40198) 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.

Scope of Delivery

This course is offered as Fee for Service only.

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. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

Course Content

Unit Code		Nominal Hours
BSZ404A	Train Small Groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ405A	Plan & Promote a Training Program	50
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15

Delivery Structure

Participants have the option of choosing one of the two following delivery structures.

Option One:

The Training and Professional Development Unit offers the Certificate IV in Assessment and Workplace Training over 8 days in 4 parts. Each part runs for 2 days. Part 1 should be completed before part 2; Part 2 before part 3 etc. It is recommended that participants take a minimum of 2 months to complete the course.

Part 1:	BSZ404A	Train Small Groups
Part 2:	BSZ401A	Plan Assessment
	BSZ402A	Conduct Assessment
	BSZ403A	Review Assessment
Part 3:	BSZ405A	Plan and Promote a Training Program
	BSZ406A	Plan Sessions of Training
Part 4:	BSZ407A	Deliver Training Sessions
	BSZ408A	Review Training

Option Two:

The course is delivered over 5 days. It is aimed at people with some knowledge of Training and Assessment or people who work in the training and assessment environment. An integrated delivery approach has been adopted. The course facilitator will:
• make decisions about the way(s) in which the training program is delivered in consultation with the client;
• encourage self-management of the learning process;
• respond to questions or concerns;
• provide guidance about access to other learning resources.

During the course, activities will be designed and presented to stimulate the participants, to explore or debate with, and to apply the information which has been presented.

A workplace based action learning project is incorporated into the course. A mentor is available to participants during the preparation of this project.

Diploma in Training and Assessment Systems(BSZ50198)

Career Opportunities

The Diploma in Training and Assessment Systems (BSZ50198) is designed for people who wish to work in the area of management and operation of a training and assessment system.

Scope of Delivery

This course is offered as Fee for Service only.

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. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

Course Content

To qualify for the Diploma at least 13 units must be successfully completed. Comprising 4 units chosen from the following:

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

Delivery structure

Participants have the option of choosing one of the two following delivery structures.

Option One:

The Training and Professional Development Unit delivers the Diploma in Training and Assessment Systems using a flexible approach that involves:

- Initial individual upfront assessment whereby the skills and knowledge of each individual are verified against each unit of competency using their existing workplace to substantiate their evidence and identify any gaps.
- Development of an individualised training program - participants work on a one-to-one basis with our trainer to develop and/or refine a training structure for their organisation.
- Assessment by portfolio of evidence against the competency standards.

Delivery consists of face-to-face training, workplace project, research and reflective exchange regarding systems and processes related to training and assessment. This qualification is aimed at Training coordinators/managers or people who are already working in a training capacity and have responsibility for supporting the training and assessment system in their organisation.

Option Two:

This course is delivered over 8 days. Individuals can tailor their course or attendance to suit their circumstances after an individual consultation with the course co-ordinator.

It is recommended that the Certificate IV in Assessment & Workplace Training be achieved, either through RPL/RCC or coursework, prior to commencing the Units of Competency specified at AQF level 5. It is preferable that all participants have access to, or are currently in a workplace where they can carry out practical application of the competencies as part of the assessment requirements.

During the course, participants will experience a range of learning methodologies both at an individual and group level. These include:

- Workplace action learning projects
- Group discussions and presentations
- Experiential and group activities
- Self assessment
- Case studies and reporting
- Coaching and mentoring

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.

Scope of Delivery

One day a week over 19 weeks.

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.

Selection Procedures/Selection Criteria

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

Course Duration

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

Course Structure

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.

Scope of Delivery

One day a week over 30 weeks. Some units are available on-line.

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.

Selection Procedures/Selection Criteria

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

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

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:

Code		Hours
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.

Scope of Delivery

One day a fortnight over 24 weeks.

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.

Selection Procedures/Selection Criteria

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

Course Duration

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

Course Structure

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)

Code		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.

Scope of Delivery

One day a fortnight over 20 weeks.

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.

Selection Procedures/Selection Criteria

The applicant must have:

- A desire to or be currently working in a VET system;
- The capacity to complete a work placement in a secondary school offering VET in Schools or in another VET environment such as a RTO, TAFE, VCAL in TAFE or VET in the VCE;
- Be able to attend the program of study as set out in the information kit.

Course Duration

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

Course Structure

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

Course Details by School/Department

Perhaps the best reason for studying in TAFE at Victoria University is the range of choices it offers students. Whether seeking a vocational qualification for employment or embarking on a pathway to further education, Victoria University offers a range of courses in areas as diverse as music to mechanical engineering, boatbuilding to beauty therapy. Importantly, courses in most areas are offered at a range of levels from preparatory studies to Advanced Diploma at multiple locations throughout the western region of Melbourne and increasingly in different learning modes to better suit student needs.

VU TAFE is the region's largest provider of apprenticeship and trainee programs linked directly to the specific skills requirements of major industries in Melbourne and surrounding regions. Expert and supportive staff, excellent facilities and a comprehensive range of student services ensure students are provided with the best opportunity to achieve success in their chosen field. Victoria University TAFE Division has a proud record of achievement in awards for student, staff and program excellence.

We invite you to consider TAFE at Victoria University as your first choice and look forward to working with you to achieve your educational goals.

Kevin Roche
Deputy Director – Operation

School of Business, Hospitality and Personal Services

The School of Business, Hospitality and Personal Services consists of six Departments:
• Administrative and Legal Studies;
• Financial Services;
• Hospitality and Tourism;
• Management and Marketing;
• Personal Services;
• 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 and service industry sectors. The courses are developed in conjunction with industry and are based on industry endorsed competency standards, assuring 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, salons and restaurants. The purpose is to 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, articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels.

School of Business, Hospitality and Personal Services courses are conducted at the Footscray Nicholson, St Albans, Melton, Werribee, City King and Sunbury 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 by arrangement with the relevant Department.

In addition to its range of award courses, the School of Business, Hospitality and Personal Services also provides many training services to industry, government 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.

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, computer laboratory spaces and salons are fully equipped to facilitate training to the highest industry standards.

Departments in the School are actively involved in VET in Schools (VETiS) programs in association with secondary schools in the region. Qualifications achieved via VETiS programs automatically receive credit transfer into related TAFE courses when students enrol at Victoria University.

The School of Business, Hospitality and Personal Services provides diversity of choice in study options. Whether you are a school leaver or a mature aged person 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.

Kathy Whye
Associate Director
School of Business Hospitality & Personal Services

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. Training would lead to positions such as Administrative Assistant, Clerical Officer, Administrative Officer, Accounts Payable/Receivable Clerk, Personal Assistant, Para-Legal and Legal Office Administrative Officer. In addition, the training provides participants with a broad range of generic vocational skills applicable to a number of job roles.

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

Code
BSA30200	Certificate III in Business (Legal Administration)(BSA30200)
BSA40200	Certificate IV in Business (Legal Services)(BSA40200)
20055VIC	Advanced Diploma of Business (Legal Practice)(20055VIC)
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)
BSB30401	Certificate III in Business (Recordkeeping)(BSB30401)
BSB40301	Certificate IV in Business (Recordkeeping)(BSB40301)
BSB50301	Diploma of Business (Recordkeeping)(BSB50301)
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 III in Business (Legal Administration) (BSA30200)

Career Opportunities
Legal support staff.

Scope of Delivery
This course if offered on a full time basis.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

Course Duration

Full-time basis over 420–510 hours.

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.

Scope of Delivery

This course if offered on a full time basis.

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).

Selection Procedures/Selection Criteria

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration

Full-time over 18 weeks 560–720 nominal hours (or 660–1155 nominal hours including prerequisite units).

Course Structure

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

FNAMERC03B	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.

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

Career Opportunities

Senior law clerk.

Scope of Delivery

Full time, Part time and flexible delivery

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.

Selection Procedures/Selection Criteria

All applicants with an ENTER score of 60 or above will be given selection priority. The balance of offers will be made to students with an ENTER score until the selection quota has been filled.

In case of Direct Entry applications, educational qualifications, employment history (voluntary work) and life experience are taken into account in selection.

Date of receipt of application may also be used as ranking in the case of over-subscribed groups.

Course Duration

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 *or*	20
VBJ369	Competency Analysis	10

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

Code		Hours
VBM899	Commercial Law	51
VBM897	Law of Evidence	51
VBM895	Law of Contract	51
VBM896	Property Law	51
VBM894	Law of Torts	51
VBM898	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

Code		Hours
VBM912	Law of Marketing	51
VBM902	Legal Aspects of International Commerce	51
VBM911	Restrictive Trade Practices (DL091)	51
VBM906	Probate and Administration	51
VBM903	Land Contracts	51
VBM905	Consumer Protection Law	51
VBM908	Administrative Law	51
VBM904	Mortgages, Leases and Building Contracts	51
VBM901	Family Law	51
VBM910	Company and Associations Law	51
VBM909	Criminal Law	51
VBM907	Civil Procedure	51
VBM900	The Conveyancing Process	51
VBJ208	Manage Legal Practice Operations Resources	51
VBM913	Legal Research Method	51

Group B

Code		Hours
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

NOS110.v2 Occupational Health and Safety 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.

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.

Scope of Delivery
Diploma of Business Administration(BSB50201) is offered full time, or part time.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

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.

Scope of Delivery
Full-time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

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 BSB01 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.

Scope of Delivery
Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

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	100
BSBADM302A	Produce texts from notes	30
BSBADM303A	Produce texts from audio transcription	30
BSBADM304A	Design and develop text documents	120
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

Plus 4 units from the Business Services Training Package or any other endorsed Training Package , of which 2 units must be from AQF 3 level, and maximum of 2 may be included from lower or higher levels.

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.

Scope of Delivery
Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

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.

Scope of Delivery
This course if offered on a full-time basis.

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.

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration
Full-time basis over 300–410 nominal hours.

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.

Scope of Delivery
This course is offered as a Traineeship only.

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.

Selection Procedures/Selection Criteria
As per National Apprenticeship Centre (NAC) Guidelines.

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

Course Structure

Code		Hours
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.

Scope of Delivery

This course is offered as a Traineeship only.

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.

Selection Procedures/Selection Criteria

As per National Apprenticeship Centre (NAC) Guidelines.

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 –

Code		Hours
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.

Scope of Delivery

This course is offered to Industry groups only.

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 relevant training package.

Certificate III in Business (Recordkeeping)(BSB30401)

Career Opportunities

Administrative work.

Scope of Delivery

This course is offered to Industry groups only.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a records clerk in an 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.

Course Duration

The course may be offered on a full-time basis over 345 - 400 nominal hours or part-time equivalent.

Course Structure

Course Structure Rules –

12 Units required for the qualification.

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.

Compulsory Units

Code		Nominal Hours
BSBRKG301A	Control records	40
BSBRKG302A	Undertake disposal	30
BSBRKG303A	Retrieve information from records	25
BSBRKG304A	Maintain business records	30

A minimum of four units (together totaling a minimum of 90 nominal hours) to be undertaken from the following Common Business units. BSBCMN311 Maintain Workplace Safety must be included in the selection -

Code		Hours
BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities & development	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
BSBFLM303A	Contribute to effective workplace relationships	40

Four 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;
• Any other relevant training package accredited by the Australian National Training Authority.

Of the four units selected, at least two must be from a qualification at AQF level III and the remaining unit may be from a lower level qualification.

Certificate IV in Business (Recordkeeping)(BSB40301)

Career Opportunities
Administrative work.

Scope of Delivery
This course is offered to Industry groups only.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a records officer in an 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.

Course Duration
The course may be offered on a full-time basis over 305 - 495 nominal hours or part-time equivalent

Course Structure
Course Structure Rules –
10 Units required for the qualification
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.

Compulsory Units

		Nominal Hours
BSBRKG401A	Review the status of a record	20
BSBRKG402A	Provide information from and about records	20
BSBRKG403A	Set up a business or records system for a small office	40
BSBEBUS406A	Monitor and maintain records in an online environment	25

A minimum of three units (together totalling a minimum of 80 nominal hours) to be undertaken from the following Common Business units -

Code		Hours
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
BSBFLM404A	Lead work teams	50

Three units to (together totalling a minimum of 120 nominal hours) 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 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

Diploma of Business (Recordkeeping)(BSB50301)

Career Opportunities
Administrative work.

Scope of Delivery
This course is offered to Industry groups only.

Course Objective
This course aims to provide the knowledge and skills required for a person working as a records supervisor in an 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.

Course Duration
The course may be offered on a full-time basis over 320 - 400 nominal hours or part-time equivalent.

Course Structure
Course Structure Rules –
8 Units required for the qualification.
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.

Compulsory Units	Nominal Hours
BSBRKG501A Determine business or records system specifications	60
BSBRKG502A Manage and monitor business or records systems	40
BSBRKG503A Develop and maintain a classification scheme	30
BSBRKG504A Develop terminology for activities and records	30
BSBRKG505A Document or reconstruct a business or records system	30

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;

• 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 Diploma level and the remaining unit may be from a lower or higher level qualification.

Certificate III in Government(PSP30199)

Career Opportunities

Administrative officer, Clerical Assistant, School Services Officer.

Scope of Delivery

Current employed SSO's or New Apprenticeships (SSO).

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.

Selection Procedures/Selection Criteria

As per Department of Education and Training Plan Application process.

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

Code	
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 Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes	
FNB60299	Advanced Diploma of Accounting(FNB60202)
FNB50299	Diploma of Accounting(FNB50202)
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)

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.

Advanced Diploma of Accounting(FNB60202)

incorporating:

Diploma of Accounting(FNB50202)

Career Opportunities

Assistant accountant.

Scope of Delivery

The Diploma of Accounting and the Advanced Diploma of Accounting are offered on a full-time and part-time basis.

Course Objectives

• The Advanced Diploma of Accounting(FNB60202) 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(FNB50202) 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(FNB50202), Level 5 (for Advanced Diploma of Accounting(FNB60202) or equivalent.

Selection Procedures/Selection Criteria
VTAC Applicants: To qualify for admission to the Diploma of Accounting(FNB50202) applicants must have successfully completed VCE or an equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked by ENTER score until the selection quota has been filled.

Direct Entry Applicants: Educational qualifications, employment history and life experience are taken into account in selecting direct entry applications. Date of application received by Admissions may also be used as ranking in the case of over-subscribed groups.

Course Duration
The Advanced Diploma of Accounting(FNB60202) 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(FNB50202) may be offered on a full-time basis over 1 year or part-time equivalent.

Part-time programs are normally conducted in the evenings.

Course Structure
The Advanced Diploma of Accounting(FNB60202) consists of 2 stages.

Stage 1: Diploma of Accounting(FNB50202)

Pre-Requisite Competencies

Code		Hours
FNBFIN61A	Prepare and Bank Receipts	10
FNBFIN65A	Process Journal Entries	10
BSBCMN308A	Maintain Financial Records	60
BSBADM308A	Process Payroll	30
FNBACC21A	Set up and Operate a Computerised Accounting System	80
BSBADM408A	Prepare Financial Reports	40

Core Competencies Standards

Code		Hours
FNBACC02B	Prepare Income Tax Returns	60
FNBACC03B	Manage Budgets and Forecasts	50
FNBACC04B	Prepare Financial Reports for a Reporting Entity	60
FNBACC06B	Implement and Maintain internal Control procedures	40
FNBACC30A	Provide Management Accounting Information	60

Elective Competencies Standards

Code		Hours
FNARFS14A	Deliver a Service to Customers	35
BSBCMN214A	Create and Use Simple Spreadsheets	20
BSBADM404A	Develop and Use Complex Spreadsheets	20
FNBACC29A	Make Decisions within a Legal Context	60
FNBACC01B	Provide Financial and Business Performance Information	60
FNBFIN70A	Prepare Financial Forecasts and Projections	60
FNBACC22A	Process Business Tax Obligations	50

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(FNB60202)

Core Competency Standard

Code		Hours
FNBACC11B	Monitor Corporate Governance	60

Elective Competency Standards

Code		Hours
FNBACC07B	Prepare Complex Tax Returns	60
FNBACC09B	Audit and Report on Financial Systems and Records	40
FNBACC10B	Evaluate tax Compliance	60
FNBACC15B	Evaluate Organisations Financial Performance	60
FNBACC16B	Evaluate Financial Risk	60
FNBACC17B	Develop and Implement Financial Strategies	60
FNBACC27A	-Prepare and Analyse management Accounting Information	60
FNBACC28A	Prepare Complex Corporate Financial Reports	60
BSBFLM503A	Establish Effective Workplace Relationships	60
BSBFLM504A	Facilitate Work Teams	60

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.

Scope of Delivery
This course is offered on a full time basis.

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.

Selection Procedures/Selection Criteria
Student Selection is via VTAC or Direct Entry.

Course Duration
Full-time basis over 1 year.

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
NSW8395D	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
NSW8395B	Commercial Banking and Finance	50
NSW8395C	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.

Scope of Delivery
Part time evening course run over six weeks. Also available by Flexible Education.

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 wishing to be employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

Selection Procedures/Selection Criteria
Applicants apply by completing forms sent to them following phone, letter or email enquiry. Preference is given to those employed or about to be employed in the Real Estate Industry.

Course Duration
The Course in Real Estate for Agents' Representatives(2004AAA) is offered on a part-time basis over six 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	12
ABH501	Introduction to Sales	23
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. Operating your own business.

Scope of Delivery
The Certificate IV in Business (Estate Agency Practice)(2404ADA) is designed to be complete on a part time basis over two year. Part time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops, or structured classroom activities.

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
This course can be completed over a 1–3 year timeframe depending on current industry experience prior qualifications and individual time commitment.

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.

Selection Procedures/Selection Criteria
Application is via direct entry following contact with the university by phone, (03) 9284 8753 or (03) 9284 7037. Preference is given to those in the Real Estate Industry.

Course Structure
The Certificate IV in Business (Estate Agency Practice)(2404ADA) consists of 27 modules.

Compulsory Modules

Code		Hours
ABH500	Real Estate Industry Overview	12
ABH501	Introduction to Sales	23
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.

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)
THH42602	Certificate IV in Hospitality (Supervision)(THH42602)
THH51202	Diploma of Hospitality Management (THH51202)
THH60202	Advanced Diploma of Hospitality Management(THH60202)
THT10102	Certificate I in Tourism (Australian indigenous Culture)(THT10102)
THT20502	Certificate II in Tourism (Operations)(THT20502)
THT30102	Certificate III in Meetings and Events (THT30102)
THT30202	Certificate III in Tourism (Retail Travel Sales)(THT30202)
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.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 6 weeks over 2 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 6 weeks over 2 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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.

Scope of Delivery
The delivery mode for this program is on a part time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Code		Hours
THHHCOR01B	Work with colleagues and customers	20
THHHCOR02B	Work in a socially diverse environment	20
THHHCOR03B	Follow health, safety and security procedures	5
THHHHCO01B	Develop and update hospitality industry knowledge	25
THHHGHS01B	Follow workplace hygiene procedures	15
THHHBKA01B	Organise and prepare food	20
THHHBKA02B	Present food	6
THHHBKA03B	Receive and store kitchen supplies	10
THHHBKA04B	Clean and maintain kitchen premises	10
THHHBCC01B	Use basic methods of cookery	45
THHHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHHBCC02B	Prepare appetisers and salads	25
THHHBCC03B	Prepare stocks, sauces and soups	35
THHHBCC04B	Prepare vegetables, eggs and farinaceous dishes	45
THHHBCC05B	Prepare and cook poultry and game	25
THHHBCC06B	Prepare and cook seafood	30
THHHBCC07B	Select, prepare and cook meat	50
THHHBCC08B	Prepare hot and cold desserts	50
THHHBCC09B	Prepare pastry, cakes and yeast goods	40
THHHBCC10B	Plan and prepare food for buffets	25
THHHBCC11B	Implement food safety procedures	25

THHHBCAT01B	Prepare foods according to dietary and cultural needs	70
THHHBCC13B	Plan and control menu-based catering	30
THHHGGA01B	Communicate on the telephone	10
THHHGCS02B	Promote products and services to customers	45
THHHGCS03B	Deal with conflict situations	20
THHHGTR01B	Coach others in job skills	20
THHHCCH02A	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, e.g., hospital or restaurant.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 32 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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.

The remaining units are 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 IV in Hospitality (Supervision)(THH42602)

Career Opportunities

Supervisor in restaurant or food and beverage operation.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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;

The remaining units are 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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 54 weeks over 18 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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.

The remaining units are 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.

Modules listed are subject to change in 2004 onwards.

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

Advanced Diploma of Hospitality Management(THH60202)

Career Opportunities

Hospitality management.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 72 weeks over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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.

The remaining units are 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.

Modules listed are subject to change in 2004 onwards.

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

Certificate I in Tourism (Australian Indigenous Culture)(THT10102)

Career Opportunities

Sharing aspects of the aboriginal culture.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course is designed to reflect the very specific role of an Australian Indigenous person or other individual approved by the local elders who shares aspects of his or her culture with visitors in an informal way.

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 1.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form. Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

Course Duration

The course may be offered on a full-time basis over a minimum of 185 nominal hours 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
THHGCS01B Develop and update local knowledge	10
THTFTG08B Interpret aspects of local Australian indigenous culture	100

Elective Units

At least one unit selected by the student, with the approval of the Head of Department from any relevant nationally endlorsed training package.

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, e.g. Tour Guide, Theme Park Attendant.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

The remaining units are 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 Meeting and Events(THT30102)

Career Opportunities

Support staff

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course is designed to provide the knowledge and skills required of staff who play a support role in co-ordinating meetings, conferences and events

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

Course Duration

The course may be offered on a full-time basis of 539 nominal hours or part-time equivalent.

Course Structure

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
THTFME01B	Co-ordinate guest/delegate registrations at venue	40
THTFME03A	Develop and update event industrty knowledge	25
THTSOP03B	Access and interpret product information	65
THTSOP05B	Prepare quotations	30
THTSOP07B	Book and co-ordinate supplier services	20
THTSOP15B	Process and monitor event registration	60
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units

A minimum of two 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.

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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

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 (Visitor Information Services) (THT30602)

Career Opportunities

Operations consultant, reservation sales agent.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

The remaining units are 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.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program,

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.

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

The remaining units are to be 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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

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;

The remaining units are to be 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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

The remaining units are 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 IV in Tourism (Natural and Cultural Heritage) (THT40402)

Career Opportunities

Tour Guide, Driver Guide, Coach Captain with supervisory responsibility.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 54 weeks over 18 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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
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.

The remaining units are to be 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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 54 weeks over 18 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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
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.

The remaining units are to bee 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.

Scope of Delivery

The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 72 weeks over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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.

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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
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.

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)
21365VIC	Graduate Certificate in Management (21365VIC)
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)
BSB40601	Certificate IV in Business (Advertising)(BSB40601)
BSB50601	Diploma of Business (Advertising)(BSB50601)
BSB60501	Advanced Diploma of Business (Advertising)(BSB60501)
BSB30301	Certificate III in Business (Sales) (BSB30301)
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)
2804ABB	Graduate Certificate in Management Development (Education and Training)(2804ABB)

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

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Certificate III in Business (Frontline Management)(BSB30501)

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 235–240 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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.

Scope of Delivery

Industry based; Flexible delivery.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 350–380 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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.

Scope of Delivery

Industry based; Flexible delivery.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are 660 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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.

Scope of Delivery

The course is offered on a full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 375–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students can progress from Certificate IV in Business (Human Resources)(BSB40801), to Diploma in Business (Human Resources)(BSB50801) and Advanced Diploma(BSB60301) level. Please contact the Department for advice. Recognition of Prior Learning may apply.

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

Code		Hours
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.

Scope of Delivery

The course is offered on a full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 370–550 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students are encouraged to progress through Certificate IV in Business (Human Resources) levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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.

Scope of Delivery

This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 420–490 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Note: Students are encouraged to progress from Certificate IV in Business (Human Resources), and Diploma in Business (Human Resources) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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.

Scope of Delivery

This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 325–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students can progress from Certificate IV in Business (Management) to Diploma in Business (Management) and Advanced Diploma level. Please contact the Department for advice. Recognition of Prior Learning may apply.

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.

Graduate Certificate in Management (21365VIC)

Career Opportunities

Middle to senior-level managers.

Scope of Delivery

This course may be offered on a full time or part time basis.

Course Objective

The course aims to provide participants with a broader and more complex range of knowledge and skills in management beyond the Diploma and Advanced Diploma levels.

Entry Requirements

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over a minimum of 310 nominal hours or part-time equivalent.

Course Structure

Code		Hours
Core Unit (100 nominal hours)		
VBN091	Management Industry Project	100
Elective Units		
Group B		
A minimum of 2 modules from the following:		
VBN092	Leadership and Organisation	60
VBNu93	Strategic Business Planning	60
VBN094	Business Ethics and Corporate Governance	50
VBN095	People Management	60

The additional module(s) must be from either Group B or the following Group C electives to make up a minimum of 310 hours:

Group C

Code		Hours
VBN096	Human Resource Management	50
PSPPM601A	Direct Project Activities	50
VBM669	Marketing – A Strategic Approach	51

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

Diploma of Business Management(BSB50401)

Career Opportunities

Middle-level Manager.

Scope of Delivery

This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 440–720 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students are encouraged to progress through Certificate IV in Business (Management), levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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.

Scope of Delivery

This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 420–510 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Students are encouraged to progress from Certificate IV in Business (Management) and Diploma in Business (Management) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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)

Scope of Delivery

This course is offered on a part-time basis.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students can progress from Certificate IV in Business (Operations Management)(20051VIC) to Diploma in Business (Operations Management)(20053VIC) and Advanced Diploma level. Please contact the Department for advice. Recognition of Prior Learning may apply.

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)

Scope of Delivery
This course is offered on a part-time basis.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration
Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students progress through Certificate IV in Business (Operations Management) levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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:

Code		Hours
NOS116	Keyboarding – Techniques and Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
NOS215	Database Fundamentals	20
NAP720	Business Maths	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
VBJ391	Industry Project/Practicum	50

Elective Modules

The Certificate IV level electives are:

Code		Hours
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:

Code		Hours
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

Code		Hours
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)

Scope of Delivery
This course is offered on a part-time basis.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration
Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students progress through Certificate IV in Business (Operations Management), and Diploma in Business (Operations Management) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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:

Code		Hours
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
NGMS205	Managing in Ambiguity and Change	40
NGMS116	Managing Finance – Operations and Capital Expenditure	40
VBG849	Import/Export Business Procedures	60

| NGMS212 | 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 administration and media and production support officer.

Scope of Delivery

This course is offered on a full-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the Department.

Students may be required to attend an interview.

Course Duration

Nominal course hours are between 435–590 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide – full-time students complete approximately 750 hours of study per year.

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 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.

Scope of Delivery

This course is offered on a full-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the Department.

Students may be required to attend an interview.

Course Duration

Nominal course hours are between 410–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide – full-time students complete approximately 750 hours of study per year.

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 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.

Scope of Delivery
This course is offered on a full-time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the Department.

Students may be required to attend an interview.

Course Duration
Nominal course hours are between 550–620 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide – full-time students complete approximately 750 hours of study per year.

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 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 III in Business (Sales) (BSB30301)

Career Opportunities
To work as a sales representative

Scope of Delivery
The course is available on a full time and part time modes.

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 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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration
Nominal course hours are between 375–465 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year.

Course Structure

Code		Hours
BSBCMN311A	Maintain workplace safety	40

A minimum of 5 units selected by the student, with the approval of the Head of Department, from the following –

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

A minimum of 2 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 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
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30

(d) four units (together totalling at least 135 nominal hours) of which –
  (i) a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3; and
  (ii) 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 than the aforesaid Level;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
• SB01 Business Services Training Package, Australian National Training Authority, 2001;
• Any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

Certificate IV in Business (Marketing) (BSB40701)

Career Opportunities
Marketing officer, market research, product/sales manager.

Scope of Delivery
The course is available on a full time and part time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration
Nominal course hours are between 345–580 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB- students progress through Certificate III in Business (Sales) prior to commencing the Certificate IV in Business (Marketing) program.

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.

Scope of Delivery
The course is available on a full time and part time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 440–520 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. Note: Students progress through Certificate III in Business (Sales) and Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

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.

Scope of Delivery

The course is available on a full time and part time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 420–500 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB- students progress through Certificate III in Business (Sales(BSB30301), Certificate IV and Diploma in Business (Marketing)(BSB40701) levels prior to commencing this Advanced Diploma program.

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.

Scope of Delivery

The course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

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.

Scope of Delivery

The course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

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:

Code		Hours
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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

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 –

Code		Hours
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;

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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the department.

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.

Scope of Delivery

This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

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.

Graduate Certificate in Management Development (Education and Training)(2804ABB)

Career Opportunities

Leadership.

Scope of Delivery

This course is generally offered as workplace-based delivery to industry/corporations. This course is offered on a Fee-for-Service basis.

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);
• 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 one-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.

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	
21456VIC	Certificate II in Modelling (21456VIC)
WRB20199	Certificate II in Nail Technology (WRB20199)
WRB30199	Certificate III in Beauty (WRB30199)
WRB50199	Diploma of Beauty Therapy (WRB50199)
CUE50798	Diploma of Entertainment (Make-Up) (CUE50798)
CUE40898	Certificate IV in Entertainment Make-Up (CUE40898)
HLT50302	Diploma of Remedial Massage (HLT50302)
WRH20100	Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
WRH30100	Certificate III in Hairdressing (WRH30100)
WRH40100	Certificate IV in Hairdressing (WRH40100)
WRH50100	Diploma of Hairdressing Salon Management(WRH50100)
HLT60502	Advanced Diploma of Naturopathy(HLT60502)

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 (21456VIC)

Career Opportunities

Modelling.

Scope of Delivery

This course if offered on a full-time – Monday to Friday.

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.

Selection Procedures/Selection Criteria

Applicants will 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 11 core modules totalling 278 nominal hours:

Code		Hours
VBN179	Orientation to Modelling as a Career	30
VBN180	Communicate Effectively in the Modelling Industry	30
WRRLP1B	Apply Safe Working Practices	18
VBN181	Design, Apply and Remove Own Basic Make-up	20
VBN182	Care for and Style Own Hair	15

VBN183	Perform Own Nail Grooming	10
VBN184	Perform Techniques for Catwalk Modelling	80
VBN185	Maintain Health for Personal and Professional Effectiveness	15
VBN186	Seek Information on Employment Arrangements For Models	20
VBN187	Perform Backstage Duties	10
VBN188	Perform Techniques for Photographic Modelling	30

Electives

Select 2 units, one unit may be selected from other training packages.

VBN198	Design, Apply and Remove Own Specialist Make-up	15
VBN190	Participate in a Photo Shoot	30
VBN191	Apply Promotional Techniques	20

Of the two electives, one unit may be selected from other training packages, for example;

BSBCMN207A	Prepare and Process Financial/Business Documents	40
BSBEBUS301A	Search and Assess online Business Information	20
BSBSBM301A	Research Business Opportunities	30

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.

Scope of Delivery

This course is delivered on a full time basis during the day.

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.

Selection Procedures/Selection Criteria

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an 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	Apply Safe Working Practices	40
	*WRB03A-A Infection Control (32hrs)**	
	*WRB03A-B First Aid (8hrs)**	
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 |

These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.

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

Certificate III in Beauty (WRB30199)

Career Opportunities

Beauty therapist, beautician.

Scope of Delivery

This course is delivered on a full time basis and. Traineeships.

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 Procedures/Selection Criteria

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an 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
WRB03A	Apply Safe Working Practices	40
	*WRB03A-A Infection Control (32hrs)**	
	*WRB03A-B First Aid (8hrs)**	
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 | Provide Temporary Epilation and Bleaching Treatements | 100 |

*WRB16A-Temporary Epilation & Bleaching (80hrs)**
*WRB16A-B Skin Biology (20hrs)**

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

*These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.

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

Diploma of Beauty Therapy (WRB50199)

Career Opportunities
Graduates from this course can gain employment in:
• Beauty Therapy Salons;
• Work from home or mobile services;
• Services for the elderly;
• Cosmetic/skincare company representative;
• Health Resorts;
• Spas;
• Cruise Ships.

Scope of Delivery
This course is delivered on a full time basis during the day and part time evening.

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.

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend 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	Apply Safe Working Practices	40

*WRB03A-A Infection Control (32hrs)**
*WRB03A-B First Aid (8hrs)**

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	Provide Temporary Epilation and Bleaching Treatements	100

*WRB16A-Temporary Epilation & Bleaching (80hrs)**
*WRB16A-B Skin Biology (20hrs)**

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	Assessment Clients Needs	153

*WRB24A-A.1 Anatomy & Physiology A (41hrs)**
*WRB24A-A.2 Nutrition (20hrs)**
*WRB24A-B.1 Skin (42hrs)**
*WRB24A-B.2 Anatomy & Physiology B (41hrs)**
*WRB24A-C Assessment During Facials (9hrs)**

| WRB25A | Provide Facial Treatments | 152 |

*WRB25A-A Provide Facial Treatments (122hrs)**
*WRB25A-B Skin Disorders (30hrs)**

| WRB26A | Provide Advanced Facials | 145 |

*WRB26A-A Advanced Facials (80hrs)**
*WRB26A-B Cosmetic Chemistry (41hrs)**
*WRB26A-C Basic Electricity (24hrs)**

WRB27A	Provide Body Treatments	116
WRB28A	Provide Aesthetic Aromatherapy Massage	60
WRB29A	Provide Permanent Epilation	160

*WRB29A-A Provide Permanent Epilation A (80hrs)**
*WRB29A-B Provide Permanent Epilation B (80hrs)**

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
BSXFM1507A	Manage Quality Customer Service	60

*These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.

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.

Scope of Delivery
This course is offerd on a full-time basis.

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.

Selection Procedures/Selection Criteria

Information session and interview process.

Course Duration

Full-time over one year.

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 Remedial Massage (HLT50302)

Career Opportunities

Join an association and work within a multidisciplinary setting work with Work Cover Clients and obtain Health Fund Rebate Status.

Scope of Delivery

This course is offered on a full-time and part-time basis.

Course Objectives

The course aims to provide the knowledge and skills required of massage therapist working in a multi disciplinary clinic, and give them the knowledge to assess injuries and their mechanisms.

Prerequisites

Successful completion of an introductory course in massage at Victoria University (Short Course Center, telephone: (03) 9284 7940) or equivalent.

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.

Selection Procedure/Selection Criteria

Applicants are required to attend an interview.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (estimated 2.2 years).

Course Structure

Unit Code		Hours
HLTCOM2A	Develop professional expertise	40
HLTREM2A	Provide remedial massage treatment	380
HLTREM3A	Plan the remedial massage treatment strategy	40
HLTREM4A	Apply remedial massage assessment framework	40
HLTREM5A	Perform remedial massage health assessment	280
BSBCMN204A	Work effectively with others	15
HLTCOM4A	Communicate effectively with clients/patients	30
HLTCOM5A	Administer a practice	30
HLTCOM6A	Make referrals to other health care professionals when appropriate	40
HLTFA2A	Apply advanced first aid	30
HLTHIR1A	Work effectively in the health industry	20
HLTHSE1A	Follow the organisation's occupational health and safety policies	20
HLTIN1A	Comply with infection control policies and procedures	20
HLTREM1A	Work within a massage framework	20

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

Advanced Diploma of Naturopathy(HLT60502)

This course aims to provide training for persons to gain entry into the Bachelor of Health Science Naturopathy and Homeopathy.

For further information please contact the Department of Personal Services on 9284 7802.

Certificate II in Hairdressing (WRH20100)[Pre-Apprenticeship]

Career Opportunities

Hairdresser.

Scope of Delivery

Full-time 3 days a week, 1 day a week for secondary schools. This course is also delivered as a traineeship.

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 Procedures/Selection Criteria

Aptitude test and interview.

Course Duration

The course may be offered on a full-time basis over 174 hours.
Call 9284 7892 for commencement dates

Course Structure

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.

Scope of Delivery

Full-time – fee for service, part-time – employed apprentices only. All modes of attendance include day release, block release and on-the-job training.

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.

Selection Procedures/Selection Criteria

Apprenticeship student selection is conducted by employer.
Full time Training requires applicants to complete an application form and attend a interview.
Reskilling Students are required to complete an application form, attend an interview, have a vailid Certificate of Qualified Hairdressing from country of origin and sit a skills and knowledge test.

Course Duration

The course may be offered on a full-time and part-time basis over 740–760 nominal hours.

Course Structure

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.

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.

Scope of Delivery

Full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Application From and Interview Process

Course Duration

The course may be offered on a part-time basis over140–390 hours.
Call 9284 7877 for commencement dates.

Course Structure

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.

Scope of Delivery

Full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Application From and Interview Process

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.

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.

Wholesale & Retail Industry Training:The WBEC also incorporates the Wholesale/Retail Unit which offers students a wide range of vocational education and industry approved courses by flexible methods such as traineeships, on-campus workshops and workplace delivery.

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

Code	
PRS20198	Certificate II in Security (Guarding)(PRS20198)
PRS30198	Certificate III in Security (Guarding)(PRS30198)
BSB40401	Certificate IV in Business (Small Business Management)(BSB40401)
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)
WRR50102	Diploma of Retail Management(WRR50102)
WRR40102	Certificate IV in Retail Management(WRR40102)
WRR30102	Certificate III in Retail Supervision (WRR30102)
WRR30202	Certificate III in Retail Operations(WRR30202)
WRR20102	Certificate II in Retail Operations(WRR20102)
WRB20399	Certificate II in Retail Cosmetic Assistant(WRB20399)

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

The Australian protective security industry is substantial and diverse, employing an estimated 80 - 90 thousand people in protective guarding duties. Indications are that the guarding and physical security sector of the industry will continue to grow, with increased opportunities for employment both in-house and for contract security firms.

Graduates from this course will be eligible to register with the Victorian Private Agents Registry for the granting of a Crowd Control and Combined Licence. This Licence is essential for employment in the state of Victoria. Holders of a Combined Licence are able to seek employment in a variety of settings including business and finance, hospitality, recreational, property management, entertainment and sporting events.

Scope of Delivery

These courses are offered on a part time basis only.

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 demonstrate the ability to:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Selection Procedures/Selection Criteria

Applicants must attend an Industry Information Session and undertake an entry level interview and assessment.

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.

*These elective modules 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

Participants undertaking this course are currently operating a business or are planning to operate their own business. This course also prepares participants for independent business units within a larger organization.

Scope of Delivery

Full-time; part-time; flexible delivery.

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.

Selection Procedures/Selection Criteria

Application is made directly to the Western Business Enterprise Centre by completing a Small Business Management Application Form available from the Department. On receipt of the Application Form you will be notified of the next enrolment date. To be eligible for this course, applicants must have basic computer skills and be able to process basic verbal and printed information.

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) must be from Small Business Domain

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 the common core

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.

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.

Scope of Delivery

The Wholesale/Retail Department offers students a range of study options including: on or off campus, workshops, traineeships and workplace delivery, distance education, flexible delivery, full and part-time study.

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.

Selection Procedures/Selection Criteria

To qualify for the Certificate II level courses, 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. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry/work experience is required. Applications must be made directly to the Wholesale/Retail Department by phoning Administration on (03) 9264 7932.

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).

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.1B	Communicate in the workplace	63
WRRM.2B	Perform routine housekeeping duties	18
WRRLP.1B	Apply safe working practices	18
WRRER.1B	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.

Code		Hours
WRWPS201A	Process purchases	30
WRWMK201A	Provide marketing & promotion program support	30
WRWMK202A	Conduct telemarketing	36
WRWFN201A	Complete debtor processes	40
WRRCS.3B	Interact with customers	36
WRRLP.2A	Minimise theft	21

Code		Hours
WRRI.1B	Perform stock control procedures	36
WRRM.1B	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.

Note: 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.1B	Communicate in the workplace*	63
WRRM.2A	Perform routine housekeeping duties*	18
WRRLP.1B	Apply safe working practices*	18
WRRER.1B	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.3B	Co-ordinate merchandise presentation	36
WRRM.4A	Co-ordinate housekeeping	9
WRRS.3B	Co-ordinate sales performance	36
WRRCS.4B	Co-ordinate interaction with customers	36
WRRLP.3A	Maintain store safety	36
WRRLP.5A	Apply store security systems and procedures	36
WRRLP.4B	Maintain store security	18
WRRER.2B	Co-ordinate work teams	36
WRRER.3B	Maintain employee relations	36
ICTTC203B	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.

Note: 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 & 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.1B	Communicate in the workplace*	63
WRRM.2B	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.1B	Manage merchandise and store presentation	36
WRRO.2B	Manage sales and service delivery	36
WRRO.3B	Provide a safe working environment	36
WRRO.5B	Control inventory	36
WRRO.4B	Control store security/loss	36
WRRF3B	Produce financial reports	36
WRRPM.1B	Administer Human Resources policy	36
WRRPM.2B	Recruit and select personnel	36

WRRPM.3B	Lead and manage people	30
WRRO.6B	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.1B	Communicate in the workplace*	63
WRRM.2B	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

WRWPI508A	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.2B	Set Strategic plans	80
WRRPL.3B	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(WRR50102)

incorporating–

Certificate IV in Retail Management(WRR40102)

Certificate III in Retail Supervision (WRR30102)

Certificate III in Retail Operations(WRR30202)

Certificate II in Retail Operations(WRR20102)

Career Opportunities
Retail Industry.

Scope of Delivery
The Wholesale/Retail Department offers students a range of study options including: on or off campus, workshops, traineeships and workplace delivery, distance education, flexible delivery, full and part-time study.

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(WRR40102) 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(WRR30202) 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(WRR20102) 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(WRR20102) is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail industry.

Entry Requirements
To qualify for admission to the Certificate 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(WRR20102) is also available to existing employees or as a traineeship, the Certificate II in Retail Operations(WRR20102) 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(WRR30202) 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(WRR40102) 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(WRR50102) participants must have successfully completed the Certificate IV in Retail Management(WRR40102).

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.

Selection Procedures/Selection Criteria
To qualify for the Certificate II level courses, 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. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry/work experience is required. Applications must be made directly to the Wholesale/Retail Department by phoning Administration on 9284 7932.

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.

Certificate II in Retail Operations(WRR20102)

This certificate is considered by the industry as the standard entry level qualification. It involves learning how to interact with customers, perform stock control duties, operate point of sale equipment and how to minimise theft.

To successfully complete this qualification, students need to complete the 10 Core units and four Elective units from one of the three elective streams (ie: General Selling, General Food Selling or Clerical/Administration Stream)

Note: Students who have completed Certificate I in Retail Operations are eligible to receive credit for 5 of these 10 core units. (*)

Core Units

Unit Code		Hours
WRRCS1B*	Communicate in the workplace	50
WRRCS2B	Apply point of sale handling procedures	21
WRRCS3B	Interact with customers	36
WRRER1B*	Work effectively in a retail environment	40
WRRCA1B*	Operate retail equipment	21
WRRM2B*	Perform routine housekeeping duties	18
WRRLP1B*	Apply safe working practices	18
WRRLP2B	Minimise theft	21

WRRI1B	Perform stock control procedures	36
WRRF1B	Balance register/terminal	18
	Total number of hours for Core Units only	279

Elective Units

General Selling Stream

WRRS1B	Sell products and services	18
WRRS2B	Advise on products and services	27
WRRM1B	Merchandise product	36

Plus, one other unit must be selected from the elective only units from Certificate III in Retail Supervision or Certificate III in Retail Operations or a product specific unit from Certificate II or III in another Training Package.

or

General Food Selling Stream

WRRS1B	Sell products and services #	18
WRRLP6C	Apply retail food safety practices #	36
WRRFS1B	Advise on food products and services	24
WRRFM1B	Merchandise food products	24
WRRFS2B	Advise on meat products	21
WRRFM2B	Pack and display meat products	24
WRRFS3B	Advise on fast food products	21
WRRFM3B	Prepare and display fast food items	24
WRRFS5B	Advise on bakery products	21
WRRFM5B	Prepare and display bakery product	24
WRRFS6B	Advise on seafood products	21
WRRFM6B	Prepare and display fresh, frozen and live seafood_products	24

(#) These 2 units are compulsory. Note that units from the same food areas must be taken together eg: both bakery units.

or

Clerical/Admin Stream

WRRCA2B	Apply retail office procedures	18
WRRCA3B	Apply retail office keyboard skills	36
WRRF2B	Perform retail finance duties	27

Plus, another Clerical/Admin unit from Certificate II or III in another Training Package.

Upon successful completion of Certificate II in Retail Operations, students are eligible to apply for entry into Certificate III.

Some module descriptors are listed towards the back of this brochure.

Certificate III in Retail Supervision (WRR30102)

This certificate has been designed for those employees who wish to enter into a supervisory role or who are responsible for co-ordinating and supervising staff.

To enter the Certificate III in Retail Supervision, students must have successfully completed the Core units from Certificate II, plus WRRS1B Sell Products and Services.

OR

Have sufficient retail employment experiences that would equate to the application of Certificate II competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

To achieve this qualification, a total of 5 Core units and 4 Elective units must be successfully completed.

Core Units

Unit Code		Hours
WRRCS4B	Coordinate interaction with customers	36
WRRER2B	Coordinate work teams	36
WRRER3B	Maintain employee relations	36
WRRLP3B	Maintain store safety	36
WRRLP4B	Maintain store security	18
	Total number of hours for Core Units only	162

Elective Units

A total of 4 elective units must be chosen from the following. Up to 2 units may be taken from the Recommend Products and Services range, and 1 unit may be chosen from a product or service related unit from another Training Package at Cert III or IV level.

WRRS3B	Co-ordinate sales performance	36
WRRCA4B	Co-ordinate retail office	36
WRRCA5B	Operate retail information technology systems	36
WRRI5A	Maintain and order stock	36
WRRF3B	Produce financial reports	36
BSZ401A	Plan assessment*	15
BSZ402A	Conduct assessment*	15
BSZ403A	Review assessment*	5
BSZ404A	Train small groups	30

*These units must be taken together and equate to one retail unit.

Unit Code		Hours
WRRM3B	Co-ordinate merchandise presentation	36
WRRO7A	Profile a retail market	36
WRRO8A	Develop innovative ideas at work	36
WRRFS4B	Recommend liquor products	36
WRRSS16B	Recommend health and nutritional products	36
WRRLP7C	Monitor food safety program	36
WRRSS1B	Recommend and fit clothing and accessories	36
WRRSS2B	Recommend and fit footwear products and services	36
WRRSS3B	Recommend jewellery products and services	36
WRRSS15B	Recommend hair/beauty/cosmetics products	36
WRRSS8B	Recommend cameras, photographic equipment and services	36
WRRSS9B	Recommend computer products and services	36
WRRSS10B	Recommend sporting products and services	36
WRRSS11B	Recommend toy products	36
WRRSS12B	Recommend and sell books and advise on services	36
WRRSS13B	Recommend newsagency products and services	36
WRRSS14B	Hire and sell video products and services	36
WRRSS19B	Recommend music/audio products and services	36
WRRSS4B	Recommend electrical products and services	36
WRRSS5B	Recommend furniture products	36
WRRSS6B	Recommend floor covering products and services	36
WRRSS7B	Recommend hardware products and services	36
WRRSS17B	Recommend toddler/baby products	36
WRRSS18B	Recommend furnishings/fabrics/manchester/haberdashery products and services	36

Upon successful completion of Certificate III in Retail Supervision, students are eligible to apply for entry into Certificate IV.

Some module descriptors are listed towards the back of this brochure.

Certificate III in Retail Operations (WRR30202)

This certificate has been developed for those employees who wish to undertake a more specialised role responsible for advanced selling or merchandising.

To enter the Certificate III in Retail Operations, students must have successfully completed the Core units from Certificate II, plus WRRS1B Sell Products and Services.

or

Have sufficient retail employment experiences that would equate to the application of Certificate II competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

Core Units

Unit Code		Hours
WRRS4B	Build relationships with customers	36
WRRO7A	Profile a retail market	36
WRRLP5B	Apply store security systems and procedures	36
WRRI5A	Maintain and order stock	36

Plus either one of the following

WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for a small business	36
	Total number of hours for Core Units only	180

Elective Units

A total of 4 elective units must be chosen from the following. Up to 2 units may be taken from the Recommend Products and Services range, and 1 unit may be chosen from a product or service related unit from another Training Package at Cert III or IV level..

Unit Code		Hours
WRRCA4B	Co-ordinate retail office	36
WRRCA5B	Operate retail information technology systems	36
WRRF3B	Produce financial reports	36
BSZ401A	Plan assessment*	15
BSZ402A	Conduct assessment*	15
BSZ403A	Review assessment*	5
BSZ404A	Train small groups	30

*These units must be taken together and equate to one retail unit.

WRRM3B	Co-ordinate merchandise presentation	36

One of the following units not already completed as a core unit may be selected

WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for a small business	36
WRRLP3B	Maintain store safety	36
WRRLP4B	Maintain store security	18
WRRO8A	Develop innovative ideas at work	36
WRRFS4B	Recommend liquor products	36
WRRSS16B	Recommend health and nutritional product	36
WRRLP7C	Monitor food safety program	36
WRRSS1B	Recommend and fit clothing and accessories	36
WRRSS2B	Recommend and fit footwear products and services	36
WRRSS3B	Recommend jewellery products and services	36
WRRSS15B	Recommend hair/beauty/cosmetics products	36
WRRSS8B	Recommend cameras, photographic equipment and services	36
WRRSS9B	Recommend computer products and services	36
WRRSS10B	Recommend sporting products and services	36
WRRSS11B	Recommend toy products	36
WRRSS12B	Recommend and sell books and advise on services	36
WRRSS13B	Recommend newsagency products and services	36
WRRSS14B	Hire and sell video products and services	36
WRRSS19B	Recommend music/audio products and services	36
WRRSS4B	Recommend electrical products and services	36
WRRSS5B	Recommend furniture products	36
WRRSS6B	Recommend floor covering products and services	36
WRRSS7B	Recommend hardware products and services	36
WRRSS17B	Recommend toddler/baby products	36
WRRSS18B	Recommend Soft furnishings/manchester/ haberdashery products and services	36

Upon successful completion of Certificate III in Retail Operations, students are eligible to apply for entry into Certificate IV.

Some module descriptors are listed towards the back of this brochure.

Certificate IV in Retail Management (WRR40102)

Certificate IV has been designed to develop the first line management skills of those managing a small retail outlet, or a section/department within a larger retail store.

To enter the Certificate IV in Retail Management, students must have successfully completed the 5 Core units from either Certificate III in Retail Supervision or Certificate III in Retail Operations.

or

Have sufficient retail employment experiences that would equate to the application of Certificate III competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

Core Units

Unit Code		Hours
WRRO2B	Manage sales and services delivery	36
WRRPM1B	Administer human resources policy	36
WRRPL1B	Manage financial resources	36
WRRPM3B	Lead and manage people	30

WRRO1B	Manage merchandise and store presentation	36
WRRO3B	Provide a safe working environment	36
	Total number of hours for Core Units only	210

Elective Units

A total of 6 Elective Units must be chosen, however they must be selected from those not already completed at Certificate III level.

A maximum of 2 service or product related units can be chosen from another Training Package at Certificate IV level or higher.

Unit Code		Hours
WRRI4B	Buy merchandise	50
WRRCA4B	Co-ordinate retail office	36
WRRCS4B	Co-ordinate interaction with customers	36
WRRF4B	Prepare Payroll	36
BSZ401A	Plan assessment*	15
BSZ402A	Conduct assessment*	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30

*These units must be taken together and equate to one retail unit.

WRRO4B	Control store loss/security	36
WRRO5B	Control inventory	36
WRRO6B	Manage store facilities	27
WRRO9A	Lead a team to foster innovation	36
WRRO10A	Create an innovative work environment	36
WRRO11A	Set up systems to support innovation	36
WRRPM2B	Recruit and select personnel	36
BSBCMN405A	Analyse and present research information	40
BSBCMN406	Maintain business technology	40
BSBCMN407A	Co-ordinate business resources	30
BSBSBM401A	Establish business and legal requirements	50
BSBSBM404A	Undertake business planning	60
BSBFLM405A	Implement operational plan	50
BSBFLM406A	Implement workplace information system	50
BSBFLM409A	Implement continuous improvement	50
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
BSBMKG402A	Analyse consumer behaviour for specific markets	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business need	60

Upon successful completion of Certificate IV in Retail Management, students are eligible to apply for entry into the Diploma.

Some module descriptors are listed towards the back of this brochure.

Diploma of Retail Management (WRR50102)

The Diploma has been designed for those who hold or wish to hold higher management positions. These roles would involve providing support to senior management in a larger retail outlet or be responsible for the management of a retail store.

To enter the Diploma of Retail Management, students must demonstrate successful completion at preceding Certificate levels or have sufficient retail employment experiences including supervisory or management duties as determined by the Department and the Training Package guidelines.

NB: Students who have completed Certificate IV in Retail Management are eligible to receive credit for 5 of these 10 core units. (*)

Core Units

Unit Code		Hours
WRRO2B	Manage sales and service delivery*	36
WRRPM1B	Administer human resources policy*	36
WRRPL1B	Manage financial resources*	36
WRRPM3B	Lead and manage people*	30
WRRO1B	Manage merchandise and store presentation*	36
WRRO3B	Provide a safe working environment*	36
WRRINF1B	Analyse and communicate information	80

WRRPL2B	Set strategic plans	80
WRRPL3B	Initiate and implement change	150
WRRO6B	Manage store facilities	27
	Total number of hours for Core Units only	547

Elective Units

A total of 6 Elective Units must be chosen, however they must be selected from those not already completed at Certificate IV level.

A maximum of 3 units can be chosen from another Training Package (but these must be units which first appear at a Diploma level qualification) and must be related to a service or product area related to the workplace context.

Unit Code		Hours
WRRI4B	Buy merchandise	50
WRRPM2B	Recruit and select personnel	36
WRRF4B	Prepare payroll	36
WRRO4B	Control store security/loss	36
WRRO5B	Control inventory	36
WRRO9A	Lead a team to foster innovation	36
WRRO10A	Create an innovative work environment	36
WRRO11A	Set up systems to support innovation	36
WRWPS504A	Develop purchasing strategies	40
WRWPL504A	Review product/service performance	50
WRWPL505A	Maximise product sales and market share	50
WRWPL507A	Forecast product performance	30
WRWMK506A	Manage promotional activities	50
BSBMGT502A	Manage people performance	60
BSBFLM505A	Manage operational plan	60
BSBFLM506A	Manage workplace information systems	50
BSBFLM509A	Promote continuous improvement	60
BSBFLM511A	Develop a workplace learning environment	60
BSBHR502A	Manage human resource management information systems	60
BSBHR506A	Manage recruitment selection and induction processes	60
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	40
BSZ506A	Develop assessment procedures	25
BSZ507A	Develop assessment tools	25
BSZ508A	Design training courses	40
BSBMKG501A	Evaluate marketing opportunities	80
BSBMKG503A	Develop a marketing communications plan	50
BSBMKG505A	Review marketing performance	40

Upon successful completion, students will be awarded the Diploma of Retail Management.

Some module descriptors are listed towards the back of this brochure.

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 (incl. First Aid)	40
WRB04A	Perform store/salon cleaning duties	18
WRB05A	Merchandise beauty products	36
WRB06A	Sell beauty products	18
WRB07A	Conduct financial transactions	36
WRB08A	Provide service to clients	36
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 makeup	40
	Total number of hours for Core Units only	386

Some module descriptors are listed towards the back of this brochure.

School of Engineering, Construction & Industrial Skills

The School of Engineering, Construction and Industrial Skills consists of the following six Departments/Units:

• Automotive Technology;
• Building and Construction;
• Building Services and Special Trades;
• Computer Systems and Electronics;
• Engineering Technology;
• Industrial Skills Training Centre.

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.

The courses offered by the School of Engineering, Construction and Industrial Skills provide the skills and knowledge needed for employment in the engineering – mechanical, manufacturing and civil, building, sign, electrical, electronics, computer systems and networking, transport, distribution and warehousing industries. Pre-apprenticeship courses [Certificate I or II] are offered for boatbuilding, bricklaying, carpentry and joinery, electrical, painting and decorating, furniture manufacturing/cabinet making, plumbing and gasfitting and sign industry. 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.

Apprenticeship courses [generally Certificate III level] are also offered in these fields as well as in electronics 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 should ask about arrangements for training to be done in the workplace as well as about the benefits of doing so.

For those aiming at employment or wishing to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor, Certificate IV and Diploma courses provide recognised qualifications. The Engineering Technology area offers qualifications for careers in fabrication, robotics, fitting and turning and maintenance. Apprenticeship training as well as post trade training is a strong core business of the department.

The majority of Electronics and Computer Systems 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 University is a Regional Academy within the Cisco Systems Networking Academy program. There is also a Certificate IV course in Electrical control and contracting.

The University's Industrial Skills Training Centre offers a range of short courses including dogging, rigging, scaffolding, earthmoving and driver training. The Centre boasts a fleet of modern, well- maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

A new Specialist Centre for Transport, Distribution and Logistics was established at the Industrial Skills Training Centre at Werribee in 2003, one of 15 new specialist centres funded by the State Government in the TAFE sector. This new Centre is strategically located, as the western suburbs are experiencing a phenomenal growth in the TDL industry, especially in the nearby suburbs of Laverton and North Laverton. The Centre will provide a focal point for the identification and uptake of industry relevant programs, capturing new training opportunities and allowing the TDL industry to tap into the University's strong capacity in applied research.

The School of Engineering, Construction and Industrial Skills courses are offered at the Werribee, Melton, Sunshine, Newport and Footscray Nicholson campuses. Excellent training facilities are a feature of the School's Quality Training which include:

• the establishment of a Centre of Excellence for Automotive Technology at the Newport and Melton campuses;
• the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at the Sunshine campus;
• the three-year cyclical timeframe of replacing the plant and equipment within the Industrial Skills Training Centre;
• the fifty five hectare Industrial Skills Training Centre complex incorporating the new Specialist Centre for Transport, Distribution and Logistics.

The School maintains its strong links with industry to ensure training remains 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's business to provide support for individuals and companies in the workplace. Using flexible training materials, companies are able to utilise both the University and their own qualified staff to deliver training which will complement individual enterprise training schedules and work patterns.

A feature of the School of Engineering, Construction and Industrial Skills 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 VET in Schools program 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 is 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.

Dianne Williams
Associate Director
School of Engineering Construction and Industrial Skills

Automotive Technology Unit

The Automotive Technology Unit–TAFE conducts a wide range of courses that provide vocational education for a variety of Automotive 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

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)
AUR40199	Certificate IV in Automotive(AUR40199)

In addition to these courses, the Unit of Automotive–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.

Scope of Delivery

Full-time, 20 weeks per semester.

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.

Selection Procedures/Selection Criteria

Interview plus entrance examination.

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

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.

Selection Procedures/Selection Criteria

Certificate II & III applicants must be employed in the Automotive Industry to be eligible for selection.

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.

Scope of Delivery

Full-time or part-time.

Course Objectives

This course aims to provide entry-level training for persons wishing to work in the automotive industry.

Course Structure

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

Traineeship in Automotive – Clerical.

Scope of Delivery

Part-time.

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

Traineeships in designated fields.

Scope of Delivery

Part-time on-the-job. Same training and conditions as apprentices but shorter time frame.

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

Traineeships in specific fields.

Scope of Delivery

Part-time on-the-job. Same training and conditions as apprentices but shorter time frame.

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

Traineeships in specific fields.

Scope of Delivery

Part-time on-the-job. Same training and conditions as apprentices but shorter time frame.

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

Traineeship Marine application.

Scope of Delivery

Part-time.

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

Traineeship in Bicycle Repair.

Scope of Delivery

Part-time.

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

Traineeship in the light engines.

Scope of Delivery

Part-time.

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

Apprenticeships in panel and paint.

Scope of Delivery

Part-time.

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

Apprenticeships.

Scope of Delivery

Part-time.

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 IV in Automotive(AUR40199)

Career Opportunities

Automotive Industry.

Scope of Delivery

Part time/workplace training.

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).

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 (Off-Site)(BCG10198)
21393VIC	Certificate in Building and Construction (21393VIC) [Bricklaying – Pre-Apprenticeship]
BCG30698	Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698) [Apprenticeship]
21393VIC	Certificate II in Building and Construction (21393VIC)[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]
21279VIC	Certificate III in Furnishing (Wood Machining,Cabinet Making & Furniture Polishing)(21279VIC)
LMF20302	Certificate II in Furniture Making (LMF20302)
LMF30402	Certificate III in Furniture Making (Cabinet Making)(LMF30402)
LMF30502	Certificate III in Furniture Making (Wood Machining)(LMF30502)
3113TNWB	Course in Building and Engineering Trades Orientation (3113TNWB)
SA3477	Certificate IV in Building(SA3477)
SA3475	Diploma of Building(SA3475)
40357SA	Certificate IV in Residential Drafting(40357SA)
SA3472	Diploma of the Built Environment(SA3472)
SA3473	Diploma of Building Surveying(SA3473)
40356SA	Diploma of Building Design and Technology (40356SA)
40355SA	Advanced Diploma of Building Design and Project Administration (40355SA)

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.

Scope of Delivery
Full-time/Part-time.

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.

Selection Procedures/Selection Criteria
Selection to this course is via an interview process.

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.

Scope of Delivery
Full-time.

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.

Selection Procedures/Selection Criteria
Selection to this course is via an interview process.

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.

Scope of Delivery

Part-time.

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.

Selection Procedures/Selection Criteria

Selection is conducted by employer.

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.

Scope of Delivery

This course is offered on a full-time & part-time basis.

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.

Selection Procedures/Selection Criteria

Selection to this course is via an interview process.

Course Duration

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

Course Structure

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.

Scope of Delivery
This course is offered on a full time basis.

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.

Selection Procedures/Selection Criteria
Selection to this course is via an interview process.

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

Course Structure
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.

Scope of Delivery
This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria
Selection is conducted by employer.

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 (Off-Site) (BCG10198)

Career Opportunities
Construction worker.

Scope of Delivery
Part time mode with flexible options for secondary institutes.

Course Objective
To provide secondary school 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.

Selection Procedure/Selection Criteria

Selection is by interview with the panel consisting of a member from the Department of Building and Construction.

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

Unit 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 Safe Disposal 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 Building and Construction (21393VIC)
[Bricklaying –Pre-Apprenticeship]

Career Opportunities

Building Construction worker, bricklayer.

Scope of Delivery

Full time.

Course Objective

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Bricklaying sector of the Building and Construction 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.

Selection Procedures/Selection Criteria

Applicants will be required to undertake an interview process in relation to selection.

Course Duration

The course may be offered on a full-time basis over 640–642 nominal hours or part-time equivalent.

Course Structure

Core Units / Modules (204 nominal hours)

Unit Code/ Module Code		Hours
VBH722	Career studies	16
VBM985	Building and construction industry induction	16
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8

VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBJ037	Basic First Aid	8
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24

Specialist Stream Modules

Bricklaying Stream

Students must complete the following 7 units (436 nominal hours)

		Nominal Hours
VBN097	Bricklaying basic skills	86
VBM993	Bricklaying hand tools	20
VBM994	Bricklaying set out, base and veneer construction	100
VBM995	Masonry blockwork	50
VBM996	Bricklaying cavity, piers and wall construction	100
VBM997	Concrete technology	20
VBM998	Multithickness walls and obtuse angles construction	60

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

Career Opportunities

Bricklayer.

Scope of Delivery

Part-time, block release.

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.

Selection Procedure/Selection Criteria

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

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 (21393VIC) [Carpentry – Pre-Apprenticeship]

Career Opportunities
Carpenter.

Scope of Delivery
Full time.

Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Carpentry sector of the Building and Construction 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.

Selection Procedures/Selection Criteria
Applicants will be required to undertake an interview process in relation to selection.

Course Duration
The course may be offered on a full-time basis over 640–642 nominal hours or part-time equivalent.

Course Structure
Core Units / Modules (204 nominal hours)

Unit Code/Module Code		Hours
VBH722	Career studies	16
VBM985	Building and construction industry induction	16
ABC504	Calculations	20

ABC505	Communications	20
ABC548	Quality principles	8
VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBJ037	Basic First Aid	8
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24

Specialist Stream Modules

Students must complete the following 12 units (438 nominal hours)

Unit Code/ Module Code		Hours
VBM999	Carpentry hand tools	80
VBN001	Carpentry power tools	64
VBN002	Excavation and installing supports less than 1.5m depth	12
VBN003	Floor and wall framing	74
VBN004	Roof framing	40
VBN005	Installation of windows and door frames	24
VBN006	Interior fixing	40
VBN007	Basic setting out	16
VBN008	Form work for concreting	40
VBN009	External cladding	24
VBN010	Introduction of explosive power tools	8
VBN034	OH&S aspects of demolition	16

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

Career Opportunities
Carpenters.

Scope of Delivery
Part-time, block release.

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.

Selection Procedures / Selection Criteria
Students are enrolled as apprentices or trainees and must be employed under the Apprenticeship Training Scheme.

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.

Scope of Delivery

Full-time.

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.

Selection Procedures/Selection Criteria

Selection to this course is via an interview process.

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.

Broad Based Skills

Code		Hours
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 (Wood Machining, Cabinet Making & Furniture Polishing) (21279VIC)

This course will be reviewed when the training package is introduced in 2004.

Career Opportunities

Cabinet Making

Scope of Delivery

Part-time block release / day release

Course Objective

The course aims to provide participants with the skills and knowledge required to display competence in one of the following industry sectors:

• Cabinet Making;
• Wood Machining;
• Furniture Polishing.

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.

Selection Procedures/Selection Criteria

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by employer.

Course Duration

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

Course Structure

Core Modules (196 nominal hours) Hours

Modules		Hours
VBM076	Follow defined OH&S policies and procedures	32
BCG1004A	Carry out measurements and calculations	20
VBM077	Use hand and power tools	56
VBM078	Apply quality standards	40
VBM079	Work in a team environment	20
BCG1000A	Carry out interactive workplace communication	20
ABC501	Introduction to furnishing industry	8

Specialist Modules

Wood Machining Stream

Sudents must complete the following 7 modules (together totalling 488 nominal hours) –

VBM121	Read and interpret work documents	16
VBM210	Operate basic static machines	60
VBM211	Set up basic static machines	44
VBM215	Prepare cutting list from plans and job specifications	12
VBM225	Set up, operate and maintain complex machines	244
VBM228	Machine surfaces for finishing	40
VBM231	Maintain basic static machines	40

Plus one module from the following -

VBM226	Set up, program and operate CNC equipment	100
VBM216	Construct jigs and fixtures	32
VBM212	Assemble furnishing components	40

Furniture Polishing Stream

Students must complete the following 4 modules (together totalling at least 316 nominal hours) –

VBM213	Prepare surfaces for finishing	40
VBM218	Apply surface coatings by mechanical methods	140
VBM264	Maintain spray equipment and booths	40
VBM121	Read and interpret work documents	16

Plus two modules from the following –

VBM187	Dismantle/reassemble furniture and/or furnishing	80
VBM217	Remove surface coatings	40
VBM227	Apply surface coatings by hand	100
VBM212	Assemble furnishing components	40
VBM219	Apply French polishing	64
VBM263	Make up and/or match colours	80

Cabinet Making Stream

Students must complete the following 6 modules (together totalling at least 256 nominal hours) –

VBM212	Assemble furnishing components	40
VBM228	Machine surfaces for finishing	40
VBM222	Install Cabinets	40
VBM215	Prepare cutting list from plans and job specifications	12
VBM224	Follow plans to assemble cabinets	80
VBM121	Read and interpret work documents	16

Plus two modules from the following –

VBM213	Prepare surfaces for finishing	40
VBM220	Construct chair and couch frames	120
VBM214	Construct furniture using leg and rail method	80
VBM221	Produce furniture using angular and/or curved construction methods	120
VBM229	Construct carcases for cabinets	80
VBM230	Apply laminates by hand	8
VBM223	Construct and apply decorative treatments and finishes to furniture	20

Elective Modules

Students must complete elective modules (to a total course duration of 960 nominal hours) from the following -

VBM087	Estimate and cost job	50
VBM088	Perform one on one training on the job	20
BSXFMI307A	Manage quality customer service	10
023/04	Address customer requirements	10
WRRS.1A	Sell products and services	10
VBM089	Store and handle hazardous and dangerous goods	20
VBM090	Move and store materials and products	20
BCF2011A	Use computers	24
BCF2010A	Maintain inventory and control stock	10
VBM091	Operate and load shifting equipment	40
TDTA1397A	Receive goods	20
TDTA2097A	Replenish stock	20
TDTA2197A	Despatch stock	20
TDTD1097A	Operate a forklift	40
TDTA1197A	Package goods	20
BCS3258A	Apply first aid in the workplace	8

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

Certificate II in Furniture Making (LMF20302)

For further information please contact the Department of Building and Construction on 9284 8403.

Certificate III in Furniture Making (Cabinet Making) (LMF30402)

For further information please contact the Department of Building and Construction on 9284 8403.

Certificate III in Furniture Making (Wood Machining) (LMF30502)

For further information please contact the Department of Building and Construction on 9284 8403.

Course in Building and Engineering Trades Orientation (3113TNWB)

Career Opportunities

Further study.

Scope of Delivery

Part time.

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.

Selection Procedure/Selection Criteria

Selection is conducted by secondary school co-ordinator.

Course Duration

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

Course Structure

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.

Scope of Delivery

Full-time/part-time.

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.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

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.

Certificate IV in Residential Drafting (40357SA)

This is a new course that will be offered by the Building and Construction department in 2004. Further details are available by contacting the department directly.

Course Objective

This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

Entry Requirements

To qualify for admission to the course, applicants must have:

- completed Year 10 and have 3 years relevant work experience in the building or services industry; or
- have completed the VET Certificate I in Building Studies; or
- have completed the Introductory Vocational Education Certificate; 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 780 nominal hours or part-time equivalent.

Course Structure

Core Units (780 nominal hours)		Nominal Hours
LCTA	Apply drafting office administration processes	50
LCTB	Apply principles of construction technology to private residential dwellings	120
LCTC	Carry out a site survey of an existing building	40
LCTD	Create technically projected presentation views of architectural design concepts	40
LCTE	Evaluate materials for construction of residential dwellings	40
LCTF	Produce 2D architectural drawings using CAD software	100
LCTG	Produce drawing documentation for private residential buildings	40
LCTH	Produce working drawings for a single storey private Residence	90
LCTK	Produce working drawings for a two single storey Private residence	90
LCTL	Provide design solutions for private residential dwellings	40
LCTM	Provide design solutions for small residential living units	40
LCTN	Using sketching presentation techniques to communicate design concepts	40
LCWN*	Apply principles of timber framing design to one or two storey buildings	50

*This module is required by the Building Practitioners Board for registration as a Draftsperson.

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.

Scope of Delivery
This course is offered on a part-time basis.

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.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

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

Code		Hours
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.

Scope of Delivery
This course is offered on a full-time basis.

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.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

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 & Standards 1	36
ABC309	Geomechanic & Footings 1	36
ABC311	Fire Technology 1	36
ABC312	Surveying Practical Experience 2	75 Days
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..

Diploma of Building Design and Technology (40356SA)

Career Opportunities
Architectural technician, Building designer.

Scope of Delivery
Part-time, block release.

Course Objective
This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

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.

Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.

Course Duration
The course may be offered on a full-time basis over 1580 nominal hours or part-time equivalent.

Course Structure
Core Units (1470 nominal hours)

Module		Hours
LCTA	Apply drafting office administration processes	50
LCTB	Apply principles of construction technology to private residential dwellings	120
LCTC	Carry out a site survey of an existing building	40
LCTD	Create technically projected presentation views of architectural design concepts	40
LCTE	Evaluate materials for construction of residential dwellings	40
LCTF	Produce 2D architectural drawings using CAD software	100
LCTG	Produce drawing documentation for private residential buildings	40
LCTH	Produce orking drawings for a single storey private residence	90
LCTK	Produce working drawings for a two single storey private residence	90
LCTL	Provide design solutions for private residential dwellings	40

LCTM	Provide design solutions for small residential living units	40
LCTN	Using sketching presentation techniques to communicate design concepts	40
LCWN	Apply principles of timber framing design to one or two storey buildings	50
LCTP	Apply drafting office project administration processes	40
LCTR	Apply principles of construction technology to type 'B' and 'C' commercial buildings	120
LCTS	Apply principles of environmental sustainability to building design	40
LCTT	Determine required services, layout and connection methods to commercial buildings	40
LCTW	Evaluate materials for construction of commercial buildings	40
LCTX	Produce 3D architectural drawings using CAD software	50
LCTY	Produce commercial working drawings for type 'B' building projects	90
LCTZ	Produce commercial working drawings for type 'C' building projects	90
LCWA	Produce digital renderings of architectural 3D CAD drawings	50
LCWB	Produce drawing documentation for a commercial building	50
LCWC	Provide design solutions for type 'C' buildings	40
LCWD	Provide design solutions for type 'B' buildings	40

Elective Units
Units together totalling three, selected by the student with the approval of the Head of Department, having regard to the relevant units detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002

Advanced Diploma of Building Design and Project Administration (40355SA)

Career Opportunities
Architectural technician, Building designer, Project team leader.

Scope of Delivery
Part-time, block release.

Course Objective
This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.

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.

Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.

Course Duration
The course may be offered on a full-time basis over 1670 nominal hours or part-time equivalent.

Course Structure
Core Units (1670 nominal hours)

LCTA	Apply drafting office administration processes	50
LCTB	Apply principles of construction technology to private residential dwellings	120
LCTC	Carry out a site survey of an existing building	40
LCTD	Create technically projected presentation views of Architectural Design Concepts	40
LCTE	Evaluate materials for construction of residential dwellings	40

LCTF	Produce 2D architectural drawings using CAD software	100
LCTG	Produce drawing documentation for private residential buildings	40
LCTH	Produce working drawings for a single storey private residence	90
LCTK	Produce working drawings for a two single storey private residence	90
LCTL	Provide design solutions for private residential dwellings	40
LCTM	Provide design solutions for small residential living units	40
LCTN	Using sketching presentation techniques to communicate design concepts	40
LCWN	Apply principles of timber framing design to one or two storey buildings	50
LCTP	Apply drafting office project administration processes	40
LCTR	Apply principles of construction technology to type 'B' and 'C' commercial buildings	120
LCTS	Apply principles of environmental sustainability to building design	40
LCTT	Determine required services, layout and connection methods to commercial buildings	40
LCTW	Evaluate materials for construction of commercial buildings	40
LCTX	Produce 3D architectural drawings using CAD software	50
LCTY	Produce commercial working drawings for type 'B' building projects	90
LCTZ	Produce commercial working drawings for type 'C' building projects	90
LCWA	Produce digital renderings of architectural 3D CAD drawings	50
LCWB	Produce drawing documentation for a commercial building	50
LCWC	Provide design solutions for type 'C' buildings	40
LCWD	Provide design solutions for type 'B' buildings	40
LCWE	Apply principles of design, documentation and project administration to buildings	120
LCWF	Undertake research for a building design related project	80

Elective Units

Two units (together totalling at least 110 nominal hours), not previously studied, selected by the student with the approval of the Head of Department, having regard to the relevant units detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002

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

21393VIC	Certificate II in Buidling and Construction (21393VIC) [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)
21398VIC	Certificate II in Sign Industry (21398VIC)
BCF30700	Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
21399VIC	Certificate IV in Sign Technology (21399VIC)
3113TNWB	Course in Building and Engineering Trades Orientation(3113TNWB)
UTE31199	Certificate III in Electrotechnology Systems Electrician(UTE31199)
2406ANC	Certificate IV in Electrical (2406ANC) [Motor Control]

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 Building and Construction [Painting & Decorating Pre-Apprenticeship] (21393VIC)

Career Opportunities
Painter and Decorator

Scope of Delivery
Full time, Part time

Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Painting and Decorating sector of the Building and Construction 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 and formal learning or from work and/or life experience.

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

Selection Procedures / Selection Criteria
Applicants will be required to undertake an interview process in relation to selection.

Course Duration
The course may be offered on a full time basis over 640–642 nominal hours or part time equivalent.

Course Structure

Core Units / Modules (204 nominal hours)

Unit Code/ Module Code		Hours
VBH722	Career studies	16
VBM985	Building and construction industry induction	16
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8
VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBJ037	Basic First Aid	8
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24

Stream specific modules:

VBN035	Painting and decorating hand tools	40
VBN036	Surface preparation	80
VBN037	Paint principles	12
VBN038	Paint application – Brush and roller skills	40
VBN098	Application of water based paints	70
VBN099	Application of oil based paints	30
VBN039	Colour mixing principles	32
VBN040	Timber finishing, staining and preservation principles	40
VBN041	Paper hanging principles	20
VBN042	Spray painting	32
VBN043	Protective metal coatings	40

Total stream specific module hours 436

Total hours (common & stream specific 640)

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

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

Career Opportunities

Painter and decorator.

Scope of Delivery

Block release.

Course Objective

The course provides off-job training for apprentices in the Painting Industry.

The Painting & Decorating Industry comprises:

• small Painting and Decorating businesses;

• small to very large painting contractors;

• group apprenticeship schemes;

• public institutions e.g. hospitals, schools;

• corporations and factories with maintenance departments.

The work undertaken by a Painter includes new and maintenance painting and decorating for:

• interior and exterior of residential, commercial, industrial and institutional buildings;

• structures, plant, machinery, equipment, external fittings associated with the above buildings.

The Painter may do the full range of work, or concentrate on one type of work for example

• renovation and restoration of historic buildings;

• application of specialised architectural finishes in commercial and industrial buildings;

• new high rise commercial constructions;

• high quality interior decoration including luxury wallcoverings for homes, offices or restaurants;

• maintenance of industrial buildings, plant and machinery including spray application of high technology coatings.

On most jobs there is a mixture of outdoor and indoor work.

Entry Requirements

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

Selection Procedures/Selection Criteria

Selection conducted by employer.

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.

Module 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
BCG1011A	Handle Construction Materials and Safe Disposal of Waste	16
BCG1019A	Prepare for the Construction Process (Painting and Decorating)	40
BCG2001A	Prepare Surfaces	32
BCG2007A	Operate Elevate Work Platforms (EWP)	20
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG3044A	Apply Decorative Finishes	114
BCG3045A	Apply Paint by Spray	80
BCG3046A	Apply Texture Coatings	32
BCG3096A	Apply Paint by Brush/Roller	100
BCG3097A	Match Specified Paint Colour	40
BCG3098A	Apply Clear Timber Finish	40
BCG3100A	Prepare Surfaces for Painting and Decorating	40
BCG3101A	Apply Wall Paper	50
BCG3030A	Replace Glass	20
BCG3092A	Apply Solid Render	40
BCG3103A	Apply Industrial Protective Coatings	34

Note: Electives offered will be selected by the School and dependant upon the availability of Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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

Career Opportunities

If you are looking for a career in the Plumbing Industry, this is the course for you. This course gives you an introduction to the field of Plumbing and could lead to your employment as an apprentice within the Plumbing Industry.

Scope of Delivery

Full time.

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.

Selection Procedures/Selection Criteria
- Written Application;
- Interview.

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

Course Structure

Module Code		Hours
NCS001	Workplace Communication	40
NCS002	Writing Skills for Work	20
NCS003	Job Seeking Skills	20
VAA547	Building Construction/Penetrations	10
VAA825	Building Construction/Drawing	10
VAA828	Fixing Devices	6
VAA923	Database/Plumbing Goods Catalogue	2
VAA964	Calculations	6
VAB313	Fixtures & Appliances	4
VAB330	Building Construction/Services	3
VAB907	Disposal System Joints	10
VAB935	Numeracy & Problem Solving	32
VAC081	Electric Welding	16
VAC313	Occupational Health & Safety	4
VAC578	Fixtures/Appliances & Appropriate Valves	6
VAC607	Fixture Classification	1
VAC608	Building Construction/Studies	4
VAD337	Plumbing Industry Studies	68
VAE502	Oxy Acetylene Welding & Cutting	30
VAF673	Sheetmetal Practices	24
VAF725	Simple Waste Pipe	8
VAF762	Small Diameter Tubes & Pipes	12
VAF979	Plumbing Industry	60
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.

Scope of Delivery
Block release.

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.

Selection Procedures/Selection Criteria
Employed in industry as plumbing apprentice.

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

Course Structure

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

Code		Hours
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.

Scope of Delivery

This course is offered on a part time basis.

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.

The course is available to:
- 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.

Selection Procedures/Selection Criteria

Interview Process.

Course Duration

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

Course Structure

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 Writing (21398VIC)

Career Opportunities

Signwriter/Sign Industry Worker.

Scope of Delivery

Full time or part time

Course Objective

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Writing Industry.

Entry Requirements

There are no formal entry requirements for entry to the course but applicants may be required to demonstrate to the Head of Department that they have communication, literacy and numeracy skills sufficiently well developed for them to participate in the program.

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.

Selection Procedures/Selection Criteria

Interview or skills indicator.

Course Duration

The course may be offered on a full-time basis over 588 nominal hours or part-time equivalent.

Course Structure

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	36
BCG1005A	Use small 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
BCG1011A	Handle construction materials and safely dispose of waste	16
BCG1019A	Prepare for the construction process	40
BCG2001A	Prepare surfaces	32
BCF2004A	Layout signs	40
BCF2005A	Use colour matching for sign writing	24
VBM974	Develop basic illuminated signfaces	24
VBM975	Produce basic computer aided manufactured Signs – vinyl	40
VBM976	Produce a basic sign	76

Some module descriptors are listed towards the end of this brochure

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

Career Opportunities

Signwriter/Sign Industry Worker.

Scope of Delivery

Full time, part time, block release.

Course Objective

The course aims to provide apprentices with work related practical skills and knowledge in the sign writing/computer operations industries and give them the 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.

Selection Procedures/Selection Criteria

Selection conducted by employer.

Course Duration

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

Course Structure

Core Units

Module Code		Hours
BCG1001A	Carry Out OH&S Requirements	40
BCG1000A	Carry Out Interactive Workplace Communication	20
BCG2001A	Prepare Surfaces	32
BCF3052A	Signwrite to Simple Forms	56
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1011A	Handle Materials and Safely Dispose of Waste	16
BCF3056A	Produce Computer Aided Manufactured (C.A.M.) Signs – Vinyl	36
BCF3054A	Apply Graphics Using Pressure Sensitive Films	24
BCG1004A	Carry Out Measurements and Calculations	20
BCG1002A	Plan and Organise Work	20
BCF2004A	Layout Signs	40
BCG2012A	Make Set-Outs	8
BCF2005A	Use Colour Matching for Sign Writing	24
BCF3053A	Signwrite to Decorative Forms	72
BCG1008A	Use Simple Levelling Devices	8
BCG1005A	Use Hand and Power Tools	80
BCF3055A	Apply Graphics to Illuminated Signfaces	24

BCG1006A	Use Small Plant and Equipment	16
MEM2.5C11A	Measure with Graduated Devices	20
BCF2001A	Use Static Machines	32
BCF3058A	Produce Computer Aided Manufactured (C.A.M.) Signs – 3D Dimensional	36
BCF3057A	Produce Computer Aided Manufactured (C.A.M.) Signs – Digital	36
BCG1003A	Read and Interpret Plans	36

Elective Units

BCF3022A	Apply Gilding to Signs	40
BCF3026A	Apply Line and Scroll	48
BCF3028A	Write Tickets and Showcards	36
BCF3029A	Apply Water Gilding Glass	36
BCF3030A	Screen Print	36
BCF3062A	Hand Render Pictorials	36

Fifteen units (totalling 232 nominal hours) selected by the student, subject to 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.

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

Certificate IV in Sign Technology (21399VIC)

Career Opportunities

Leads to employment in the Sign Industries.

Scope of Delivery

Full time, part time.

Course Objective

The course aims to provide participants with advanced sign writing skills as well as business management skills to assist in their current employment, or to set up their own business.

Entry Requirements

To qualify for admission to the course, applicants must have completed the Certificate III in Off-site Construction (Sign Writing/Computer Operations) (BCF30700), or possess equivalent competencies 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.

Selection Procedures/Selection Criteria

Interview, Skills Indicator.

Course Duration

The course may be offered on a full-time basis over 482 nominal hours or part-time equivalent.

Course Structure

Core Units

Code		Hours
BSBSBM402A	Undertake financial planning	50
BSBSBM404A	Undertake business planning	60
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBHR402A	Recruit and select personnel	40
VBM981	Manage signage contracts	50
VBM982	Create decorative backgrounds	40

VBM983 Use an airbrush to create special effects on signage 76
VBM984 Use advanced features of CAM applications to produce signs 76

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.

Scope of Delivery
Full-time.

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.

Selection Procedures / Selection Criteria
Interview and aptitude test.

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

Course Structure

Generic (20 hours)
NBB18 Occupational Health and Safety
ABC504 Calculations
BIIM National Industry Induction Module
NCS001 Workplace Communication

Electrical (80 hours)
VBH087 Introduction to Electrical Trades
EPTM01 Soldering
NE31 Electrical Drawing Interpretation and Connection

Plumbing (76 hours)
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 (40 hours)
FW41 Painting and Decorating Surface Preparation
FW43 Paint Application/Spray Painting

Sign Writing (32 hours)
SW054 Basic Drawing/Enlarging
SW056 Introduction to Sign Computers

Carpentr (80 hours)y
BS12 Hand and Power Tools
BS07 Setting Out and Levelling
BI11 Building Materials
BI03 Planning and Document Interpretation

Cabinet Making (80 hours)
ABC508 Hand Tools and Equipment
ABC512 Drawing
ABC549 Installation Techniques

Fabrication and Welding (80 hours)
NBB10 Fabrication Techniques 1
NBB009 Welding and Thermal Cutting
NF013 Thermal Cutting and Associated Processes

Automotiv (80 hours)
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 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 Chief Electrical Inspector.

Scope of Delivery

This course is offered part-time, flexible delivery options, one day per week.

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.

Selection Procedures/Selection Criteria

Selection is conducted by the employer

Course Duration

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

Course Structure

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 apparatu –electrical	180
UTENES206BA	Maintain & repair apparatus &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.

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.

Scope of Delivery

This course is offered on a part-time basis with flexible delivery options.

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.

Selection Procedures/Selection Criteria

Applicants may be required to attend an interview.

Course Duration

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

Course Structure

The structure of the course is as follows. Within the 600 hours, students need to complete the core modules, a minimum of 6 NE level modules and a minimum of 9 EA level modules.

Core Modules

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

Common Modules

Code		Hours
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 Computer Systems and Electronics

The Department of Computer Systems & Electronics – 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 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

UTE20502	Certificate II in Electrotechnology Servicing(UTE20502)
UTE30499	Certificate III in Electrotechnology Communications(UTE30499)
UTE30402	Certificate III in Electrotechnology Communications(UTE30402)
UTE30599	Certificate III in Electrotechnology Computer Systems(UTE30599)
UTE30799	Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
UTE30702	Certificate III in Electrotechnology Entertainment and Servicing(UTE30702)
UTE60199	Advanced Diploma of Computer Systems Engineering(UTE60199)
UTE60399	Advanced Diploma of Electronic Engineering(UTE60399)

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

Paul Lange
Head, Department of Computer Systems and Electronics–TAFE

Certificate II in Electrotechnology Servicing (UTE20502)

For further information please contact the Department of Computer Systems and Electronics on 9284 7140.

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.

Scope of Delivery
This course is offered part-time, flexible delivery options, one day per week or block release.

Course Objective
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.

Selection Procedures/Selection Criteria
Selection is conducted by the employer.

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

Course Structure

Module 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 systemspower and control extra low voltage	20
UTENES106CA	Install electrical/electronicapparatus 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.

Certificate III in Electrotechnology Communications (UTE30402)

For further information please contact the Department of Computer Systems and Electronics on 9284 7140.

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.

Scope of Delivery
This course is offered part-time, flexible delivery options, one day per week or block release.

Course Objective
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.

Selection Procedures/Selection Criteria

Selection is conducted by the employer.

Course Duration

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

Course Structure

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.

Scope of Delivery

This course if offered part-time, flexible delivery options, one day per week, or block release.

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.

Selection Procedures/Selection Criteria

Selection is conducted by the employer.

Course Duration

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

Course Structure

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 Entertainment and Servicing (UTE30702)

For further information please contact the Department of Computer Systems and Electronics on 9284 7140.

Advanced Diploma of 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.

Scope of Delivery

This course is offered on a full-time and part-time basis, with the option of flexible delivery.

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.

Selection Procedures / Selection Criteria

Applicants are selection through VTAC. Selection may be based on an interview process.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.

Course Structure

Core Units

Code		Hours
UTENES304AA-Undertake Commissioning of Advanced Systems and apparatus - Computer Systems		220
UTENES406AA-Develop Complex Testing and Evaluation Procedures–Computer Systems		480
UTENES504AA-Diagnose Faults in Advanced Systems and Apparatus–Computer Systems		480
UTENES008AAProvide Technical Leadership in the Workplace		280
UTENES712AADesign Electronic Apparatus and Systems		680

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 of 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.

Scope of Delivery

This course is offered on a full-time and part-time basis, with the option of flexible delivery.

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.

Selection Procedures/Selection Criteria

Applicants are selection through VTAC. Selection may be based on an interview process.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.

Course Structure

Core Units

Code		Hours
UTENES304CA	Undertake commissioning of advanced systems and apparatus – electronic	220
UTENES406CA	Develop complex testing and evaluation procedures – electronic	480
UTENES504CA	Diagnose faults in advanced systems and apparatus – electronic	480
UTENES008CA	Provide Technical Leadership in the Workplace	280
UTENES702CA	Design Electronic Apparatus and Systems	680

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.

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)
MEM30598	Certificate III in Engineering(Technician)(MEM30598)
MEM30298	Certificate III in Engineering (Mechanical Trade)(MEM30298)
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 & 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)
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)
20019VICF	Diploma of Engineering Technology(20019VICF)[Fabrication]
20020VICF	Advanced Diploma of Engineering Technology(20020VICF)[Fabrication/Supervision, Inspection]

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 Draftsperson.

Scope of Delivery

This course is offered on a full-time and part-time basis.

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 Draftsperson 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.

Selection Procedures/Selection Criteria

ENTER and/or interview.

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

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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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
ENTER and/or interview.

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)

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Applicants for this course are selected via an interview process.

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

NM01	Milling 1	40
NM16	Drills and Drilling Machines	40
NM25	Turning 1 - Parallel Turning	40

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.

Scope of Delivery
Day release.

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.

Selection Procedures/Selection Criteria
Selection is conducted by Employer.

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

MEM1.1FA	Undertake interactive workplace communication
MEM1.2FA	Apply principles of occupational health and safety in a work environment
MEM1.3FA	Apply quality procedures
MEM1.4FA	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	2
	Pre-requisites – 2.7C10	
MEM2.9C10	Perform computer operations	2
MEM2.13C5	Perform mathematical computations	4
	Pre-requisites – 2.7C10, 2.8C10	

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	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.5AA	Perform general machining	8
	Pre-requisites – 2.5C11, 9.2A, 18.1A	
MEM7.6AA	Perform lathe operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.7AA	Perform milling operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.8AB	Perform grinding operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.9AA	Perform precision jig boring operations	4
	Pre-requisites – 9.2A, 12.3A, 7.5A, 7.7A, 18.1A	
MEM7.10AA	Perform tool and cutter grinding operations	4
	Pre-requisites – 12.3A, 9.2A, 18.1A, 7.8A, 7.5A	
MEM7.11AA	Complex milling operations	4
	Pre-requisites – 2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A	
MEM7.12AA	Complex grinding operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A, 12.3A, 7.8A	
MEM7.21AA	Perform Complex lathe operations	4
	Pre-requisites – 2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A	
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)	4
	Pre-requisites – 9.2A	
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	4
	Pre-requisites – 18.2A	
	Total Points	96

EXAMPLE TWO:

MEM30298 Certificate III in Engineering – Mechanical Trade (Maintenance & Fluid Power)

Foundation Units

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
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	2
	Pre-requisites – 2.7C10	
MEM2.9C10	Perform computer operations	2
MEM2.13C5	Perform mathematical computations	4
	Pre-requisites – 2.7C10, 2.8C10	

Elective Units

MEM5.12A	Perform routine M.A and/or G.M.A.W	2
MEM7.5A	Perform general machining	4
	Pre-requisites – 2.5C11, 9.2A, 18.1A	
MEM7.6A	Perform lathe operations	8
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.7A	Perform milling operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.8	Perform grinding operations	4
	Pre-requisites – 7.5A, 9.2A, 18.1A	
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)	4
	Pre-requisites – 9.2A	
MEM18.1AB	Use hand tools	2
MEM18.2AA	Use hand tools/hand held operations	2
MEM18.3AB	Use tools for precision work	4
	Pre-requisites – 18.2A	
MEM18.5AA	Bearings-fault Diagnose Installation & Removal	4
	Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A	
MEM18.6AA	Dismantle/Repair/Replace/ Assemble & Fit Engineering Components	6
	Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A	
MEM18.18AB	Maintain Pneumatic System Components	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
MEM18.19AA	Maintain and Repair Pneumatic Systems	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,1 8.55A, 18.18A	
MEM18.20AB	Maintain Hydraulic System Components	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
MEM18.21AA	Maintain and Repair Hydraulic Systems	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,1 8.20A	
MEM18.55AA	Dismantle, Replace & Assemble Engineering Components	3
	Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A	
	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

Scope of Delivery
Part-time, day release.

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).

Selection Procedures/Selection Criteria
Applicants are selected via an interview process.

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		Hours
EB714	Electro Fluid Power Control 2*	40
EB755	Fluid Power System Project	80
NBB08	Electrical Fundamentals	40
NBB09	Hand and Power Tools	40
NBB13	Engineering Science	40
NM30	Fluid Power	40
NM31	Pneumatics 1	40
NM32	Hydraulics 1	40
NM33	Fluid Power Control 1*	40
NM34	Air Compression and 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

Industrial Maintenance Stream

EA711	Mechanical Drive Components	40
EA760	Lubrication	40
EA762	Mechanical Equipment	40
EA763	Vibration Monitoring Condition	40
NBB11	Mechanical components	40
NM15	Fitting Techniques 1	40
NM22	Mechanical Repair and Installation	40
NM23	Plant Condition Monitoring*	40
NM28	Fitting Techniques 2	40

NM29	Mechanical Power Transmission	40
NM39	Engines 1	40
NM42	Water Pumping	40
NM43	Pumps Applications and Installation	40

Toolmaking Stream

NM45	Electrical Discharge Machining 1	40
NM46	Press Tool 1–Introduction	40
NM47	Press Tool 2–Blank and Pierce	40
NM48	Press Tool 3–Bend	40
NM49	Press Tool 4–Draw Dies	40
NM50	Press Tool 5–Progressive Dies	40
NM64	Press Tool Drawing	40
NM88	Press Tool Maintenance	40
NM96	Precision Fitting and Assembly	40

Numerical Control Stream

NM09	Computer Numerical Control Machining	40
NM10	Computer Numerical Control Turning	40
NM11	Computer Numerical Control Turning 2	40
NM12	Computer Numerical Control Milling 1	40
NM13	Computer Numerical Control Milling 2	40
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

* 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.

Scope of Delivery
This course is conducted on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Applicants are selected via an interview process.

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	80
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.

Scope of Delivery
This course is offered on a full-time and part-time basis.

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.

Selection Procedures/Selection Criteria
Applicants are selected via an interview process.

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

Code		Hours
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

Code		Hours
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	Statics	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)

EA501	Production Planning and Control Main Function	20
EB031	Quality Management	40
EB040	Quality Control and Computing	20
EB041	Quality Manual Development Writing	40
Code		Hours
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.

Scope of Delivery
This course is delivered to Industry, on-site.

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.

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview.

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

Course Structure

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.

Scope of Delivery
This course is delivered to Industry, on-site.

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.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview.

Course Duration

The course may be offered on a full-time basis over at least 240 nominal hours or part-time equivalent.

Course Structure

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.

Scope of Delivery

This course is delivered to Industry, on-site.

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.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview.

Course Duration

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

Course Structure

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.

Scope of Delivery

This course is delivered to Industry, on-site.

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.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview.

Course Duration

The course may be offered on a full-time basis over at least 694 nominal hours or part-time equivalent.

Course Structure

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

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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–

MEM18.18AB	Maintain pneumatic system components	60
MEM18.19AA	Maintain and repair pneumatic systems	90
MEM18.20AB	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.

Certificates in Engineering (Fabrication/Structural Steel/Sheetmetal Worker) Metal & Engineering Training Package [Fabrication Stream]

Career Opportunities
Fabrication, structural steel, sheetmetal worker.

Scope of Delivery
Part-time only.

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.

Selection Procedures/Selection Criteria
Interview process.

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 EngineeringProduction (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 inEngineering Technician Level 3(MEM30598)
20018VICF	Certificate IV in Engineering(20018VICF)
20019VICF	Diploma of Engineering Technology(20019VICF) [Fabrication]
20020VICF	Advanced Diploma of Engineering Technology (20020VICF)[[Fabrication/Supervision/Inspection]

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(20018VICF)	132	
or AQF III + 36		C7
Diploma in Engineering(20019VICF)	Year 12 + 804	
or AQF III + 605		C5
Advanced Diploma in Engineering (20020VICF)*	6	C3, C2a

*Proposed – to be finalised.

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 Graduated 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

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
MEM1.1FA	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

Elective Units

Code		Unit Weight Points
MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6AA	Perform brazing &/or silver soldering	2
MEM5.7AB	Manual heating, thermal cutting & gouging	2
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4
MEM13.3AA	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

Code		
MEM2.5C11A	Measure with graduated devices	2
MEM2.7C10A	Perform computations–basic	2

Elective Units

Code		
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

MEM2.1C12A	Apply Quality Systems	2
MEM2.3C11B	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

MEM2.4C11A	Assist in the provision of on the job training	2
MEM2.6C10A	Plan a complete activity	4
MEM2.8C10A	Perform computations	2
MEM2.9C10A	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

MEM2.1C12A	Apply quality systems	2
MEM2.2C11A	Organise & Analyse Information	2
MEM2.3C11B	Operate in a Work Based Team Environment	2
MEM2.4C11A	Assist in the Provision of On-the-JobTraining	2
MEM2.5C11A	Measure with Graduated Devices	2
MEM2.6C10A	Plan a Complete Activity	4
MEM2.7C10A	Perform Computations–Basic	2
MEM2.8C10A	Perform Computations	2
MEM2.9C10A	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
Engineering Industry.

Scope of Delivery
Part-time only.

Course Objective
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 sector, 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).

Selection Procedures/Selection Criteria
Compliance with pre-requisites.

Course Duration
The course is offered over a period of 360 nominal hours.

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:
- Civil;
- Fabrication;
- Manufacturing;
- Mechatronics;
- Mechancial.

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 specializations as training, human resource management, or environmental engineering.

- The course consists of 9 modules, at nominally 40 hours per module.

The choice of modules will be determined by the Head of the Department in consultation with the student and his/her employer having regard to the list of relevant modules in -
- Diploma of Engineering Module Reference Manual (Published April 1994)
- Engineering Technician and Engineering Associate Module Reference Manual (Published March 1995),
- National Metals/Engineering Curriculum Module Reference Manual (Published March 1997).

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

Code		Unit Weight Points
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.

Scope of Delivery
Part-time only.

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.]

Selection Procedures/Selection Criteria
Compliance with pre-requisites. Must be working in the trade.

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	40
EA031	Writing in plain English	20
EA040	Occupational Health & Safety	20
EA042	Quality Functions–Receiving Inspection	20
EA045	Quality Concepts	20
EA047	Quality Improvement in the Workplace	40
EA050	Computing in Engineering	40
EA061	Engineering Graphics	40
EA063	Technical Drawing Interpretation	40
EA070	Engineering Organisations	40
EA071	Planning Estimating & Costing	20
EA080	Engineering Measurement	20
EA601	Maintenance Processes	40
EA602	Maintenance Systems	40
EA603	Preventative Maintenance	20
EA604	Supervision of Materials Handing System	40
EA606	Liquid Penetrant	40
EA607	Magnetic Particle	80
EA608	Non-Destructive Testing Methods	60
EA609	Penetrant Testing	60
EA610	Radiographic Testing	10
EA611	Radiographic Testing Methods	40
EA612	Radiography & Radiation Safety	40

EA613	Ultrasonic Testing	10
EA614	Ultrasonic Testing Methods	40
EA618	Non Destructive Testing	40
EA701	Engineering Drawing (Detail)	40
EA702	Engineering (Development & Pipework)	40
EA703	Engineering Drawing (Structural)	40
EA740	Workshop Practice	40
EA804	Introduction to Strength of Materials	40
EA815	Drafting Steel Work	40
EA817	Radiographic Interpretation	20
EA818	Weld Inspection Practices	60
EA819	Weld Procedure Development	20
EA821	Weld Processes & Economics	20
EA822	Boilers & Pressure Vessel Codes	40
EA823	Welding Technology 1	40
EA853	Fabrication D–(Structural Steel)	40
EA862	Weld Testing & Inspection	40
EB022	Developing Instructional Materials	40
EB030	Advanced Quality Concepts	40
ED031	Quality Management	40
ED046	Research Project A	40
EB041	Quality-Manual Development Writing	40
EB050	Engineering Projects	80
EB070	Engineering Management	40
EB071	Project Management	40
EB076	Introduction Environment Management	60
EB078	Improving Workplace Performance	60
EB504	Material Handling System Designs 1	40
EB650	Materials for Engineering	40
EB676	Metal Joining Processes	20
EB712	Plant Layout	40
EB833	Advanced Joining Techniques	40
EB834	Welded Joint Design	40
EB836	Welding Technology 2	40
ED015	Flexible Manufacturing Systems (FMS) Designs	80
ED016	Interchangeable Manufacturing Technology	80
ED023	History & Impact of Technological Change	40

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 sixty 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 in a broad range of industries;
- All instructors have extensive industry experience.

Up-to-date courses:
- Training based on nationally endorsed competencies;
- Training and assessment combined.

Courses developed:
- Courses designed and developed for Industry needs;
- Existing courses customized.

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

BCC30198	Certificate III in Civil Construction (Plant)(BCC30198)
BCG31398	Certificate III in General Construction(BCG31398)
TDT11102	Certificate I in Transport and Distribution (Administration) (TDT11102)
TDT21102	Certificate II in Transport and Distribution (Administration) (TDT21102)
TDT31102	Certificate II in Transport and Distribution (Administration) (TDT31102)
TDT41102	Certificate IV in Transport and Distribution (Administration) (TDT41102)
TDT10102	Certificate I in Transport and Distribution (Warehousing and Storage)(TDT10102)
TDT20102	Certificate II in Transport and Distribution (Warehousing and Storage)(TDT20102)
TDT30102	Certificate III in Transport and Distribution (Warehousing and Storage)(TDT30102)
TDT40102	Certificate IV in Transport and Distribution (Warehousing and Storage)(TDT40102)
21387VIC	Course in Taxi Driving (21387VIC)
TDT10202	Certificate I in Transport and Distribution (Road Transport)(TDT10202)
TDT20202	Certificate II in Transport and Distribution (Road Transport)(TDT20202)
TDT30202	Certificate III in Transport and Distribution (Road Transport)(TDT30202)
TDT40202	Certificate IV in Transport and Distribution (Road Transport)(TDT40202)
TDT51002	Diploma of Logistics Management (TDT51002)
TDT61002	Advanced Diploma of Logistics Management (TDT61002)
TDT30902	Certificate III in Transport and Distribution (Mobile Cranes Operations)(TDT30902)
TDT40902	Certificate IV in Transport and Distribution (Mobile Cranes Operations)(TDT40902)
21370VIC	Certificate III Motor Vehicle Driver Trainer (21370VIC)
21381VIC	Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)(21381VIC)
TDT10702	Certificate I in Transport and Distribution (Rail Infrastructure) (TDT10702)
TDT20702	Certificate II in Transport and Distribution (Rail Infrastructure) (TDT20702)
TDT30702	Certificate III in Transport and Distribution (Rail Infrastructure) (TDT30702)
TDT40702	Certificate IV in Transport and Distribution (Rail Infrastructure) (TDT40702)
TDT10402	Certificate I in Transport and Distribution (Rail Operations)(TDT10402)
TDT20402	Certificate II in Transport and Distribution (Rail Operations)(TDT20402)
TDT30402	Certificate III in Transport and Distribution (Rail Operations)(TDT30402)
TDT40202	Certificate IV in Transport and Distribution (Rail Operations) (TDT40202)
TDT10302	Certificate I in Transport and Distribution (Stevedoring) (TDT10302)
TDT20302	Certificate II in Transport and Distribution (Stevedoring) (TDT20302)
TDT30302	Certificate III in Transport and Distribution (Stevedoring) (TDT30302)
TDT40302	Certificate IV in Transport and Distribution (Stevedoring) (TDT40302)
TDT11102	Certificate I in Transport and Distribution (Administration) (TDT11102)
TDT21102	Certificate II in Transport and Distribution (Administration) (TDT21102)
TDT31102	Certificate III in Transport and Distribution (Administration) (TDT31102)
TDT41102	Certificate IV in Transport and Distribution (Administration) (TDT41102)
WFS10202	Certificate I in Funeral Services (WFS10202)
WFS20402	Certificate II in Funeral Services (Grounds and Maintenance) (WFS20402)
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.

Graeme Barry
Head, Department of Industrial Skills Training Centre–TAFE

Certificate III in Civil Construction (Plant)(BCC30198)

Career Opportunities

Civil Construction Industry.

Scope of Delivery

Contact the department on 9284 7600.

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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

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 and 2 units from Group B Elective Units; or

(iii)   2 units from Group A Elective Units and 1 unit from 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

Code		Hours
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.

Scope of Delivery

Contact the department on 9284 7600.

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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

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 & Storage)(TDT10102)

Career Opportunities
Warehousing Industry.

Scope of Delivery
Flexible Delivery.

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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

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
A successful assessment outcome for a total of 7 units aligned at AQF 1 comprising:
- At least 5 units and up to 7 units from those listed below, and
- Up to 2 suitable units drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA197B	Secure Cargo	20
TDTB2801A	Maintain and Use Hand Tools	20
TDTB3001A	Undertake General Site Maintenance	40
TDTB3101A	Clean Up Plan, Equipment and Worksite	20
TDTC197B	Drive Vehicle	30
TDTC1398B	Ride Courier/Delivery Bicycle	20
TDTD197B	Shift Materials Safely Using Manual Handling Methods	20
TDTD297B	Shift a Load Using Manually-Operated Equipment	20
TDTE397B	Participate in Basic Workplace Communication	40
TDTE597B	Carry Out Workplace Calculations	20
TDTF197B	Follow OHS Procedures	20
TDTF997B	Conduct Cleaning in Enclosed Spaces	20
TDTG197B	Work Effectively with Others	40
TDT1297C	Apply Customer Service Skills	30
TDTL197B	Complete Workplace Orientation/Induction Procedures	30
TDTO297B	Follow Security Procedures	40

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

Certificate II in Transport and Distribution (Warehousing & Storage)(TDT20102)

Career Opportunities
Warehousing Industry.

Scope of Delivery
Contact the department on 9284 7600

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

Selection Procedures/Selection Criteria
Contact the department on 9284 7600

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
A successful assessment outcome for a total 14 units, comprising:
(a) 7 units aligned at AQF 2 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(b) 7 units at AQF 1 made up of:
- at least 5 units and up to 7 units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA397B	Connect and Disconnect Reefer Units	40
TDTA997B	Complete and Check Import/Export Documentation	20
TDTA1197B	Package Goods	20
TDTA1297B	Pick and Process Orders	20
TDTA1397B	Receive Goods	20
TDTA1497B	Use Product Knowledge to Complete Work Operations	20
TDTA2097B	Replenish Stock	20
TDTA2197B	Despatch Stock	20
TDTA2297B	Participate in Stocktakes	20
TDTA4101A	Manually Sort Mail and Parcels	20
TDTA4201A	Despatch Mail	20
TDTA4301A	Consolidate Mail	20
TDTA4401A	Carry Out Delivery Operations	20
TDTA4501A	Process International Parcels and Letters	20
TDTA4601A	Process Parcels and Letters	20
TDTA4701A	Stream Mail	20
TDTB197B	Check and Assess Operational Capabilities of Equipment	40
TDTB998B	Check Conveyor Operational Status	20
TDTB2901A	Use and Maintain Minor Mechanical Equipment	20
TDTD397C	Handle Dangerous Goods/Hazardous Substances	40
TDTD497B	Load and Unload Goods/Cargo	30
TDTD797B	Prepare Cargo for Transfer with Slings	40
TDTD1097B	Operate a Forklift	40

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TDTD1297B	Operate Specialised Load Shifting Equipment	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
TDTD1697B	Load and Unload Explosives and Dangerous Goods	30
TDTD2198B	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298B	Conduct weighbridge Operations	20
TDTD4501A	Operate Specialised Light Load Shifting Equipment	40
TDTE197B	Present Routine Workplace Information	40
TDTE701A	Use Communication Systems	20
TDTE897B	Process Workplace Documentation	20
TDTF697B	Apply Accident-Emergency Procedures	20
TDTF1097B	Apply Fatigue Management Strategies	30
TDTF1297B	Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives	30
TDTF1801A	Operate and Maintain Fire-Fighting Equipment	20
HLTFA1A	Apply Basic First Aid	10
TDTG701A	Work in a Socially Diverse Environment	20
TDTH197C	Interpret Road Maps and Navigate Pre-Determined Routes	20
TDTH398B	Prioritise Courier/Delivery Operations	30
TDTGCSO01A	Create Customer Relationship	10
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTJ197B	Apply Quality Procedures	20
TDTJ398B	Apply grain Protection Measures	20
TDTJ498B	Implement Grain Monitoring Measures	20
TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronics Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTO1398B	Administer Security of Assets and Facilities	20
TDTQ197C	Conduct Financial Transactions	20
TDTQ798B	Prepare and Process Financial Documents	30
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTT198B	Capture Records into a Records Keeping System	20
TDTT498B	Maintain Control of Records	20
TDTT598B	Provide Information from and about Records	20
TDTU701A	Care for the Environment	20
TDTV198B	Cut and Join Materials	20
TDTV298B	Operate Hand Held Air/Power Equipment for the Production Processes	20
TDTV398B	Apply Surface Coating Using a Spray gun	20
TDTV498B	Undertake Pallet Repairs	20
TDTV598B	Clean and Inspect Pallets	20
TDTV698B	Manufacture Pallets Using Automated Methods	20
TDTV798B	Manufacture Pallets Using Manual Methods	20
TDTV898B	Dock Boards Using Computer Programmed Machinery	20
TDTV998B	Dock Boards on Mechanical Feeds	20

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

Certificate III in Transport and Distribution (Warehousing & Storage)(TDT30102)

Career Opportunities
Warehousing Industry.

Scope of Delivery
Contact the department on 9284 7600

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

Selection Procedures/Selection Criteria
Contact the department on 9284 7600

Course Duration
This course is offered 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
A successful assessment outcome for a total of 21 units, comprising:
(a) at least 5 units and up to 7 units aligned at AQF 3 made up of:
 – at least 3 units and up to 7 units from those listed below (aligned at AQF 3), and
 – up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
(b) and at least 7 units and up to 9 untis at AQF 2 made up of:
 – at least 5 units and up to 9 units from those listed fro the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 – up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Trainin g Packages.
(c) and 7 units aligned at AQF 1 made up of:
 – at least 5 untis and up to 7 units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 – up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA497B	Process Receipt adn Delivery of Containers and Cargo	40
TDTA1097B	Coordinate Goods to Bond Premises	20
TDTA1597B	Complete Receival/Despatch Documentation	40
TDTA1697B	Use Inventory Systems to Organise Stock Control	30
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA1897B	Organise Despatch Operations	40
TDTA1997B	Organise Receival Operations	40
TDTA2497B	Organise Warehouse Records Operations	30
TDTA2698B	Monitor Storage Facilities	30
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40
TDTB297B	Test Equipment and Isolate Faults	20
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1497B	Load and Unload Vehicles Carrying Special Loads	20

TDTD1597B	Identify and Label Explosives and Dangerous Goods	20
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised)	40
TDTD2798B	Prepare for Transport of Packaged Dangerous Goods	40
TDTD2898B	Prepare for Transport of Dangerous Goods in Bulk	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
TDTD3698B	Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes	40
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4301A	Shift Loads Using Gantry Equipment	80
TDTD4401A	Shift Loads Using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quanify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements For a Mobile Crane	20
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF497B	Organise Occupational Health and Safety Procedures in the Workplace	30
TDTF2201A	Implement and Monitor Safe Procedures when Warehousing/Storing Dangerous Goods and/or Hazardous Substances	60
HLTFA2A	Provide Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTGCST03A	Process Customer Complaints	10
BSBCMN310A	Deliver and Monitor a Service to Customers	35
TDTJ297B	Apply Quality Systems	40
TDTJ598B	Sample, Inspect and Test Products to Specifications	20
TDTJ698B	Implement Grain Protection Procedures	40
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
BSBCMN302A	Organise Personal Work Priorities and Devleopment	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDTO498B	Conduct Safety and Hazard Control Procedures for Transferring Explosives and Dangerous/Specialised Goods	40
TDTO1601A	Apply and Monitor Workplace Security Procedures	40
TDTQ397B	Maintain Financial Records in a Small Business	40
TDTT298B	Document a Records System	30
TDTT398B	Identify and Classify Records to be Captured	40
TDTT698B	Provide Records Retrieval Service	20
TDTT798B	Sentence Records	60
TDTT898B	Undertake Disposal Program	30
TDTT998B	Undertake Movement of Records	20
TDTT1098B	Destroy Records	30
TDTW601A	Operate Computerised Mail and Parcels Sorting Equipment	40
TDTW701A	Code and Coordinate Video-Coding Operations	40
TDTW801A	Carry Out Facer canceller (CFC) Operations	20

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

Certificate IV in Transport and Distribution (Warehousing & Storage)(TDT40102)

Career Opportunities
Warehousing Industry.

Scope of Delivery
Contact the department on 9284 7600

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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600

Course Duration
This course is conducted part time, in Industry over a period of 18 months.

Course Structure
A successful assessment outcome for a total of 28 units, comprising:
(a) 7 units aligned at AQF 4 made up of:
  – at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and
  – up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and at least 5 units and up to 7 untis at AQF 3 made up of:
  – at least 3 units and up to 7 units from those listed fro the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
  – up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
(c) and 7 units and up to 9 units at AQF 2 made up of:
  – at least 5 untis and up to 9 units from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
  – up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(d) and 7 units aligned at AQF 1 made up of:
  – at least 5 units and up to 7 untis from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
  – up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA2397B	Coordinate Stocktakes	20
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA2898B	Assess and Monitor Optimum Stock Levels	40

TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTD3098B	Supervise Mobile Crane Operations	40
TDTE697C	Collect, Analyse and Present Workplace Data and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Emergency/Accident Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTG598B	Organise Transport Workload	10
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI598B	Market Services and Products to Clients	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL2198B	Coordinate the Erection and Dismantling of Temporary Storage Facilities	40
TDTL3001A	Control a Furtniture Warehouse	60
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Delivery Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
TDTP197B	Develop Plans to Meet Customer and Organisation Needs	30
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTQ1001A	Maintain Customer Credit Accounts and Services	20
TDTR198B	Monitor Supplier Performance	30
TDTR298B	Source Goods/Services and Evaluate Contractors	30
TDTU101A	Implement and Monitor Environmental Protection Policies and Procedures	20

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

Course in Taxi Driving (21387VIC)

Career Opportunities

Taxi Driver.

Scope of Delivery

Contact the department on 9284 7600

Course Objectives

The course is an entry level training program for metropolitan taxi drivers.

Entry Requirements

To qualify for admission to the course, applicants must:

(i) have obtained a skills passport from the Victorian Taxi Directorate; and

(ii) demonstrate competence in reading, writing, numeracy and oral communication to at least National Report System 2 (NRS2) or its equivalent International Second Language Proficiency Rating (ISLPR) profile of at least S2, L2, R1 + W1.

Sele Contact the departtment on 9284 7600.

Course Duration

The course may be offered on a full-time basis over 90 nominal hours or part-time equivalent.

Course Structure

TDTC997B	Drive taxicab	
VBN079	Complete orientation to the taxi industry	
VBN080	Comply with safety and security procedures	
VBN081	Use communication systems in a taxi cab	
VBN082	Carry out financial transactions and maintain records	
VBN083	Plan and navigate route and identify places and landmarks	
VBN084	Provide customer service	

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

Certificate I in Transport and Distribution (Road Transport)(TDT10202)

Career Opportunities

Road Transport Industry.

Scope of Delivery

Contact the department on 9284 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the road transport 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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

Course Duration

The course may be offered on a full-time basis over 120–230 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 7 units aligned at AQF 1 comprising:

• at least 5 units and up to 7 units from those listed below, and

• up to 2 suitable units drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA197B	Secure Cargo	20
TDTB2401A	Clean Transportation Units and Facilities for Passenger Use	20
TDTB2801A	Maintain and Use Hand Tools	20
TDTB3101A	Clean Up Plant, Equipment and Worksite	20
TDTC197B	Drive Vehicle	30
TDTC1398B	Ride Courier/Delivery Bicycle	20
TDTD197B	Shift Materials Safely Using Manual Handling Methods	20
TDTD297B	Shift a Load Using Manually-operated Equipment	20
TDTE397B	Participate in Basic Workplace Communication	40
TDTE597B	Carry Out Workplace Calculations	20
TDTF197B	Follow OHS Procedures	20
TDTF297B	Conduct Housekeeping Activities	20
TDTF997B	Conduct Cleaning Operations in Enclosed Spaces	20
TDTG197B	Work Effectively with Others	40
TDT1297C	Apply Customer Service Skills	30
TDTL197B	Complete Workplace Orientation/Induction Procedures	30
TDTO297B	Follow Security Procedures	40

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

Certificate II in Transport and Distribution (Road Transport) (TDT20202)

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

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

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total 14 units comprising:

(a) 7 units aligned at AQF 3 made up of:

- at least 5 units and up to 7 units from those listed below (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages and

(b) 7 units aligned at AQF 1 made up of:

- at least 5 units and up to 7 units from those listed from the Certificate I in Tranport and Distribution (Road Transport) (aligned at AQF 1) and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA397B	Connect And Disconnect Reefer Units	40
TDTA997B	Complete and Check Import/Export Documentation	20
TDTA1197B	Package Goods	20
TDTA1397B	Receive Goods	20
TDTA1497B	Use Product Knowledge to Complete Work Operations	20
TDTA2197B	Despatch Stock	20
TDTA2297B	Participate in Stocktakes	20
TDTB197B	Check and Assess Operational Capabilities of Equipment	40
TDTB397B	Carry Out Vehicle Servicing and Maintenance	30
TDTB497B	Carry Out Vehicle Inspection	20
TDTB797B	Carry Out Maintenance of Trailers	40
TDTB897B	Carry Out Inspection of Trailers	30
TDTB2901A	Use and Maintain Minor Mechanical Equipment	20
TDTC297B	Drive Light Rigid Vehicle	40
TDTC397B	Drive Medium Rigid Vehicle	40
TDTC997B	Drive Taxicab	40
TDTD397C	Handle Dangerous Goods/Hazardous Substances	40
TDTD497B	Load and Unload Goods/Cargo	30
TDTD797B	Prepare Cargo for Transfer with Slings	40
TDTD1097B	Operate a Forklift	40
TDTD1297B	Operate Specialised Load Shifting Equipment	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40

TDTD1697B	Load and Unload Explosives and Dangerous Goods	30
TDTD1897B	Handle Furniture and Effects	30
TDTD1997B	Pack and Unpack Cartons during a Removal	20
TDTD2198B	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298B	Conduct Weighbridge Operations	20
TDTD2998B	Prepare Articles for Delivery	10
TDTD4501A	Operate Specialised Light Load Shifting Equipment	40
PRMWM15A	Move Waste Using Load Shifting Equipment	40
PRMWM44A	Identify Wasters and Hazards	15
TDTE197B	Present Routine Workplace Information	40
TDTE701A	Use Communication Systems	20
TDTE897B	Process Workplace Documentation	20
TDTE1498B	Compile and Process Export Documentation	20
TDTE1701A	Undertake Initial Removal Survey	20
TDTF697B	Apply Accident-Emergency Procedures	20
TDTF1097B	Apply Fatigue Management Strategies	30
TDTF1297B	Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives	30
TDTF1801A	Operate and Maintain Fire-Fighting Equipment	20
HLTFA1A	Apply Basic First Aid	10
PRMWM11A	Respond to Waste Management	20
TDTG701A	Work in a Socially Diverse Environment	20
TDTH197C	Interpret Road Maps and Navigate Pre-determined Routes	20
TDTH398B	Prioritise Courier/Delivery Operations	30
TDTI698B	Provide Freight Forwarding Services to Customers	30
TDTGCSO01A	Create Customer Relationship	10
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTJ197B	Apply Quality Procedures	20
TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTO398B	Undertake Loading and Unloading in a Designated Secured Environment	20
TDTO1198B	Provide Revenue Protection Measures	20
TDTO1398B	Administer Security of Assets and Facilities	20
TDTQ197C	Conduct Financial Transactions	20
TDTQ798B	Prepare and Process Financial Documents	30
TDTQ998B	Conduct Courier/Delivery Cash Transactions	10
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTU701A	Care for the Environment	20

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

Certificate III in Transport and Distribution (Road Transport) (TDT30202)

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in road transport 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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

Course Duration

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 21 units, comprising:

(a) at least 5 units and up to 7 units aligned at AQF 3 made up of:

- at least 3 units and up to 7 units from those listed below (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(b) and at least 7 units and up to 9 untis at AQF 2 made up of:

- at least 5 units and up to 9 units from those listed fro the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c)and 7 units aligned at AQF 1 made up of:

- at least 5 untis and up to 7 units from those listed for the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA297B	Maintain Container/Cargo Records	20
TDTA497B	Process Receipt and Delivery of Containers and Cargo	40
TDTA897B	Transfer Cargo	40
TDTA1097B	Coordinate Goods to Bond Premises	20
TDTA1597B	Complete Receival/Despatch Documentation	40
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA1897B	Organise Despatch Operations	40
TDTA1997B	Organise Receival Operations	40
TDTA2497B	Organise Warehouse Records Operations	30
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40
TDTB297B	Test Equipment and Isolate Faults	20
TDTB597B	Carry Out Maintenance of Vehicles Designed to Carry Special Loads	30
TDTB697B	Carry Out Inspection of Vehicles Designed to Carry Special Loads	30
TDTB1198B	Set Up and Rig Crane for Lift	30
TDTB1298B	Plan Job and Set Up Work Areas	40
TDTB1398B	Maintain Mobile Cranes	40
TDTB1498B	Load and Unload Wheeled or Tracked Crane	20
TDTB1598B	Undertake Site Inspection	20
TDTB1698B	De-rig, Pack and Store Tools and Equipment	10
TDTB1798B	Assemble and Dismantle Boom or Jib	80
TDTC497C	Drive Heavy Rigid Vehicles	40
TDTC597C	Drive Heavy Combination Vehicle	40
TDTC797B	Operate Vehicle Carrying Special Loads	40
TDTC897B	Drive Coach/Bus	40
TDTC1097B	Pilot or Escort Oversized and/or Overmassed Loads	20
TDTC1197B	Transport Passengers with Disabilities	40
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1497B	Load and Unload Vehicles Carrying Special Loads	20
TDTD1597B	Identify and Label Explosives and Dangerous Goods	20
TDTD2097B	Care for Livestock in Transit	30

Code		Hours
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Builk Transfer Equipment (Gravity/Pressurised)	40
TDTD2798B	Prepare for Transport of Packaged Dangerous Goods	40
TDTD2989B	Prepare for Transport of Dangerous Goods in Bulk	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3498B	Operate a Mobile Crane Up to and Including 20 Tonnes on a Demolition Site	60
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
TDTD3698B	Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes	40
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4198B	Undertake Cash-in Transit Loading and Unloading In an Unsecure Environment	30
TDTD4301A	Shift Loads using Gantry Equipment	80
TDTD4410A	Shift Loads using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE997B	Use Pilot and Escort Communication	20
TDTE1097B	Estimate Furniture Removals Jobs	30
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements For a Mobile Crane	20
TDTE1801A	Maintain Freight Records	20
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF1397B	Coordinate Breakdowns and Emergencies	30
HLTFA2A	Provide Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTH297C	Plan and Navigate Routes	20
TDTH401A	Identify Major Roads, Services and Attractions	40
TDT1397B	Provide Customer Service in Passenger Vehicles/Vessels	20
TDT1497B	Manage Camping Procedures for Coaches and Buses	40
TDT1797C	Provide Freight Forwarding Information to Customers	40
TDT1998C	Provide On-Board Services to Customers	20
TDTGCST03A	Process Customer Complaints	10
BSBCMN310A	Deliver and Monitor a Service to Customers	35
TDTJ297B	Apply Quality Systems	40
TDTJ598B	Sample, Inspect and Test Products to Specifications	20
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
BSBCMN302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDTO498B	Conduct Safety and Hazard Control Procedures For Transferring Dangerous/Specialised Goods	40
TDTO798B	Undertake Emergency Response Action to a Security Threat	20
TDTO898B	Implement Cash-in Transit Security Equipment	40
TDTO998B	Test and Inspect Cash-in Transit Security Incidents	30
TDTO1098B	Respond to Cash-in Transit Security Incidents	60
TDTO1298B	Manage Disruptive and/or Unlawful Behaviour	20
TDTO1601A	Apply and Monitor Workplace Security Procedures	40
TDTQ397B	Maintain Financial Records in a Small Business	40
TDTQ498B	Organise Freight Invoicing and Payment	30
TDTT298B	Document a Records System	30
TDTT398B	Identify and Classify records to be Captured	40
TDTT698B	Provide Records Retrieval Service	20
TDTT798B	Sentence Records	60
TDTT898B	Undertake Disposal Program	30

TDTT998B	Undertake Movement of Records	20
TDTT1098B	Destroy Records	30

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

Certificate IV in Transport and Distribution (Road Transport) (TDT40202)

Career Opportunities
Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the road transport 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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 430–1350 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 28 units, comprising:

(a) 7 units aligned at AQF 4 made up of:

• at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and

• up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and at least 5 units and up to 7 untis at AQF 3 made up of:

• at least 3 units and up to 7 units from those listed fro the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and

• up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(c) and 7 units and up to 9 units at AQF 2 made up of:

• at least 5 untis and up to 9 units from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and

• up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(d) and 7 units aligned at AQF 1 made up of:

• at least 5 units and up to 7 untis from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and

• up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA3098B	Organise Cargo for Export	40
TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTA3398B	Organise International Transport of Freight	40

TDTC697B	Drive Multi-Combination Vehicle	40
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTD3098B	Supervise Mobile Crane Operations	40
TDTD3298B	Plan and Conduct Specialised Lift	40
TDTE697C	Collect, Analyse and Present Workplace Date and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Emergency/Accident Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTG598B	Organise Transport Workload	10
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI1601A	Service Freight Customers	40
TDTI1701A	Develop Freight Customers	40
TDTI598B	Market Services and Products to Clients	40
TDTI898B	Monitor Transport Activities at Interchanges	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL797C	Coordinate Fleet Control Logistics	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL3001A	Control a Furniture Warehouse	60
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
TDTP197B	Develop Plans to Meet Customer and Organisation Needs	40
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTP1098B	Assess Lift Requirements and Provide Quotation	30
TDTQ698B	Administer International Trading Accounts	60
TDTR198B	Monitor Supplier Performance	30
TDTR298B	Source Goods/Services and Evaluate Contractors	30
TDTU101A	Implement and Monitor Environment Protection Policies and Procedures	20

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

Diploma of Logistics Management (TDT51002)

Career Opportunities
Management of a warehouse or distribution system.

Scope of Delivery
Contact the department on 9284 7600.

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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration

The course will be offered on a part-time basis over 630 nominal hours

Course Structure

A successful assessment outcome for:

(a) 7 units aligned at AQF 5 made up of:

- at least 5units and up to 7 units from those listed below (aligned at AQF 5), and
- up to 2 suitable units (aligned at AQF 5) drawn with appropriate contextualisation from other relevant endorese training packages.

(b) plus, successful assessment against the underpinning knowledge component of 28 units (aligned at levels up to and including AQF 4), made up of:

- at least 20 units and up to 28 units (aligned at levels up to AQF 4) from other Transport and Distribution qualifications, and
- up to 8 suitable units (aligned at levels up to and including AQF 3) drawn with appropriate contexualisation from other endorsed Training Packages.

Code		Hours
TDTA2798B	Evaluate and Select Bulk Handling and Storage Resources	40
TDTA2998B	Plan and Manage Storage of Dangerous Goods and Hazardous Substances	40
TDTA3501A	Manage International Freight Transfer	60
TDTA3601A	Manage Handling and Storage of Perishable Food Products	60
TDTB1098B	Plan and Implement Maintenance Schedules	30
TDTD2598B	Plan Loading of Dangerous Goods	50
TDTD2698B	Plan and Organise Movement and Storage of Bulk Materials	30
TDTF1701A	Investigate Rail Safety Incidents	40
TDTF2001A	Manage Emergencies	30
TDTF5701A	Apply the 'Code of Practice for the Defined Interstate Rail Network' To Interface Coordination Management	20
TDTF5901A	Apply the 'Code of Practice for the Defined Interstate Rail Network' to the Management of Operations, Human Resources and Safeworking	20
BSBMGT505A	Establish and Maintain an OHS System to Ensure a Safe Workplace	60
TDTJ798B	Conduct Internal Quality Audits	20
TDTJ698B	Evaluate Software Requirements and Hardware Enhancements	40
TDTL1298B	Apply Workplace Knowledge to Plan Improvements to Operations	40
TDTL1398B	Establish and Manage Effective Workplace Relations	60
TDTL1498B	Evaluate and Select Warehouse Resources	60
TDTL1598B	Manage Change Processes Within the Organisation	60
TDTL1898B	Select Employees	60
TDTL1998B	Implement and Monitor Transport Logistics	40
TDTL2098B	Develop and Maintain Operational Procedures for Transport and Distribution Enterprises	30
TDTL2601A	Manage Export Logistics	100
BSBMGT502A	Manage People Performance	60
BSBHR505A	Manage Remuneration and Employee Benefits	
BSBHR509A	Manage Rehabilitation/Return to Work Programs	
TDTO598B	Plan and Manage Security Procedures for the Enterprise	50
TDTO698B	Plan and Manage Security Procedures for Transferring and Transporting Dangerous Goods	40
TDTP698B	Establish International Distribution Networks	130
TDTP798B	Contribute to the Development of a Workplace Learning Environment	60
TDTQ298B	Set and Achieve Budget	40
TDTR398B	Negotiate a Contract	40
TDTU601A	Conduct Environmental Audits	80

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

Advanced Diploma of Logistics Management (TDT61002)

Career Opportunities

Management of domestic and international distribution systems.

Scope of Delivery

Contact the department on 9284 7600.

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 Logistics Management or equivalent.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

Course Duration

The course will be offered on a part-time basis over 700 nominal hours.

Course Structure

A successful assessment outcome for a total of 14 units, comprising:

(a)   7 units aligned at AQF 6 made up of:

- at least 4 units and up to 7 units from those listed below (aligned at AQF 6), and
- up to 3 suitable units (aligned at AQF 6) drawn with appropriate contextualisation from other relevant endorsed Training Packages, and

(b) 7 units aligned at AQF 5 made up of:

- at least 5 units and up to 7 units from those listed below (aligned at AQF 5), and
- up to 2 suitable units (aligned at AQF 5) drawn with appropriate contextualisaion from other relevant endorsed Training Packages, plus

(c) successful assessment against the underpinning knowledge component of 28 units (aligned at levels up to and including AQF 4), made up of:

- at least 20 units and up to 28 units (aligned at levels up to AQF 4) from other Transport and Distribution qualification, and
- up to 8 suitable units (aligned at levels up to and including AQF 4) drawn with appropriate contextualisation, from other relevant endorsed Training Packages.

Code		Hours
TDTA3401A	Manage Global Freight Operations	80
BSBMGT606A	Manage Customer Focus	
BSBMGT608A	Manage Innovation and Continuous Improvement	
BSBEBUS603A	Evaluate New Technologies for Business	
TDTL1798B	Plan Domestic Transport Logistics	60
BSBMGT609A	Manage Risk	
BSBMGT604A	Manage Business Operations	
TDTP398B	Implement, Maintain and Evaluate Dangerous Goods Transport Procedures within the Workplace	60
TDTP498B	Develop a Transport and Distribution Business Plan	150
TDTP898B	Manage a Transport and Distribution Business Unit	60
TDTP998B	Plan and Maintain Warehouse Layouts and Inventory Locations	60
TDTP1198B	Develop and Evaluate Strategies for Transport and Distribution Enterprises	150
TDTP1201A	Plan Train Support Activities	160
TDTQ598B	Set, Monitor and Evaluate Budgets for Business Units	60

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

Certificate III in Transport and Distribution (Mobile Cranes Operations)(TDT30902)

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery

Contact the department on 9284 7600

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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600

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

A successful assessment outcome for a total of 21 units, comprising:
(a) the 17 compulsory units * below, and
(b)4 other units made up of:
- at least 2 untis and up to 4 untis from the remaining units listed below and
- up to 2 suitable units (aligned at AQF 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

Code		Hours
*TDTB197B	Check and Assess Operational Capabilities of Equipment	40
*TDTB1198B	Set Up And Rig Crane For Lift	30
*TDTB1298B	Plan Job and Set Up Work Areas	40
*TDTB1398B	Maintain Mobile Cranes	40
TDTB1498B	Load And Unload Wheeled or Tracked Crane	20
TDTB1598B	Undertake Site Inspection	20
*TDTB1698B	De-rig, Pack and Store Tools and Equipment	10
*TDTB1798B	Assemble and Dismantle Boom or Jib	80
*TDTC497C	Drive Heavy Rigid Vehicle	40
TDTC597C	Drive Heavy Combination Vehicle	40
TDTC1097B	Pilot or Escort Oversize and/or Overmassed Loads	20
TDTD197B	Shift Materials Safely Using Manual Handling Methods	20
TDTD1097B	Operate a Forklift	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
*TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3498B	Operate a Mobile Crane Up to and Including 20 Tonnes on a Demolition Site	60
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
*TDTD3698B	Lift and Move Load Using Mobile Crane Up To and Including 20 Tonne	40
*TDTD4098B	Control Lift and Movement of Crane	20
TDTE897B	Process Workplace Documentation	20
TDTE997B	Use Pilot and Escort Communication	20
*TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
*TDTE1698B	Estimate/Calculate Load Shifting Requirements for a Mobile Crane	20
*TDTF197B	Follow OHS Procedures	20
*TDTF297B	Conduct Housekeeping Activities	20
*TDTF697B	Apply Accident-Emergency Procedures	20
HLTFA2A	Provide Advanced First Aid	30
*TDTG197B	Work Effectively with Others	40
*TDTI297C	Apply Customer Service Skills	
TDTJ197B	Apply Quality Procedures	30
TDTK197B	Use Infotechnology Devices and Computers Applications In the Workplace	40
TDTL197B	Complete Workplace Orientation/Induction Procedures	30

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

Certificate IV in Transport and Distribution (Mobile Cranes Operations)(TDT40902)

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery

Contact the department on 9284 7600.

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.

Selection Procedures/Selection Criteria

Contact the department on 9284 7600.

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.

Course Structure

A successful assessment outcome for a total of 28 units, comprising:
(a) 7 units aligned at AQF 4 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and
- up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and the 17 compulsory units listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations)

(c) and 4 other units made up of:
- at least 2units and up to 4 units from the remaining units listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF levels 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTD3098B	Supervise Mobile Crane Operations	40
TDTD3298B	Plan And Conduct Specialised Lift	40
TDTF797B	Implement and Coordinate Accident-Emergency Procedures	40

TDTI197C	Coordinate Quality Customer Service	30
TDTJ297B	Apply Quality Systems	40
TDTL397B	Conduct Induction Process	20
BSZ404A	Train Small Groups	30
BSZ402A	Plan Assessment	15
BSZ403A	Review Assessment	5
TDTP1098B	Assess Lift Requirements And Provide Quotation	30

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

Certificate III in Motor Vehicle Driver Trainer (Car)(21370VIC)

Career Opportunities
Motor vehicle driving instruction.

Scope of Delivery
This course is offered on a part-time basis

Course Objective
The course aims are to:
- provide a program of structured competency based training for the motor vehicle driving instruction industry;
- prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors;
- meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry;
- 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;
- improve the quality of service provided by motor vehicle driving instructors to their clients;
- 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
Applicants must hold a current full Victorian Drivers Licence.

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.

Selection Procedures/Selection Criteria
Contact the Department on 9284 7600.

Course Duration
175 hours part time.

Course Structure

Code		Hours
VBN089	Orientation to Motor Vehicle Instruction Industry	10
TDTC197B	Drive Vehicles	30
VBN088	Implement Driver Training	65
BSBCMN310A	Deliver and Monitor Service To Customers	35
TDTF197B	Follow OH & S Procedures	20
VBN090	Vehicle Presentation and Left Seat Controls	5
VBN087	Financial Transactions and Records Maintenance	5
SRSCOP003A	Demonstrate Personal Image and Presentation Skills	5

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

Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicle) (21381VIC)

Career Opportunities
Heavy Vehicle Driver Trainers

Scope of Delivery
This course is offered on a part-time basis.

Course Objective
The course aims to provide training for those seekig to become heavy vehicle driver trainers in Victoria.

Entry Requirements
To qualify for entry into this course applicants must:
- have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
- hold a current full Australian drivers license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read in English to a specified level using the National Reporting System (NRS) level 3.

Selection Procedures/Selection Criteria
Contact the Department on 9284 7600.

Course Duration
255 hours part time.

Course Structure

Code		Hours
VBN089	Orientation to Motor Vehicle Instruction Industry	10
TDTC197B	Drive Vehicles	30
VBN088	Implement Driver Training	65
BSBCMN310A	Deliver and Monitor Service to Customers	35
TDTF197B	Follow OHS Procedures	20
VBN090	Vehicle Presentation and Left Seat Control	5
VBN087	Financial Transactions and Records Maintenance	5
SRSCOP003A	Demonstrate Personal Image and Presentation Skills	5
TDTC497B	Drive Heavy Rigid Vehicles	40
TDTC597B	Drive Heavy Combination Vehicles	40

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

Certificate I In Transport And Distribution (Rail Infrastructure) (TDT10702)

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail 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.

Course Duration
The course may be offered on a full-time basis over 260–540 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which –
- a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002;

(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate II In Transport And Distribution (Rail Infrastructure) (TDT20702)

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail 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.

Course Duration

The course may be offered on a full-time basis over 260–540 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 14 units selected by the student, with the approval of the Head of Department of which –

(a) 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:

- a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) 7 units at Australian Qualifications Framework level 1 of which:

- a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002;
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate III In Transport And Distribution (Rail Infrastructure) (TDT30702)

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail 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.

Course Duration

The course may be offered on a full-time basis over 385–940 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 21 units selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which:

- a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National

Training Authority, 2002.

- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:

- a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) 7 units at Australian Qualifications Framework level 1 of which:

- a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV In Transport And Distribution (Rail Infrastructure) (TDT40702)

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail 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.

Course Duration

The course may be offered on a full-time basis over 500–1290 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 28 units selected by the student, with the approval of the Head of Department of which –

(a) 7 units at Australian Qualifications Framework level 4 of which:

- a minimum of 5 units having regard to the list of relevant units on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which:

- a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:

- a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training

Authority.

(d) 7 units at Australian Qualifications Framework level 1 of which:

- -a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- -a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate I in Transport and Distribution (Rail Operations)(TDT10402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail 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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 140–230 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 7 units aligned at AQF 1 comprising:

- At least 5 units and up to 7 units from those listed below, and
- Up to 2 suitable units drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA197B	Secure Cargo	20
TDTB2401A	Clean Transportation Units and Facilities for Passenger Use	
TDTB2801A	Maintain and Use Hand Tools	20
TDTC197B	Drive Vehicle	30
TDTD197B	Shift Materials Safely Using Manual Handling Methods	20
TDTD297B	Shift A Load Using Manually-Operated Equipment	20
TDTE397B	Participate in Basic Workplace Communication	40
TDTE597B	Carry Out Basic Workplace Calculations	20
TDTF197B	Follow OHS Procedures	20
TDTF297B	Conduct Housekeeping Activities	20
TDTF997B	Conduct Cleaning Operations in Enclosed Spaces	20
TDTG197B	Work Effectively with Others	40
TDTI297C	Apply Customer Service Skills	30
TDTL197B	Complete Workplace Orientation/Induction Procedures	30
TDTO297B	Follow Security Procedures	40

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

Certificate II in Transport and Distribution (Rail Operations)(TDT20402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail 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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total 14 units, comprising:
(a) 7 units aligned at AQF 2 made up of:

- at least 5 units and up to 7 units from those listed below (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(b) 7 units at AQF 1 made up of:

- at least 5 units and up to 7 units from those listed for the Certificate I in Transport and Distribution (Rail Operations) (aligned at AQF 1), and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA397B	Connect and Disconnect Reefer Units	40
TDTA1497B	Use Product Knowledge to Complete Work Operations	20
TDTB197B	Check and Assess Operational Capabilities of Equipment	40
TDTB2201A	Diagnose and Rectify Minor Faults	30
TDTB2301A	Provide Sanitation and Water Services Support To Passenger Transportation Units	20
TDTB2901A	Use and Maintain Minor Mechanical Equipment	20
TDTD397C	Handle Dangerous Goods/Hazardous Substances	40
TDTD497B	Load and Unload Goods/Cargo	30
TDTD797B	Prepare Cargo for Transfer with Slings	40
TDTD1097B	Operate a Forklift	40
TDTD1297B	Operate Specialised Load Shifting Equipment	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
TDTD1697B	Load and Unload Explosives and Dangerous Goods	30
TDTD2298B	Conduct Weighbridge Operations	20
TDTD4501A	Operate Specialised Light Load Shifting Equipment	40
TDTE197B	Present Routine Workplace Information	40
TDTE701A	Use Communication Systems	20
TDTE897B	Process Workplace Documentation	20
TDTF697B	Apply Accident-Emergency Procedures	20
TDTF1097B	Apply Fatigue Management Strategies	30
TDTF1297B	Apply Safe Procedures when Handling/	

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	Transporting Dangerous Goods or Explosives	30
TDTF1801A	Operate and Maintain Fire-Fighting Equipment	20
TDTF1901A	Ensure a Safe On-Board Passenger and Working Environment	30
TDTF5801A	Apply Safeworking Rules and Regulations to Rail Operations	40
HLTFA1A	Apply Basic First Aid	10
TDTG701A	Work in a Socially Diverse Environment	20
TDTGCSO01A	Operate the On-Train Buffet Car	40
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTJ197B	Apply Quality Procedures	20
TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTL4101A	Monitor and Record Rolling Stock Locations	30
TDTL4601A	Handle Customer Luggage/Property	20
TDTL4801A	Prepare for Train Departure	20
TDTO1198B	Provide Revenue Protection Measures	20
TDTO1398B	Administer the Security of Assets and Facilities	20
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTU701A	Care for the Environment	20

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

Certificate III in Transport and Distribution (Rail Operations) (TDT30402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail 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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 335–1260 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 21 units, comprising:
(a) at least 5 units and up to 7 units aligned at AQF 3 made up of:
- at least 3 units and up to 7 units from those listed below (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(b) and at least 7 units and up to 9 untis at AQF 2 made up of:
- at least 5 units and up to 9 units from those listed fro the Certificate II in Transport and Distribution (Rail Operation) (aligned at AQF 2), and

- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c) and 7 units aligned at AQF 1 made up of:
- at least 5 untis and up to 7 units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA297B	Maintain Container/Cargo Records	20
TDTA497B	Process Receipt and Delivery of Containers and Cargo	40
TDTA897B	Transfer Cargo	40
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40
TDTB297B	Test Equipment and Isolate Faults	20
TDTB1801A	Conduct Full Train Examination	40
TDTB1901A	Test Train Braking Equipment	30
TDTB2001A	Visually Inspect Stationary Train	80
TDTB2101A	Conduct Train Roll By Inspection	20
TDTB2501A	Prepare, Start and Shut Down Motive Power Unit	150
TDTB2601A	Prepare for Train Operation	40
TDTB2701A	Set Up and Shut Down On-Train Remote Control System	30
TDTC1197B	Transport Passengers with Disabilities	40
TDTC1701A	Shunt Rolling Stock	120
TDTC1801A	Operate On-Train Remote Control System	40
TDTC2101A	Drive Tram	40
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1597B	Identify and Label Explosives and Dangerous Goods	20
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3698B	Operate a Boom Type Elevating Work Platform	30
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4301A	Shift Loads Using Gantry Equipment	80
TDTD4401A	Shift Loads Using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements for a Mobile Crane	20
TDTE1801a	Maintain Freight Records	20
TDTE1901A	Work with Travel Agencies and Sales Outlets	40
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF1397B	Coordinate Breakdowns and Emergencies	30
TDTF5401A	Apply 'Code of Practice for the Defined Interstate Rail Network' To Shunting on the Network	20
TDTFA2A	Apply Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTI397B	Provide Customer Service in Passenger Vehicles/Vessels	20
TDTI797C	Provide Freight Forwarding Information to Customers	40
TDTI998B	Provide On-Board Services to Customers	20
TDTGCST03A	Process Customer Complaints	10

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BSBCMN310A	Deliver and Monitor a Service to Customers	35
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
TDTL3501A	Allocate Motive Power	20
TDTL3901A	Assist with Train Operations	200
TDTL4501A	Organise Services for Special Events	20
TDTL5101A	Plan Train Consists	20
BSBCMN302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDTO1298A	Manage Disruptive and/or Unlawful Behaviour	20
TDTO1501A	Maintain Security of Railway Property and Revenue	30
TDTO1601A	Apply and Monitor Workplace Security Procedures	40
TDTQ498B	Organise Freight Invoicing and Payment	30
TDTQ1301A	Advise on and Construct Fares for Customers	30

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

Certificate IV In Transport And Distribution (Rail Operations) (TDT40402)

Career Opportunities
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail 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.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 450–1710 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 28 units, comprising:
(a) 7 units aligned at AQF 4 made up of:
• at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and
• up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and the 17 compulsory units listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations)
(c) and 4 other units made up of:
• at least 2units and up to 4 units from the remaining units listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
• up to 2 suitable units (aligned at AQF levels 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA697B	Organise and Monitor Terminal/Wharf Operations	40
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTC1401A	Prepare, Operate, Monitor and Stable Steam Locomotive	80

TDTC1501A	Prepare, Operate, Monitor and Stable Motive Power Unit	160
TDTC1601A	Conduct Marshalling Operations	20
TDTC1901A	Drive Train to Operational Requirements	200
TDTC2201A	Operate Passenger Train	120
TDTC2301A	Operate Train with Due Consideration of Route Conditions	200
TDTC2401A	Operate Urban Passenger Train	200
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTE697C	Collect, Analyse and Present Workplace Date and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Accident-Emergency Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTF2101A	Respond to Train-Driving Emergencies and Abnormal Situations	40
TDTF5101A	Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Driving	20
TDTF5201A	Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Controlling	20
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI598B	Market Services and Products to Clients	40
TDTI898B	Monitor Transport Activities at Interchanges	40
TDTI1601A	Service Freight Customers	40
TDTI1701A	Develop Freight Customers	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3401A	Arrange Alternative Passenger Transport	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
TDTL3801A	Organise Marshalling and Shunting Operations	40
TDTL4001A	Plan and Control Daily Train Operations	30
TDTL4201A	Control Rail Traffic Movement	30
TDTL4301A	Allocate Freight	20
TDTL4401A	Organise Freight Yard Movement	40
TDTL4701A	Coordinate Train Movement Activities	30
TDTL4901A	Develop Train Plans and Schedules	30
TDTL5001A	Allocate Rolling Stock	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
TDTP197B	Develop Plans to Meet Customer and Organisation Needs	40
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTQ1001A	Maintain Customer Credit Accounts and Services	20
TDTU101A	Implement and Monitor Environment Protection Policies and Procedures	20

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

Certificate I In Transport And Distribution (Stevedoring) (TDT10302)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring 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.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a full time basis over 140–230 nominal hours or part time equivalent.

Course Structure

The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate II In Transport And Distribution (Stevedoring) (TDT20302)

Career Opportunities

Contact the Department on 9284 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring 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.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a full time basis over 240–510 nominal hours or part time equivalent.

Course Structure

The structure of the course comprises a minimum of 14 units selected by the student, with the approval of the Head of Department of which -

(a) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which

• a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) 7 units at Australian Qualifications Framework level 1 of which

• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate III In Transport And Distribution (Stevedoring) (TDT30302)

Career Opportunities

Contact the Department on 9284 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring 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.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a full time basis over 355–910 nominal hours or part time equivalent.

Course Structure

The structure of the course comprises a minimum of 21 units selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which

• a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:

• a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) 7 units at Australian Qualifications Framework level 1 of which:

• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV In Transport And Distribution (Stevedoring) (TDT40302)

Career Opportunities

Contact the Department on 9284 7600.

Scope of Delivery

Contact the Department on 9284 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring 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.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a full-time basis over 460–1260 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 28 units selected by the student, with the approval of the Head of Department of which:

(a) 7 units at Australian Qualifications Framework level 4 of which

• a minimum of 5 units having regard to the list of relevant units on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which

• a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which

• a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• (ii) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(d) 7 units at Australian Qualifications Framework level 1 of which

• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.

• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate I In Transport And Distribution (Administration) (TDT11102)

For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate II In Transport And Distribution (Administration) (TDT21102)

For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate III In Transport And Distribution (Administration) (TDT31102)

For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate IV In Transport And Distribution (Administration) (TDT41102)

For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate I in Funeral Services (WFS10202)

Career Opportunities

Contact the Department on 9284 7600.

Course Objective

This course aims to provide an induction for people wishing to gain entry into the Funeral Services 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.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a part-time basis over 140 nominal hours

Course Structure

Core Units (totalling 140 nominal hours)

WFSCCR101A	Communicate appropriately with colleagues and clients	40
WFSCCR102A	Deal with grief and trauma	20
WFSPCS101A	Work effectively in the funeral services industry	30
WFSABO101A	Process funeral services industry documentation	20
WFSPCS103A	Carry out gravedigging and grounds maintenance OHS procedures	30
WFSPCS102A	Carry out general OHS procedures	30

Certificate II in Funeral Services (Grounds and Maintenance)(WFS20402)

Career Opportunities

Contact the Department on 9284 7600.

Course Objective

This course aims to provide entry-level training for people wishing to work as general grounds maintenance workers.

Entry Requirements

To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria

Contact the Department on 9284 7600.

Course Duration

The course may be offered on a part-time basis over 344–356 nominal hours.

Course Structure

Core Units (totalling 334 nominal hours)

WFSCCR101A	Communicate appropriately with colleagues and clients	40
WFSCCR102A	Deal with grief and trauma	20
WFSPCS101A	Work effectively in the funeral services industry	30
WFSPCS103A	Carry out gravedigging and grounds maintenance OHS procedures	30
WFSTVM201A	Carry out workplace measurements and calculations	20

WFSTVM203A   Inspect and maintain vehicles and equipment   20
WFSTVM204A   Operate ride-on vehicles and
      trailed/mounted equipment   20
MEM18.1AB   Use hand tools   20
MEM18.2AA   Use power tools/hand held operations   20
TDTC197A   Drive vehicle   30
WFSBGM204A   Carry out general maintenance activities   20
RUHHRT203A   Plant trees and shrubs   22
RUHHRT208A   Prune shrubs and small trees   22
WFSBGM201A   Provide general grounds care   20
Elective units

One elective unit (totalling a minimum of 10 nominal hours) selected by the student with the approval of the Head of Department having regard to:

- the list of relevant units in the Funeral Services Industry Training Package FWS02 (Version 1.01, 2002);
- any other Training Package endorsed by the Australian National Training Authority at Australian Qualifications Framework Level 2 or higher.

Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
This course aims to provide training for people wishing to work as gravediggers and / or grounds maintenance workers.

Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Contact the Department on 9284 7600.

Course Duration
The course may be offered on a part-time basis over 562–811 nominal hours.

Course Structure
Core Units (totalling 266 nominal hours)
WFSCCR101A   Communicate appropriately with colleagues
      and clients   40
WFSCCR102A   Deal with grief and trauma   20
WFSPCS101A   Work effectively in the funeral services industry   30
WFSPCS103A   Carry out gravedigging and grounds maintenance
      OHS procedures   30
WFSTVM201A   Carry out workplace measurements and
      calculations   20
WFSTVM203A   Inspect and maintain vehicles and equipment   20
WFSTVM204A   Operate ride-on vehicles and trailed/mounted
      equipment   20
MEM18.1AB   Use hand tools   20
MEM18.2AA   Use power tools/hand held operations   20
TDTC197A   Drive vehicle   30
BCC1006A   Use small plant and equipment   16
Specialist units (totalling a minimum of 180 nominal hours)
Students must complete all units from one of the following specialist streams:
Gravedigging Stream
WFSABO101A Process funeral services industry documentation   20
WFSBCR310A Perform grave probes   10
WFSBCR311A Prepare for gravedigging   10
WFSBCR312A Perform manual gravedigging   20
WFSBCR314A Backfill and make good graves   10

WFSBCR315A Perform a grave collapse consolidation   30
WFSBCR316A Re-open a grave   30
WFSBCR317A Perform exhumations   30
WFSCCR201A Provide service to customers   20
Grounds Maintenance Stream
BCG2009A   Carry out concrete work   40
RUHHRT203A Plant trees and shrubs   22
RUHHRT208A Prune shrubs and small trees   22
RUHHRT345A Install metal structures and features   65
WFSBGM201A Provide general grounds care   20
WFSBGM204A Carry out general maintenance activities   20
WFSBGM302A Install brick or block structures and features   65
WFSBGM303A Carry out plaster work   30
Elective units (totalling a minimum of 116 nominal hours) -

(i) Students undertaking the Gravedigging specialist stream must complete five elective units

(ii) Students undertaking the Ground Maintenance specialist stream must complete three elective units.

All units are to be selected by the student with the approval of the Head of Department having regard to the list of relevant units in the Funeral Services Industry Training Package FWS02 (Version 1.01, 2002), with a maximum of one unit selected from units at Australian Qualifications Framework Level 2 or higher from any other training package endorsed by the Australian National Training Authority.

School of Further Education, Arts & Employment Services

The School of Further Education, Arts and Employment Services consists of seven Departments/Units offering the following programs:

Department of Adult Literacy and Work Education

Includes Work Education Programs; Adult General Education Programs; Concurrent Assistance and Communication Skills servicing across the TAFE Division; as well as the management of the Maths Learning Centre, Literacy Learning Centre and Study Labs.

Department of Arts, VCE and Preparatory Programs

Includes 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 Professional Writing courses. 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.

Department of Employment and Training Services

Manages 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 services 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.

Department of Language Studies

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 recognised 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.

Library and Cultural Studies Unit

Includes courses in Library and Information Services.

Department of Music

The only provider in the Western Region of Melbourne of courses in Contemporary Performance, Music Business and Technical Production which commenced in 1999 at the Sunbury Campus. The Head of Department 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 through liaison with the Melba Conservatorium of Music, higher education faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

Department of Visual Arts, Design and Multimedia

Includes courses in Applied Design, Graphic Arts; Multimedia and Visual Art.

The School of Further Education, Arts and Employment Services courses are delivered at City Flinders, City King, Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine and Werribee campuses.

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. 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 mainstream departments in literacy, numeracy and study skills, which supports the University's PASII Policy.

Innovation in delivery and development of programs remains an important focus of the School of Further Education, Arts and Employment Services to ensure that it retains its status as a provider of quality education and training. 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.

Nel Cook
Associate Director
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)
21352VIC	Victorian Certificate of Applied Learning (Foundation) (21352VIC)
21353VIC	Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
21353VICA	Victorian Certificate of Applied Learning (Themed) (21353VICA)
CUF10101	Certificate I in Media (CUF10101)
21263VIC	Certificate I in Vocational Studies (Media)(21263VIC)
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)
30064QLD	Certificate II in Workplace Practices (30064QLD)
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)

Department of Adult Literacy and Work Education–TAFE

Certificates in General Education for Adults

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

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.

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.

Selection Procedures/Selection Criteria
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.

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

Course Structure

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.

Scope of Delivery
Full time, Part-time and Flexible delivery

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.

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.

Selection Procedures/Selection Criteria
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.

Course Duration

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

Course Structure

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
VBM690	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.

Scope of Delivery

Full time, Part-time and Flexible delivery

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.

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.

Selection Procedures/Selection Criteria

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.

Course Duration

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

Course Structure

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.

Scope of Delivery

Full time, Part-time and Flexible delivery

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.

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.

Selection Procedures/Selection Criteria

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.

Course Duration

The course may be offered on a full-time basis over 260 nominal hours or part-time equivalent.

Course Structure

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.

Victorian Certificate of Applied Learning (VCAL)

Foundation VCAL (21352VIC)

Intermediate VCAL (21353VIC)

Themed VCAL (21353VICA)

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19years.

It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience.

The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities.

Victorian Certificate of Applied Learning is offered at Footscray Nicholson Campus and Werrribee (dependent on numbers). For further information contact (03)9284 8926.

Certificate I in Media(CUF10101)

For further information please contact the Department of Adult Literacy & Work Education on 9284 8856

Certificate I in Vocational Studies(21263VIC)

For further information please contact the Department of Adult Literacy & Work Education on 9284 8856

Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)

Career Opportunities
Further education and training, traineeships and apprenticeships

Scope of Delivery
This course is offered on a full-time basis.

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.

Selection Procedures/Selection Criteria
Selection is conducted via individual interviews.

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
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.

Scope of Delivery
This course is offered full time at Footscray Nicholson Campus, and part-time at Werribee Campus.

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.

Selection Procedures/Selection Criteria

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.

Scope of Delivery

This course is offered on a full-time basis over 2 years.

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.

Selection Procedures/Selection Criteria

Selection is conducted via individual interviews/group workshops.

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

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 II in Workplace Practices (30064QLD)

Career Opportunities

Various or further study.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course aims to provide students with the knowledge and skills to gain:

- experience of workplace culture;
- an appreciation and understanding of generic workplace expectations; and
- requirements to gain employment.

Entry Requirements

There are no formal entry requirements for entry to the course but students must possess basic literacy skills.

Selection Procedures/Selection Criteria

Selection is conducted via individual interviews.

Course Duration

The course may be offered on a full-time basis over 320–400 nominal hours or part-time equivalent.

Course Structure

Core Modules (at least 275 nominal hours)

Code		Hours
GENWCC201	Analyse work –culture characteristics	10
GENIWR201	Demonstrate knowledge of industrial and workplace relations	15
GENOHS201	Work safely according to OHS principles and procedures	15
GENPAS201	Project workplace behaviour and image	5
GENPMG201	Manage personal work performance	10
GENIEW201	Interact effectively in a workplace	10
GENPCD201	Access employment and training options	15
GENJAS201	Develop job acquisition strategies	15
GENENP201	Demonstrate an enterprising approach in an approved project	20
GENSWL201	Structured Workplace Learning 2	160– 240

Electives (cumulatively at least 45 nominal hours)

At least one unit (at or above Australian Qualifications Framework Level II) selected by the student, with the approval of the Head of Department, having regard to any nationally endorsed Training Package or any endorsed competency standard accredited by the Australian National Training Authority.

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

Scope of Delivery

This course is offered on a full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Selection is conducted via individual interviews.

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

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

Electives units (450 Hours)

VBG762	Functional Communication and Numeracy Skills	100
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.

Scope of Delivery

Flexible delivery.

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.

Selection Procedures/Selection Criteria

Students may self select of be referred by teachers.

Course Duration

This course may be offered up to 200 nominal hours or part-time equivalent.

Course Structure

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)

Career Opportunities

Laundry Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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)

Career Opportunities

Laundry Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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)

Career Opportunities

Laundry Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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)

Career Opportunities

Dry Cleaning Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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)

Career Opportunities

Dry Cleaning Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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)

Career Opportunities

Dry Cleaning Operations.

Scope of Delivery

This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

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

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, VCE and Preparatory Programs

The Department of Arts, VCE and Preparatory Programs–TAFE conducts 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	
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)
14795VIC	Course in Women's Access (14795VIC)
21379VIC	Course in Gateway to Nursing and the Health Sciences (21379VIC)
21380VIC	Course in Preparation for Tertiary Studies (Arts) (21380VIC)
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)
21352VIC	Victorian Certificate of Applied Learning (Foundation) (21352VIC)
21353VIC	Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
21353VICA	Victorian Certificate of Applied Learning (Themed) (21353VICA)
2200LZV	Victorian Certificate of Education (2200LZV)

Jacinta Richards
Head, Department of Arts and Preparatory Programs–TAFE

Certificate IV in Professional Writing and Editing (21123VIC)

Career Opportunities

Creative writing, journalism, editing and publishing.

Scope of Delivery

The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no modules available through flexible delivery.

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.

Selection Procedures/Selection Criteria

Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000–2000 words (fiction and/or non-fiction—no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

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.

Scope of Delivery

The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no modules available through flexible delivery.

Course Objectives

The course aims to:

- provide students 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.

Selection Procedures/Selection Criteria

Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000–2000 words (fiction and/or non-fiction—no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (544 nominal hours).

Course Structure

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

Code	Title	Points
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 three 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.

Scope of Delivery
Delivered full-time only at Footscray Nicholson Campus.

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.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and are assessed to determine their language levels.

Course Duration
The course is offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

Code		Hours
VBJ707	Oral Communication 1B	40
VBJ708	Reading & Writing 1B	40
VBJ709	Numeracy 1B	40
VBJ710	Electronic Texts 1B	40
VBJ711	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

Scope of Delivery
Delivered full-time only at Footscray Nicholson Campus.

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.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and are assessed to determine their language levels.

Course Duration
The course is offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

Code		Hours
VBJ712	Oral Communication 2	80
VBJ713	Reading & Writing 2	80
VBJ714	Numeracy 2	80
VBJ715	Electronic Texts 2	80
VBJ716	Diagrammatic Texts 2	80

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

Course in Women's Access (14795VIC)

Career Opportunities
These programs are designed to meet the needs of women wanting to return to study or the workforce, or in other ways wanting to improve their skills.

Scope of Delivery
This course is offered on a full time and part-time basis.

Course Objective
Women's Access programs provide training and educational services for women in a supportive and non-threatening environment. The staff are committed to encouraging women's growth and empowerment.

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.

Selection Procedures/Selection Criteria

As part of the selection process students attend an interview or information session. After assessment to determine their literacy levels, students are placed in appropriate classes.

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

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.

Course in Gateway to Nursing and the Health Sciences (21379VIC)

Career Opportunities

This is a bridging course that leads to nursing and other health sciences.

Scope of Delivery

This course is offered on a part-time basis.

Course Objectives

This course aims to provide students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.

Entry Requirements

To qualify for admission to the course applicants must demonstrate that they have:

• competency in reading, and writing, equivalent to the National Reporting System Level 4, and

• numeracy skills equivalent to the National Reporting System Level 2.

The general English language proficiency of students entering the course will be a minimum of the Australian Second Language Proficiency Rating 2+ or IELTS 6.

Selection Procedures/Selection Criteria

All applicants will be interviewed and required to take a literacy and numeracy test.

Course Duration

The course may be offered on a full-time basis over at least 260 nominal hours or part-time equivalent.

Course Structure

Core Units (190 nominal hours)

Code		Hours
VBM510	Learning to Learn	90
VBM692	Numeracy & Mathematics	100
VBN049	Human Biology for Health Sciences	70
Elective Units		
VBN050	Chemistry for the Life of Sciences	50

Assessment

Assessment is based on attendance, completion of essays, assignments, reports and tests.

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

Course in Preparation for Tertiary Studies (Arts) (21380VIC)

Career Opportunities

This is a bridging course leading into Arts Degrees.

Scope of Delivery

This course is offered on a part-time basis over one year.

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)(21380VIC) 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.

Selection Procedures/Selection Criteria

Applicants will be assessed via an interview for suitable literacy levels.

Course Duration

The course may be offered on a part-time basis over 180 nominal hours.

Course Structure

VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54
VBN048	Humanities Lecture Program Theory and Practicum	36

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.

Scope of Delivery
Full-time or part-time at the Footscray Nicholson Campus.

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.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and are assessed to determine their language levels.

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.

Scope of Delivery
Full-time; part-time; flexible delivery.

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.

Selection Procedures/Selection Criteria
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
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.

Scope of Delivery
Full-time; part-time; flexible delivery.

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.

Selection Procedures/Selection Criteria
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
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.

Scope of Delivery
Full-time; part-time; flexible delivery.

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.

Selection Procedures/Selection Criteria
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
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.

Scope of Delivery
This course is offered on a full time and part-time basis. Some modules are offered via flexible delivery.

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).

Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and 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

Stage One Certificate IV

Core Modules

Code		Hours
VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54

Stream Modules

Code		Hours
BSBCMN107A	Operate a personal computer	10
BSBCMN108A	Develop Keyboard skills	10
BSBCMN213A	Produce simple word-processed 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**

Code		Hours
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 Applied Learning (VCAL)

Foundation VCAL (21352VIC)

Intermediate VCAL (21353VIC)

Themed VCAL (21353VICA)

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19years.

It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience.

The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities.

Certificate of Applied Learning is offered at Footscray Nicholson Campus. For further information contact (03)9284 8926.

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.'

Scope of Delivery

This course is offered on a full-time and part-time basis.

Course Duration

Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

Selection Procedures/Selection Criteria

Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at: Unit 3 and 4, prerequisite courses of Units 1 and 2 must be completed. All students over 18 are eligible for enrolment.

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
VA307	Business Management 1	72
VA307	Business Management 2	72
VA353	Foundation Maths 1	72
VA353	Foundation Maths 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 3	85
VA241	Physics 4	85
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
VA271	Literature 3	68
VA271	Literature 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
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.

Department of Employment & Training Services

The Department of Employment and Training Services delivers and manages a range of services in response to community, business and government needs, including educational and training services, community and business support, and strategic partnerships and alliances. Current services and programs include:

Jobs Plus New Apprenticeships Centre

Provides New Apprenticeships Support Services in the Melbourne metropolitan area. As a New Apprenticeships Centre (NAC), Jobs Plus is contracted by the Commonwealth Government to provide support services, including advice, information and administration, to employers, apprentices, trainees, registered training organisations and others in the New Apprenticeships system. For more information contact: 03 9284 8533.

Jobs Plus Employment Services

Provides Job Placement services in the Melbourne Metropolitan area. Job Placement is an employer-focused recruitment service and assists eligible job seekers access many diverse jobs. For more information contact: 03 9248 1148.

Community Initiatives Program

A work-experience scheme funded under the Commonwealth Government's Community Work Coordinator Services Contract, develops work skills and provides recent field experience for unemployed people. The Program works with organisations such as Rotary, councils, neighbourhood houses, researchers and other non-government organisations to develop and conduct projects of benefit to the local community. For more information contact: 03 9284 7311.

Community Jobs Program

The Community Jobs Program – Jobs and Training (CjP) is a component of the State Government's employment and training initiative to enhance the employment prospects of long-term unemployed people, and those at risk of becoming long-term unemployed. Participants receive up to 15 weeks paid employment and nationally accredited training. CjP funds government and not-for-profit organisations in projects that provide local employment and skills development linked to ongoing employment opportunities. For more information contact: 03 9284 7002.

Youth Pathways Program

Provides transitional support and guidance to young people 15–19 years 'at risk' of leaving education and training. Program participants complete a customised pathways plan which maps out the steps to be undertaken by the young person to achieve their training and vocational goals. Participants are followed up six months after they have completed their initial training. The Program is an initiative funded by the Victorian Office of Training and Tertiary Education. For more information contact: 03 9284 8755.

Training and Assessment Services

The Department offers training and assessment services, including the New Apprenticeships Access Program (NAAP). NAAP is an introductory training program offered in various disciplines, combining accredited training with practical placement in industry. Training has been conducted in the areas of Building and Construction, Retail, Hospitality and Administration. The Program is designed as a pathway into traineeships and apprenticeships. A range of career selection programs is offered through Victoria University's Short Course Centre:

- Victoria Police Education Entrance Exam
- Preparation for Police Entrance Exam Program
- Metropolitan Ambulance Services Standard Entry Aptitude Test, and
- Preparation for Career Selection Tests Program

For further enquiries, please call: 03 9248 1121.

Maree Wheelens
Head, Department of Employment and Training Services–TAFE

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) [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)
90989NSW	Course in Preliminary Spoken and Written English (90989NSW)
90994NSW	Certificate I in Spoken and Written English (90994NSW)
90993NSW	Certificate II in Spoken and Written English (90993NSW)
90992NSW	Certificate III in Spoken and Written English (90992NSW)

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) [English for Health Professionals]

Certificate IV in ESL (Academic Purposes)(14374VIC)

Career Opportunities
Further study.

Scope of Delivery
Full-time or part-time basis.

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.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

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

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.

Scope of Delivery
Full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

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.

Scope of Delivery

Full-time or part-time basis.

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.

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

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

Further education and general employment.

Scope of Delivery

This course is available only to students concurrently enrolled in other courses with Victoria University.

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.

Selection Procedures/Selection Criteria

To qualify for selection into this course the learner should be enrolled in a program of vocational or further education at Victoria University.

Course Duration

Up to 200 nominal hours or part-time equivalent.

Course Structure

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.

Course in Preliminary Spoken and Written English (90989NSW)

Certificate I in Spoken and Written English (90994NSW)

Certificate II in Spoken and Written English (90993NSW)

Certificate III in Spoken and Written English (90992NSW)

Career Opportunities:

Further education and general employment.

Scope of Delivery:

The course/s may be offered on a full time or part-time basis.

Course Objective:

The courses aim to develop language level and literacy skills.

Entry Requirements:

To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:

These courses may be offered on a full time or part-time basis.

Course in Preliminary Spoken and Written English is 200 nominal hours.

Certificate I in Spoken and Written English is 300 nominal hours.

Certificate II in Spoken and Written English is 300 nominal hours

Certificate III in Spoken and Written English is 300 nominal hours

Course Structure:

Course in Preliminary Spoken and Written English - Compusory:

90989NSWA	Orientation to Literacy and Numeracy	100
90989NSWB	Orientation to Communication Skills	100

Certificate I - Compusory:

90994NSWA	Beginner Strategies for Learnin	75
90994NSWB	Beginner Communication Skills	75

Certificate II Compusory:

90993NSWA	Building Listening and Speaking Skills	75
90993NSWB	Beginning Reading and Writing Skills	75

Certificate III Compusory:

90992NSWA	Developing Listening and Speaking Skills	75
90992NSWB	Developing Reading and Writing Skills	75

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

Library and Cultural Studies

The Library and Cultural 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)
CUL20299   Certificate II in Museum Practice (CUL20299)

Ian Rogers
Head of Unit, Library and Cultural Studies– TAFE

Diploma of Library and Information Services (CUL50199)

incorporating:

Certificate III in Library and Information Services (CUL30199)

Career Opportunities

Library assistant, library technician.

Scope of Delivery

Library studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

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.

Selection Procedure/Selection Criteria

Full-time students must apply through VTAC. Selection may involve an interview process.

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

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).

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

The Advanced Diploma of Library and Information Services (CUL60199) is also available upon demand.

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

Certificate II in Museum Practice (CUL320299)

For further information please contact the Library and Cultural Studies Unit on 9284 8633.

Music Programs

TAFE Music currently offers six courses in the areas of Music Performance, Technical Production and Music 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)
CUS40301	Certificate IV in Music Industry (Business) (CUS40301)
CUS50101	Diploma of Music (CUS50101)
CUS50201	Diploma of Music Industry (Technical Production) (CUS50201)
CUS50301	Diploma of Music Industry (Business)(CUS50301)

Jennifer Turner
Head of Department, Music Department.

Certificate IV in Music (CUS40101)

Career Opportunities

Comtemporary performer, composer or arranger. Music technology, self management, promotion and marketing.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course aims to meet the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.

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. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria

An interview and audition are also required for this course.

Course Duration

This course is offered on a full-time basis for 1 year, over a nominal duration of 561 hours.

Course Structure

To attain the Certificate IV in Music (CUS40101) 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 or the Certificate IV Unit Bank. Selection of units will be made by the school.

Group A

Code		Hours
CUSADM08A	Address copyright requirements	18
CUSSAF02A	Follow health, safety and security procedures in the music industry	9
CUSBGE17A	Maintain and apply music industry knowledge	69

Group B

CUSMCP02A	Compose a simple song or tune	36
CUSMPF08A	Contribute to backup accompaniment for a performance	35
CUSMCP03A	Create a simple accompaniment for a song or tune	35
CUSMPF03A	Develop and maintain stagecraft skills	70
CUSMPF10A	Develop and practise improvisation	36
CUSMPF09A	Evaluate and extend performance technique	33
CUSMGE12A	Maintain and expand music knowledge and critical listening skills	69
CUSMPF15A	Perform music as a soloist	70

CUSMPF11A	Perform music as part of a group	69
CUSMPF12A	Plan, prepare and present a live audition program	70
CUSMPF04A	Prepare self for performance	35
CUSMGE14A	Read Music for performance and analysis	60
CUSMGE10A	Use MIDI devices or software to compose music	30

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

Sound engineer or producer in the studio, live or theatre settings.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

The 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 including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large 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. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria

Selection is via an interview.

Course Duration

This course is offered on a full time basis for one year, over a nominal duration of 561 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		Hours
CUSTGE01A	Supervise technical operations	36
CUETEM3A	Establish and manage resources and technical requirements	30
CUEOHS1A	Implement workplace health, safety and security procedures	9
CUSADM03A	Manage a project	48
THHGLE16A	Manage physical assets	39
CUETEM2A	Manage systems	30
BSXFMI404A	Participate in, lead and facilitate work teams	50

Group B

CUSSOU14A	Breakdown soundtracks	35
CUSSOU12A	Edit sound using digital systems	84
CUSSOU05A	Install, align and test sound equipment	36
CUSMGE12A	Maintain and expand music knowledge and critical listening skills	85
CUSSOU11A	Operate sound mixing console	69
CUSSOU08A	Operate sound reinforcement system	40

| CUESOU1A | Repair and maintain sound equipment | 39 |
| CUSSOU23A | Specify sound systems | 33 |

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 (Business) (CUS40301)

Career Opportunities

Event, artist or band manager.

Scope of Delivery

This course is offered on a full-time basis..

Course Objectives

This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.

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. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria

An interview is required.

Course Duration

The course is offered on a full-time basis for one year, over nominal duration of 561 hours.

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 (CUS50101)

Career Opportunities

Performer, composer or arranger.

Scope of Delivery

The course is offered on a full-time basis.

Course Objectives

The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements

Applicants for the Diploma of Music (CUS50101) are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants apply through VTAC. 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.

Selection Procedures/Selection Criteria

An interview and audition are required.

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.

Group A

Code		Hours
CUSADM08A	Address copyright requirements	18
CUSSAF02A	Follow health, safety and security procedures in the Music Industry	9

Group B

CUSMGE13A	Apply music knowledge and artistic judgment	85
CUSMGE07A	Analyse harmony	81
CUSMGE04A	Analyse music	69
CUSMCP08A	Arrange music for a brief	35
CUSMCP06A	Compose music for screen using electronic media	36
CUSMCP04A	Compose songs or tunes in a range of styles	36
CUSMGE02A	Develop self as artist	70
CUSMPF17A	Develop technical skills and expand repertoire	69
CUSMPF14A	Perform accompaniment	36
CUSMPF16A	Perform improvisation for audience	36
CUSMPF13A	Plan and prepare a program for performance	70
CUSLRN01A	Provide musical leadership in performance	35

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 Industry (Technical Production) (CUS50201)

Career Opportunities

Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or the broadcast area.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course aims to provide students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

Entry Requirements

Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without 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.

Selection Procedures/Selection Criteria

An interview is required.

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		Hours
CUEOSH1A	Implement workplace health, safety and security procedures	9
CUSBGE17A	Maintain and apply music industry knowledge	84

Group B

CUSMGE13A	Apply music knowledge and artistic judgement	85
CUSSOU15A	Create a final sound balance	84
CUSSOU16A	Develop sound design	51
CUSSOU17A	Develop and implement sound production for a recording	102
CUESMT6A	Follow scores	100
CUSSOU22A	Implement sound design	51
CUSSOU23A	Specify sound systems	35

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 Industry (Business)(CUS50301)

Career Opportunities

Event, artist or band manager. A & R representative. Label manager, promoter, agent or production/tour manager.

Scope of Delivery

The course is offered on a full-time basis.

Course Objectives

This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry including touring, budgets, legal issues, recording and distribution deals, market research, multimedia, planning, promotion and risk management.

Entry Requirements

Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicants prior life and work experiences. All applicants must also lodge a completed Victoria University Supplementary Information Form.

Selection Procedure/Selection Criteria

An interview is required.

Course Duration

This 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 (Business) (CUS50301), sixteen units of competency must be achieved. All units in Group A, six units on Group B and five 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		Hours
CUSADM09A	Address legal and administrative requirements	50
CUSBAD13A	Assess performing and recording deals	35
CUSADM10A	Establish and manage contracts	70
CUSSAF02A	Follow health, safety and security procedures in the music industry	10
CUSBGE17A	Maintain and apply music industry knowledge	85

Group B

CUSMGE13A	Apply music knowledge and artistic judgement	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

Diploma Unit Bank

Units to be selected by the School.

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

Department of Visual Arts, Design and Multimedia

The Department of Visual Arts, 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)
CUF40801	Certificate IV in Multimedia (CUF40801)
CUF30601	Certificate III in Multimedia (CUF30601)
CUF20601	Certificate II in Multimedia (CUF20601)
12857VIC	Diploma of Arts (Visual Art) (12857VIC)

In addition to these courses, the Department of Visual Arts, Design and Multimedia–TAFE conducts training courses for Industry.

John Barmby
Head, Department of Visual Arts, Design and Multimedia–TAFE

Advanced Diploma of Arts (Graphic Design) (12862VIC)

Career Opportunities
Graphic Design, Web Design and production, Graphic Art, Graphic Designer.

Scope of Delivery
This course if offered on a full-time basis.

Course Objectives
Upon completion of the Diploma of Arts (Graphic Art) successful or equivalent 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) or equivalent course.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typrography, 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..

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

Code		Hours
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 Artist, Further education opportunities.

Scope of Delivery
Full-time basis.

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.

Selection Procedures/Selection Criteria
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.

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.

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.

Scope of Delivery

Full-time basis.

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.

Selection Procedures/Selection Criteria

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

All modules are compulsory.

Core Modules

Code		Hours
VBS638	Design Principles & Elements	48
NCS007	Presenting Information	20
VBH332	Thematic Studies in Art & Design	48
VBH336	Consumer Psychology & Marketing	16
VBS641	Drawing	48
VBH338	Introduction to 3D Studies	48
VBH339	Design Principles & Elements 2	48
VBH340	Design Law	16
VBH341	Design & the Environment	16
VBH342	Colour	48
VBS744	Introduction to the Design Process	48
VBS635	Occupational Health & Safety	16
VBS637	Focus on Industry	16

Elective Modules

VBH344	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)

Career Opportunities

Studio based art practice, web design and development, animation and special effects production.

Scope of Delivery

This course is offered on a full-time and part-time basis.

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

Entry to these courses is via an interview and submission of a foilo.

Selection Procedures/Selection Criteria

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
CUEFIN1A	Develop a Budget	30
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
CUSFRAD01A	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
CUFADM02A	Address Copyright Requirements	20
CUFPOP09A	Conduct A Briefing	30
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
CUFIMA07A	Create Titles for Screen Production	30
CUSADM04A	Manage a Major Project	35
CUSRAD02A	Conduct Research	35
CUSSOU12A	Edit Sound using Digital Systems	85

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

Certificate IV in Multimedia (CUF40801)

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

Full-time basis.

Course Objectives

This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:

• Producing animation;
• Producing graphics;
• Editing multimedia material;
• Developing web/intranet/sites/pages;
• Authoring/developing CD ROMs;
• Testing games;
• Designing interfaces.

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.

Selection Procedures/Selection Criteria

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.

Course Structure

To attain a Certificate IV in Multimedia, 15 units must be achieved:

• Three core units from Group A, plus
• Five specialist units from Group B, plus
• Three elective units from Group C, plus
• Two elective units from the Certificate IV unit bank or from another industry training package at Certificate IV level.

Group A Core Units

CUSGEN03A	Collaborate with colleagues in planning and producing a project
CUFGEN01A	Develop and apply industry knowledge
CUFSAF01A	Follow health, safety and security procedures

Group B Specialist Units

CUFMEM02A	Author a multimedia product
CUFIMA05A	Create 3D digital models and images
ICAITB070A	Create code for applications
ICAITB060A	Identify physical database requirements
ICAITI097A	Install and configure a network
CUFMEM03A	Integrate and use a scripting language in authoring a multimedia product
CUFMEM05A	Manage multimedia assets
ICAITB061A	Monitor physical database implementation
ICAITB075A	Use library pre-existing components
CUFWRT07A	Write an interactive sequence for multimedia

Group C Elective Units

CUSADM08A	Address copyright requirements
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product
CUFPOP02A	Break down a script
CUSRAD02A	Conduct research
CUFIMA03A	Create 2D digital animation
CUFIMA04A	Create 3D digital animation
ICPMM65DA	Create web pages with multimedia
CUFLGT03A	Determine lighting requirements and operate lighting
CUSSOU12A	Edit sound using digital systems
CUSADM07A	Establish and maintain work/contractual relationships
ICPMM11BA	Identify components of multimedia
CUSGEN05A	Make presentations
CUSADM03A	Manage a project
CUFEDT05A	Operate a non-linear editing system
ICAITU127A	Operate a system software
CUSGEN04A	Participate in negotiations
CUFIMA01A	Produce and manipulate digital images
ICAITU126A	Use advanced features of computer applications
CUFWRT05A	Write content and/or copy

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

Certificate III in Multimedia (CUF30601)

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives

While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:

• Assisting with graphics
• Producing and updating basic web pages
• Producing multimedia components
• Editing multimedia material
• Producing animation.

Entry Requirements

Current enrolment in VCE Year 12.

Course Duration

This course is offered on a part-time basis over two years.

Course Structure

To attain a Certificate III in Multimedia, 13 units must be achieved:

- 2 core units from Group A, plus
- 6 specialist units from Group B, plus
- 3 elective units from Group C, plus
- 2 elective units from the Certificate III unit bank or from another industry training package at Certificate III level.

Group A Core Units

CUFGEN01A Develop and apply industry knowledge
CUFSAF01A Follow Health, Safety and Security Procedures

Group B Specialist Units

CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product
CUFIMA03A Create 2D digital animation
ICPMM65DA Create web pages with multimedia
ICPMM15DA Develop a multimedia script
CUSSOU12A Edit sound using digital systems
CUFEDT05A Operate a non-linear editing system
ICAITU127A Operate system software
ICAITU126A Use advanced features of computer applications
CUFWRT05A Write content and/or copy

Group C Elective Units

CUSADM08A Address copyright requirements
CUsRAD01A Collect and organise information
CUFMEM14A Create, manipulate and incorporate 2D graphics
ICPMM11BA Identify components of multimedia
ICPMM41CA Incorporate text into multimedia presentations
CUFMEM13A Incorporate, design and edit digital video
ICPMM44CA Incorporate audio into multimedia presentations
CUFIMA01A Produce and manipulate digital images
CUSSOU4A Record sound
CUFCAM01A Set up and operate a basic video camera
CUFMEM12A Update webpages
CUSGEN01A Use and adapt to changes in technology
CULMS413A Use information technology

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

Certificate II in Multimedia (CUF20601)

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives

This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:

- Assisting in updating a web page
- Assisting with a project
- Assisting with animation
- Capturing and manipulating images
- Assisting with production

Entry Requirements

Current enrolment in VCE Year 12.

Course Duration

This course is offered on a part-time basis over one year.

Course Structure

To attain a Certificate II in Multimedia, 9 units must be achieved:

- 2 core units from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units

CUFGEN01A Develop and apply industry knowledge
CUFSAF01A Follow Health, Safety and Security Procedures

Group B Specialist Units

ICPMM63BA Access and use the internet
CUSRAD01A Collect and organise information
CUFMEM14A Create, manipulate and incorporate 2D graphics
ICPMM11BA Identify components of multimedia
ICPMM41CA Incorporate text into multimedia presentations
CUFMEM13A Incorporate, design and edit digital video
ICPMM44CA Incorporate audio into multimedia presentations
ICAITU005B Operate computer hardware
ICAITU006B Operate computing packages
CUFPOP01A Prepare and participate in an electronic media activity
CUFIMA01A Produce and manipulate digital images
CUFCAM01A Set up and operate a basic video camera
CUFMEM12A Update Webpages
CUFMEM01A Use an authoring tool to create an interactive sequence
CULMS413A Use information technology

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

Diploma of Arts (Visual Art) (12857VIC)

Career Opportunities

Visual Artist. Further education opportunities

Scope of Delivery

This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

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 have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

Selection Procedures/Selection Criteria

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 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

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.

School of Human Services, Science and Technology

The School of Human Services, Science and Technology consists of six Departments:

- Child Studies;
- Health Services;
- Information Technology;
- Science and Biotechnology;
- Social and Community Studies;
- Sport, Recreation and Performance.

The School offers courses from Certificate I to Advanced Diploma level, as well as customised professional development programs developed specifically for industry. The School maintains close links with industry and bases its courses on industry-endorsed competency standards so the vocational education and training students receive is up-to-date and relevant to the world of work.

A major focus of the School is to provide support for individuals and enterprises in the workplace, and the provision of on-the-job training to a range of industries. Using flexible teaching and learning materials, enterprises are able to utilise both the University and their own workplaces to deliver training which complements individual enterprise training schedules and work patterns. The School has developed a range of flexible materials to support the delivery of training, which include CD ROM interactive, web-based and distance education.

The School of Human Services, Science and Technology is Victoria's biggest provider of Health Services training, with a facility at the Sunbury campus, and is also a major provider of Aged Care and Sport and Recreation training. The School is the only provider of Performing Arts courses in the Western Region of Melbourne, which are delivered 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. The School is a major provider of animal technology education and training, a feature of which is the animal house development at the Werribee campus together with first class laboratory research facilities.

In Information Technology, the School offers Apprenticeship courses (generally Certificate III level). However, the majority of IT students undertake Certificate IV or Diploma courses which 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.

The School's courses are delivered at the University's St Albans, Sunbury, Melton, Werribee, Sunshine, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses. A significant number of courses are also delivered in industry settings. Programs are also delivered on-the-job in enterprises including hospitals, nursing homes and aged care facilities, and sporting clubs.

The School of Human Services, Science and Technology is also involved in industry consultancy and research. During 2003–2004 the School continues to be involved in research and development projects in biotechnology, aged care, community work, youth work, and disability work. The Department of Sport, Recreation and Performance continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship.

Continuous professional development of staff is a high priority with the School continually developing its staff's industry and training expertise. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year. 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.

Anne Jones
Associate Director
School of Human Services, Science & Technology

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.

The 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, particularly in the western metropolitan region where there is a high level of demand for qualified workers in the Children's Services sector.

The Child Stuides Training Package was under review at the time this material was prepared. Up-to-date information can be obtained by attending the Child Studies Department course information sessions for 2004 courses. Details of these sessions can be obtained by calling the Child Studies Department on 9216 8060.

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)

In addition to these courses, the Department of Child Studies–TAFE conducts professional development programs for Industry and research and consultancies for children's services programs.

Teresa Durka
Acting Head, Department of Child Studies–TAFE

Advanced Diploma of Community Services (Children's Services)(CHC60399)

[In 2004 this course is to be replaced by Advanced Diploma of Children's Services (CHC60202)]

Career Opportunities
Qualified worker, leadership and management roles in the children's services industry.

Scope of Delivery
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.

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

Core Units

Code		Hours
CHCCD3A	Meet information needs of the community	70
CHCCD7A	Support community resources	30
CHCCOM4A	Develop, implement and promote effective communication 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

Twelve 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)

[In 2004 this course is to be replaced by Diploma of Children's Services (CHC50302)]

incorporating

Diploma of Out of School Hours Care (CHC50202)

Career Opportunities

Qualified worker, management of a range of children's services.

Scope of Delivery

On Campus and Industry.

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, and to 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 or working in Children's services, and be assessed by the 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 from work and/or life experience.

Selection Procedures/Selection Criteria

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)

[In 2004 this course is to be replaced by Certificate IV in Out of School Hours Care (CHC40202)]

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Scope of Delivery

Industry.

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

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)

[In 2004 this course is to be replaced by Certificate III in Children's Services (CHC30202)]

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

This course has three specialist streams:

• Centre Based Care Workers;
• Out of School Hours Care Workers;
• Family Day Care Workers.

Scope of Delivery

Full-time, on campus study.

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 attend an interview and testing before undertaking workplace training.

Selection Procedures/Selection Criteria

Application is made via a Direct Application Form.

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 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)

Code		Hours
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)

[In 2004 this course is to be replaced by the Certificate II in Community Services Work (CHC20202)]

Career Opportunities

Family day care worker.

Scope of Delivery

Industry.

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.

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.

Selection Procedures/Selection Criteria

Currently working in relevant Children's Services position.

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

Code		Hours
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

Code		Hours
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.

Department of Health Services

The Department of Health Services conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

Code

21358VIC	Certificate IV in Health (Nursing) (21358VIC)
20003VIC	Course in Cardiopulmonary Resucitation (20003VIC)
20004VIC	Course in Emergency First Aid (20004VIC)
20005VIC	Course in Basic First Aid (20005VIC)
20006VIC	Course in Paediatric Aid (20006VIC)

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Sue Philpott
Head, Health Services Unit–TAFE

Certificate IV in Health (Nursing)(21358VIC)

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.

Scope of Delivery

This course is offered on a full time and part time basis.

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.

Selection Procedures/Selection Criteria

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. This selection test indicates achievement in reading and writing equivalent to National Report System level 4 in English and NRS 3 in Maths.

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

Core Units (830 nominal hours)		Hours
VBM585	Work effectively as a professional nurse	90
HLTCOM4A	Communicate effectively with clients/patients	30
CHCORG4A	Follow the organisation's Occupational Health and Safety policies	30
BSBCMN205A	Use business technology	30
VBM587	Undertake client assessment	90
VBM588	Deliver nursing care to clients	140
VBM589	Develop research skills to support nursing practice	20
VBM591	Implement infection prevention and undertake wound management	80
VBM590	Apply professional nursing practice to client care in residential aged care facilities	50
VBM592	Provide individualised health education to clients	60

VBM593	Contribute to the health and wellbeing of patients and clients (Rehabilitation and Community)	30
VBM594	Participate in providing palliative care;	50
VBM595	Participate as a preceptor in a work team	30
CHCDIS3A	Provide services to people with disabilities	50
VBM596	Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders	50

Elective Unit

One unit selected by the student, with the approval of the Head of Unit, from:

HLTIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20
HLTIR4A	Work effectively in a cross-cultural context with Aboriginal and Torres Strait Islander people and organisations	20

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

Course in Cardiopulmonary Resucitation (20003VIC)

For further information please contact the Health Services Unit on 9218 3231

Course in Emergency First Aid (20004VIC)

For further information please contact the Health Services Unit on 9218 3231.

Course in Basic First Aid (20005VIC)

For further information please contact the Health Services Unit on 9218 3231.

Course in Paediatric Aid (20006VIC)

For further information please contact the Health Services Unit on 9218 3231.

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)
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)
ICA40299	Certificate IV in Information Technology (Database Administration) (ICA40299)
ICA40699	Certificate IV in Information Technology (Programming) (ICA40699)
ICA40599	Certificate IV in Information Technology (Technical Support) (ICA40599)
ICA41001	Certificate IV in Information Technology (Website Administration) (ICA41001)
ICA41101	Certificate IV in Information Technology (Website Design) (ICA41101)
21378VIC	Diploma of Information Technology (Computer Science) (21378VIC)
ICA50299	Diploma of Information Technology (Software Development) (ICA50299)
21104VIC	Diploma of Information Technology(21104VIC) [Specialising in Multimedia]
ICA50601	Dual Diploma – Diploma of Information Technology (Webiste Development)(ICA50601) and
ICA50701	Diploma of Information Technology (Internetworking)(ICA50701)

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

Sharon Brown
Head, Department of Information Technology–TAFE

Certificate I in Information Technology (ICA10101)

Career Opportunities

Computer operator.

Scope of Delivery

Evening classes are offered on two evenings per week for 20 weeks. Day classes will be offered over 15 weeks.

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.

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.

Selection Procedures/Selection Criteria

Selection will be based on details provided in the written application.

Course Duration

The course involves 170 hours of study

Course Structure

There are six 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.

Scope of Delivery

This course is offered to full-time students at the Werribee Campus.

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.

Selection Procedures/Selection Criteria

Selection will be based on details provided in the written application.

Course Duration

The course may be offered on a full-time basis over six months or part-time equivalent (350–620 nominal hours).

Course Structure

The Certificate III includes 280 hours of core competencies and 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

Software

Competency Code	Competency Title	Hours
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)

Career Opportunities

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

Scope of Delivery

This course is offered as an Industry Based Traineeship only.

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

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.

Scope of Delivery

This course is offered to Industry only.

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

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

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

Elective Units

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.

Scope of Delivery

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 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.

Selection Procedures/Selection Criteria

Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration

One year full time or two–three years part time.

Course Structure

The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. 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 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)

Career Opportunities

Network Administrator.

Scope of Delivery

This course is offered to Industry only.

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 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

Core Units (560 nominal hours)

ICAITI097B	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
ICAITI100B	Build an internet infrastructure	50
ICAITS106B	Action & complete change requests	60
ICAITTW027B	Relate to clients on a business level	40

Two from the following:

Elective Units (60–190 nominal hours)

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)

Career Opportunities

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

Scope of Delivery

This course is offered to Industry only.

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:

ICAITTW001C	Work effectively in an information technology environment
ICAITTW002C	Communicate in the workplace
ICAITU004C	Apply Occupation Health and Safety Procedures
ICAITU005C	Operate computer hardware

ICAITU006C   Operate computing packages
ICAITU007C   Maintain equipment and consumables
ICAITU013C   Integrate commercial computing packages
ICAITS014C   Connect hardware peripherals
ICAITS015C   Install software applications
ICAITS017C   Maintain system integrity
ICAITU021C   Design organisational documents using commercial
                 computing packages

Recognition of prior learning may be available based on skills and knowledge acquired 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

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
		390

Two from the following:

Elective Units (60–190 nominal hours)

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
ICAITS124B	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 (Database Administration)

(ICA40299)

Career Opportunities

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

Scope of Delivery

This course is offered to Industry only.

Course Objectives

This course is designed for students wishing to gain skills and a basic qualification in the use and design of databases. In particular the role of database administrator will be covered with issues surrounding security accuracy and currency of data as opposed to data entry. Students will cover topics such as SQL keys and normalisation of databases.

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 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 of between 770–920 nominal hours or part-time equivalent.

Course Structure

Core units

ICAITB060B	Identify physical database requirement	40
ICAITB061B	Monitor physical database implementation	20
ICAITB070B	Create code for applications	200
ICAITD128A	Create user and technical documentation	20
ICAITPM129A	Apply skills in project management	20
ICAITS020C	Install and optimise system software	20
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
ICAITS106B	Action and complete change requests	60
ICAITS108B	Complete database backup and recovery	30
ICAITS113B	Identify and resolve common database performance problems	30
ICAITS119B	Monitor and administer systems security	30
ICAITS125B	Monitor and administer a database	30
ICAITU126A	Use advanced features of computer applications	40
ICAITU127B	Operate system software	50

Elective Units (a minimum of 60 nominal hours)

Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units on page 53 to 54 in the Information Technology Training Package ICA99, Version3 (published 2002);

Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

• Information Technology Training Package ICA99, Version3 (published 2002);

• Victorian Implementation Guide Information Technology Training Package, Version 2 (published 2002);

• any other relevant training package endorsed by the Australian National Training Authority.

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

Certificate IV in Information Technology (Programming)(ICA40699)

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.

Scope of Delivery

This course is offered to Industry only.

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	20
ICAITS115B	Maintain equipment and software in working order	40

ICAITS021C	Connect internal hardware components	20
ICAITT078B	Perform unit test	10
ICAITT079B	Perform integration test	10
ICAITT080B	Perform specific unit test for 00 class	10
ICAITU127B	Support system software	50
ICAITU028C	Customise packaged software applications for clients	60 60
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITS030B	Install software to networked computers	40
ICAITS020C	Install and optimise system software	20
ICAITI091B	Conduct post implementation review	20
ICAITB135A	Create a simple mark-up language document to specification	20
ICAITB137A	Produce basic client side script for dynamic web pages	25
ICAITB136A	Use SQL to create database structures and manipulate data	40
ICAITS116B	Undertake capacity planning	50
ICAITS120B	Administer and configure a network operating system	50
ICAITAD057A	Manage a reuse library	20
ICAITI101B	Install and manage network protocols	40
ICAITS124B	Monitor and administer network security	20
ICAITS117B	Maintain custom software	40
ICAITS109B	Evaluate system status	20
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITS035C	Assist with analysis of emerging technology	40
ICAITS023B	Provide one to one instruction	10
ICPMM65dA	Create web pages with multimedia	50
ICAITI100B	Build an Internet infrastructure	
ICAITU126B	Use advanced features of computer applications	40

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

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

Career Opportunities

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

Scope of Delivery

This course is offered as to Industry only.

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– 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:

Code		Hours
ICAITS029B	Install network hardware to a network	40
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITS120B	Administer & configure a network operating system	50
ICAITI101B	Install and manage network protocols	40
ICAITS033B	Assist with policy development for client support procedures	20
ICAITS035C	Assist with analysis of emerging technology	40
ICAITS034B	Determine and action network problem	30
ICAITI100B	Build an Internet infrastructure	50
ICPMM65dA	Create web pages with multimedia	50
ICAITS106B	Action and complete change requests	60
ICAITS024C	Provide basic system administration	20
ICAITS116B	Undertake capacity planning	50
ICAITS121A	Administer network peripherals	20
ICAITI099B	Build an intranet	40
ICAITS020C	Install and optimise system software	20
ICAITS108B	Complete database back-up and recovery	30
ICAITS113B	Identify and resolve common database performance problems	30

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

Certificate IV in Information Technology (Website Administration) (ICA41001)

Career Opportunities

Website Administration, Web Page Construction

Scope of Delivery

This course is offered to Industry only.

Course Objectives

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

Entry Requirements

To qualify for admission there are no specific entry requirements for this qualification. It is however reasonable to expect that prior to commencing this training program, learners should have demonstrated competency in basic information technology skills.

Recognition of prior learning may be available based on skills and knowledge already acquired 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 365 nominal hours or part-time equivalent.

Course Structure

Core Units (285 nominal hours)

Code	
ICAITT184A	Ensure site usability
ICAITS191A	Maintain website performance
ICAITS200A	Monitor traffic and compile specified site traffic reports
ICAITT183A	Confirm accessibility of website design
ICAITS201A	Transfer content to a website using commercial applications
ICAITS194A	Ensure basic website security
ICAITU207A	Apply a web authoring tool to convert client data
ICAITS198A	Develop guidelines for updating and loading information to a website
ICAITI190A	Maintain information standards
ICAITI189A	Ensure website content meets appropriate technical protocols & standards
ICAITB169A	Use development software & IT tools to build a basic website to specifications
ICAITT185A	Validate basic website performance
ICAITB135A	Create a simple mark-up language document to specification
ICAITB137A	Produce basic client side script for dynamic webpages

Elective Units

Units, together totalling four (a minimum of at least 80 nominal hours cumulatively) selected by the student with the approval of the head of Department, having regard to the relevant units detailed in the Information Technology Training Package, ICA99(V3), Australian National Training Authority, 2002, of which two units, at equivalent qualification levels, may be selected from any other nationally endorsed training package.

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

Certificate IV in Information Technology (Website Design)(ICA41101)

Career Opportunities

Website Administration, Web Page Construction

Scope of Delivery

This course is offered to Industry only.

Course Objectives

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

Entry Requirements

To qualify for admission there are no specific entry requirements for this qualification. It is however reasonable to expect that prior to commencing this training program, learners should have demonstrated competency in basic information technology skills.

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

Course Duration

Full-time over at least 575 nominal hours or part-time equivalent.

Course Structure

Core Units (425 nominal hours)

Code	
ICAITAD142A	Design a website to meet technical requirements
ICAITAD146A	Develop web site information architecture
ICAITT184A	Ensure site usability
ICAITB135A	Create a simple mark-up language document to specification

ICAITT183A Confirm accessibility of website design
ICAITU205A Select and employ software and hardware multimedia tools
ICAITB169A Use development software & IT tools to build a
basic website to specifications
ICAITI189A Ensure website content meets appropriate technical
protocols & standards
ICAITT185A Validate basic website performance
ICAITB171A Develop Cascading Style Sheets (CSS)
ICAITB137A Produce basic client side script for dynamic web pages
ICAITU207A Apply a web authoring tool to convert client data
CUFMEM06A Design a multimedia product
CUFMEM07A Apply principles of visual design and communication to the
development of a multimedia product
CUFMEM08A Apply the principles of instructional design to a media
product
CUFMEM10A Design and create a multimedia interface
ICAITS201A Transfer content to a website using commercial applications
Elective Units

Units, together totalling four (a minimum of at least 80 nominal hours cumulatively) selected by the student with the approval of the head of Department, having regard to the relevant units detailed in the Information Technology Training Package, ICA99(V3), Australian National Training Authority, 2002, of which two units, at equivalent qualification levels, may be selected from any other nationally endorsed training package.

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

Diploma of Information Technology (Computer Science)(21378VIC)

Career Opportunities

This course provides entry into the degree in Computer Science with advanced standing.

Scope of Delivery

Off shore delivery only.

Course Objectives

The course aims to enskill those wishing to pursue a career in the information technology industry involving the application of analytical skills across a range of environments including statistics, data analysis, quality improvement analysis, market research and forecast, operations research, production planning, production scheduling, simulation studies, transportation, financial modelling and investment analysis.

In addition, the course aims to impart skills for work in other areas of computing such as help desk operator, programmer, software developer, systems designer, systems analyst, applications developer and networking administrator.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department IELTS level 5.5 English (oral and written) competency and numeracy at NRS level 5. These competencies may be met by Mathematics to Foundation VCE level, or equivalent, and demonstration to the satisfaction of the Head of Department that the applicants concerned are capable of successfully completing the course.

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

Course Duration

At least 930 nominal hours full-time or part-time equivalent.

Course Structure

Core Units (800 nominal hours)

Code		Hours
ICAITS014C	Connect hardware peripherals	20
ICAITS020C	Install and optimise system software	20
ICAITS021C	Connect internal hardware components	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS117B	Maintain custom software	40
ICAITAD049A	Develop logical abstraction from requirements (OOA)	60
ICAITB070B	Create code for applications	200
ICAITT079B	Perform integration test	10
ICAITU006C	Operate computing packages	60
ICAITU126B	Use advanced features of computer applications	40
ICPMM11bA	Identify components of multimedia	20
ICPMM21cA	Capture a digital image	20
ICPMM41cA	Incorporate text into multimedia presentations	20
ICPMM63bA	Access the internet	20
ICPMM65dA	Create web pages with multimedia	50
VBM978	Solve mathematical problems in industrial situation	120
VBM979	Use statistics for data mining	30
VBM980	Design experiments using time series and forecasting techniques.	30

Elective Units

Units (totalling at least 130 nominal hours) from one of the following elective groups:

Group A

ICAITS030B	Install software to networked computers	40
ICAITS120B	Administer and configure a network O/S	50
ICAITI097B	Install and configure a network	40

Group B

ICAITS032B	Provide network systems administration	20
ICAITS112B	Optimise system performance	30
ICAITS118B	Manage system security	50
ICAITS119B	Monitor and administer system security	50

Diploma of Information Technology (Software Development)(ICA50299)

Career Opportunities

Analyst, web development, software support.

Scope of Delivery

Full-time, part-time

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
ICAITB064B	Prepare software development review
ICAITB070B	Create code for applications
ICAITB076A	Implement configuration management

Selection Procedures/Selection Criteria

Selection will be based on academic progress in 21103VIC.

Course Duration

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).

Course Structure

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 |
| ICAITB136A | Use SQL to Create Database Structures and manipulate data |

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.1 | Develop Software |

00 Java Programming A (70 Hours)
| ICAITB069B.2 | Develop Software |
| ICAITT080B | Perform Specific Unit Test for 00 Class |

Database Server Scripting (54 Hours)
| ICAITB069B.3 | Develop Software |

Semester Two

Advanced VB Programming B (60 Hours)
ICAITS117B	Maintain Custom Software
ICAITAD048C	Develop Configuration Management
ICAITB069B.4	Develop Software

00 Java Programming B (60 Hours)
ICAITT079B	Perform Integration Test
ICAITB069B.5	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
ICAITAD042B	Confirm Client Business Needs
ICAIT082B	Manage the Testing Process
ICAITB069B	Develop Software

Advanced Internet Technologies (90 Hours)
| ICAITB069B.6 | Develop 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 Information Technology (21104VIC)

[Specialising in Multimedia]

Career Opportunities

Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Scope of Delivery

One year full time study.

Course Objectives

The course has a specific emphasis on the skills needed to design and develop multimedia applications; Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison. This course will be offered at the St Albans campus to full time students.

Entry Requirements

The successful completion of 21103VIC–Certificate IV in Information Technology.

Selection Procedures/Selection Criteria

Selection will be based on academic progress in 21103VIC.

Course Duration

The second Diploma year of the course will be offered on a full time bases over 805 Nominal hours.

Course Structure

Multimedia Production (80 hours)
| ICPMM46CA | Incorporate Video into MM Presentation |
| ICPMM47DA | Incorporate 3D Modelling into MM Presentation |

MM Design 1 (110 hours)
ICPPP11DA	Undertake a Complex Design Brief
ICAITAD043B	Develop and Present a Feasibility Report
ICAITAD046B	Model Preferred System Solutions

MM Design 1 (60 hours)
| ICPMM67DA | Plan Interface Design |
| ICAPMM43CA | Incorporate Digital Photography in MM Presentation |

Multimedia Authoring 1 (80 Hours)
| ICPMM13CA | Author a Multimedia Sequence |
| ICPMM15DA | Develop a Multimedia Script |

Multimedia Authoring 2 (90 hours)
| ICPMM45CA | Incorporate Animation into MM Presentation |
| ICPMM61DA | Prepare Multimedia for Different Platforms |

Client Support (60 hours)
| ICAITS031B | Provide Advice to Clients |
| ICAITAD056B | Prepare Disaster Recovery/Contingency Plans |

Client Liaison (60 hours)
| ICAITS022B | Determine Client Computing Problems and Actions |
| ICAITS102B | Establish and Maintain Client User Liaison |

Database Technology (90 hours)
| ICAITAD139A | Design a Databasesolutions |
| ICAITB060B | Identify Physical Database Requirements |

Database Integration (55 hours)
| ICAITB170A | Build a Database |
| ICAITB180A | Integrate a Database with a Web Site |

Communication and Quality (80 hours)
| BSX154L607 | Manage Communications |
| BSX154L605 | Manage Quality |

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

Diploma of Information Technology (Website Development) (ICA50601)/ Diploma of Information Technology (Internetworking) (ICA50701)

(Dual Diploma)

Career Opportunities
E-commerce, website development, website security, web-page development content management and network administration.

Scope of Delivery
One year full time study.

Course Objective
The course has a specific emphasis on the skills needed to design and develop web-based applications and platforms, including securing websites and payment gateways for eCommerce applications. This course will be offered at the Sunshine campus to full time students.

Entry Requirements
The successful completion of 21103VIC–Certificate IV in Information Technology.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21103VIC.

Course Duration
The two Diplomas together offered full time over 740 nominal hours.

Course Structure
Database Programming & Integration (55 hours) ICA50601
ICAITB170A   Build a Database
ICAITB180A   Integrate a Database with a Website
Data Modelling (100 hours) ICA50601
ICAITAD139   Design a Database
ICAITAD151A   Gather Data to Identify Business Requirements
ICAITAD158A   Translate Business Needs into Technical Requirements
Internet Hardware 1(100 hours) ICA50701
ICAITAD144A   Determine Best Fit Topology for a Local Network
ICAITAD145A   Determine Best Fit_Topology for WAN Network
ICAITB173A   Install Intelligent Hub
ICAITB174A   Install Network Bridges/Switches
ICAITB176A   Install and Configure a Router
ICAITS192A   Configure an Internet Gateway
Content Management (70 hours) ICA50601
ICAITAD146ADevelop Web Site Information Architecture
ICAITAD152A   Implement Risk Management Processes
ICAITB212A   Implement Quality Assurance Process for Websites
Document Production & Management (40 hours) ICA50701
ICAITD209A   Writing for the World Wide Web
ICAITTW214A   Maintain Ethical Conduct*
Internet Hardware 2 (90 hours) ICA50701
ICAITI097B   Install and Configure a Network
ICAITI101B   Install and Manage Network Protocols
ICAITAD045B   P   Produce Network/Communication Design
ICAITS121A   Administer Network Peripherals
Internet Programming (70 hours) ICA50601
ICAITB165A   Create Dynamic Pages
ICAITT084B   Perform Stress_and Loading Test of Integrated Platform
ICAITU208A   Use Site Server Tools for E-Business
Server Security 1 (80 hours) ICA50701
ICAITS124B   Monitor and Administer Network Security
ICAITB159A   Build a Security Shield for a Network
ICAITS197A   Install and Maintain a Valid Authentication Processes*
Server Security 2 (65 hours) ICA50601
ICAITS196A   Implement Secure EncryptionTechnologies**
ICAITS202A   Ensure Privacy for Users
ICAITS195A   Ensure Dynamic Website Security
Web Project (120 hours) ICA50601
ICAITB168A   Compile and Run an Application
ICAITAD142A   Design a Website to Meet Technical Requirements

ICAITT083B   Develop and Conduct Client Acceptance Test
Network Project (90 hours) ICA50601/ICA50701
ICAITB162A   Configure a Payment Gateway
ICAITI188A   Install and Maintain a Server
ICAITI099B   Build an Intranet
*also required for ICA50601
**also required for ICA50701
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Science and Biotechnology

The Department of Science and Biotechnology–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

21238VIC	Certificate III in Science (21238VIC)
21239VIC	Certificate IV in Science (21239VIC)
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)
RTD10102	Certificate I in Conservation and Land Management (RTD10102)
RTD20102	Certificate II in Conservation and Land Management (RTD20102)
RTD30102	Certificate III in Conservation and Land Management (RTD30102)
RTD40102	Certificate IV in Conservation and Land Management (RTD40102)
RTD50102	Diploma of Conservation and Land Management (RTD50102)
RTD60102	Advanced Diploma of Conservation and Land Management (RTD60102)
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)
PMA20198	Certificate II in Process Plant Operations (PMA20198)
PMA30198	Certificate III in Process Plant Operations (PMA30198)
FDF10198	Certificate I in Food Processing (FDF10198)
FDF30198	Certificate III in Food Processing (FDF30198)
11893VIC	Certificate IV in Food Technology (11893VIC)
2506AKC	Diploma of Food Technology (2506AKC)
FDF10298	Certificate I in Pharmaceutical Manufacturing (FDF10298)
FDF20298	Certificate II in Pharmaceutical Manufacturing (FDF20298)
FDF30298	Certificate III in Pharmaceutical Manufacturing (FDF30298)
HLT31402	Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) (HLT31402)
21010VIC	Courses in Lubrication (21010VIC)
BSZ40198	Certificate IV in Assessment and Workplace Training (BSZ40198)

In addition to these courses, the Department of Science and Biotechnology–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.

Gail Sanders
Acting Head Department of Science and Food Technology–TAFE

Certificate III in Science (21238VIC)

Career Opportunities
This course aims to develop knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Scope of Delivery
This course is offered on full time basis.

Course Objectives
This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or diploma level.

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.

Selection Procedures/Selection Criteria
Lodgement of a timely application form, direct to the University.

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

Course Structure

Core Units (totalling 220 nominal hours)

Unit Code		Hours
VBM049	Introduction to Science	20
VBM050	Occupational Health and Safety	20
VBM060	Introductory Mathematics	60
VBD740	Mathematics 1	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	50

Stream Modules (totalling a minimum of 160 nominal hours)

Students must complete a minimum of 80 hours of modules from two of the following streams:

(i)   Chemistry

(ii)   Physics

(iii)   Biology

Modules are to be selected by the student with the approval of the Head of Department having regard to the list of relevant modules on page XVII in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

Elective Units

Students must complete a minimum of 20 nominal hours of elective modules from:

• the list of relevant modules listed in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

• any other Training Package or accredited curriculum endorsed by the Australian National Training Authority.

Modules 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.

Certificate IV in Science (21239VIC)

Career Opportunities

This course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

Scope of Delivery

This course is offered on a full time basis.

Course Objective

This course provides general science training for people wishing to undertake further study in the science or health related fields at diploma or degree level.

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.

Selection Procedures/Selection Criteria

Lodgement of a timely application form, direct to the University.

Course Duration

The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure

Core Units (totalling 335 nominal hours)

Unit Code		Hours
VBM049	Introduction to Science	20
VBM050	Occupational Health and Safety	20
VBM060	Introductory Mathematics	60
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	50
NCS015	Presenting Reports	20

VBM064	Introduction to Scientific Computing	25
VBB223	Introduction to Internet	20

Stream Modules (totalling a minimum of 320 nominal hours)

Students must complete a minimum of 160 nominal hours of modules from two of the following streams:

(i)   Chemistry

(ii)   Physics

(iii)   Biology

Modules are to be selected by the student with the approval of the Head of Department having regard to the list of relevant modules on page XVII in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

Elective Units

Students must complete a minimum of 45 nominal hours of elective modules from:

• the list of relevant modules listed in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

• any other Training Package or accredited curriculum endorsed by the Australian National Training Authority.

Modules 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.

Certificate III in Animal Technology (QLD3757)

Career Opportunities

Animal Carer.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct application and interview.

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	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

Code		Hours
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.

Scope of Delivery

Full-time or part-time, on campus.

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.

Selection Procedures/Selection Criteria

Non exit VCE: Direct application and interview. Exit VCE: Through VTAC.

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	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

Code		Hours
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.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Successful completion of Certificate IV in Animal Technology.

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	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

Code		Hours
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

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct Application. 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 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

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Applicants must be working in a veterinary clinic.

Course Duration

This course may be offered on a part-time basis over 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

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

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 I in Conservation and Land Management (RTD10102)

Career Opportunities

Assistant park ranger, reforestation crew member.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member in the area of natural resources.

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.

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

(a) Compulsory units
Unit Code
RTC1801A   Prepare for work
(b) Five units comprising:
(i)   Four units selected from Group B; and
(ii)   One unit selected from:
- Group B or
- any other relevant units of competency at AQF level 1 or 2 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
- the relevant units of competency at AQF level 1 or 2 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate II in Conservation and Land Management (RTD20102)

Career Opportunities

Bush regeneration crew member, a seed collector or a ranger.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member.

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.

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

(b) Compulsory units
Unit Code
RTC2701A   Follow OHS procedures
RTC2702A   Observe environmental work practices
RTC2704A   Provide basic first aid
RTC2705A   Work effectively in the industry
RTC2801A   Participate in workplace communications
(b) Ten units comprising:
(i)   Eight units selected from Group B; and
(ii)   Two units selected from:
- Group B; or
- any other relevant units of competency at AQF level 1, 2 or 3 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
- the relevant units of competency at AQF level 1, 2 or 3 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate III in Conservation and Land Management (RTD30102)

Career Opportunities

Pest animal control officer, park ranger.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member or team leader.

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.

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

(a) Compulsory units
Unit Code
RTC2701A   Follow OHS procedures
RTC2702A   Observe environmental work practices
RTC2705A   Work effectively in the industry
RTC2801A   Participate in workplace communications
RTC3701A   Respond to emergencies

(b) Ten units comprising:
(i) Eight units selected from Group B; and
(ii) Two units selected from:
• Group B; or
  • any other relevant units of competency at AQF level 2, 3 or 4 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002, or
  • the relevant units of competency at AQF level 2, 3, or 4 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate IV in Conservation and Land Management (RTD40102)

Career Opportunities
Pest management officer, park ranger or cultural officer.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of leading hand or supervisor.

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 through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course comprises twelve units:
• Four units selected from the Group A; and
• Six units selected from Group A or Group B; and
• Two units selected from:
  (i) Group A; or
  (ii) Group B; or
  (iii) any other relevant units of competency at AQF level 3, 4, or 5 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
  (iv) the relevant units of competency at AQF level 3, 4, or 5 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.]

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

Diploma of Conservation and Land Management (RTD50102)

Career Opportunities
Forest officer, public land pest manager, bushcare coordinator.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of park 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.

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

Course Duration
The course may be offered on a full-time or part-time equivalent.

Course Structure
The structure of the course comprises ten units:
(a) Four units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
  (i) Group A; or
  (ii) Group B; or
  (iii) any other relevant units of competency at AQF level 4, 5, or 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
  (iv) the relevant units of competency at AQF level 4, 5, or 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

Advanced Diploma of Conservation and Land Management (RTD60102)

Career Opportunities
Ranger in charge of a national park, park manager.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of ranger in charge.

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.

Selection Procedures/Selection Criteria

Successful completion of Diploma of Conservation and Land Management.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course comprises eight units:
(a) Two units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
   (i) Group A; or
   (ii) Group B; or
   (iii) any other relevant units of competency at AQF level 5 and 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
   (iv) the relevant units of competency at AQF level 5 and 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate III in Laboratory Skills(PML30199)

Career Opportunities

Laboratory assistant

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course is offered on a part-time basis over 12 months (435–540 nominal hours).

Course Structure

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

Code		Hours
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

Scope of Delivery

Full-time or part-time, on campus.

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.

Selection Procedures/Selection Criteria

Application and interview or VTAC application.

Course Duration

This course is offered on a full-time basis over 12 months (920–1080 nominal hours) or part-time equivalent.

Course Structure

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

Scope of Delivery
Full-time, on campus.

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.

Selection Procedures/Selection Criteria
Direct entry by application and interview or VTAC application.

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

Scope of Delivery

Full-time, on campus.

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.

Selection Procedures/Selection Criteria

Successful completion of any Diploma of Laboratory Technology course.

Course Duration

Full-time over 1 year (460–520 nominal hours) or part-time equivalent.

Course Structure

Core Modules

Code		Hours
PMLCOM500A	Provide information to customers	30
PMLCOM600A	Develop & 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 & 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.

Scope of Delivery

Part-time, on campus.

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 through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria

Direct application; no formal selection criteria.

Course Duration

The course is offered part-time over 110–114 nominal hours.

Course Structure

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.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct application; Completion of Certificate I in Horticulture.

Course Duration

The course is offered on a part-time basis over 390 nominal hours.

Course Structure

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.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Application; Completion of Certificate II in Horticulture.

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
RUHCORE1	Meet Industry requirements	10
RUHCORE2	Meet Workplace health & safety requirements	10
RUHCORE3	Use hazardous substances safely	10
RUHCORE4	Cooperate in the workplace	10
RUHCORE5	Act in an emergency	10
RUHCORE6	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.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct Application.

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.

Scope of Delivery

Part-time, on campus.

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).

Selection Procedures/Selection Criteria

Successful completion of Certificate III in Occupational Health and Safety.

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.

Scope of Delivery

Part-time, on campus.

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).

Selection Procedures/Selection Criteria

Successful completion of Certificate IV in Occupational Health and Safety.

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.

Scope of Delivery

Block release on campus.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 50–700 nominal hours.

Course Structure

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.

Scope of Delivery

Block release on campus.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 660 nominal hours.

Course Structure

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.

Scope of Delivery

Block release, on campus.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 600–860 nominal hours.

Course Structure

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.

Scope of Delivery

Block release, on campus.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

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

Scope of Delivery

Part-time, off campus.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

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::

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

Scope of Delivery
Part-time, off campus.

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.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

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:

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.

Scope of Delivery
Part-time, off campus.

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.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

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:

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

Scope of Delivery
Part-time, off campus.

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.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

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:

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.

Scope of Delivery
Part-time, on site.

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.

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 18 months.

Course Structure
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.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

(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.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

(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.

Scope of Delivery
Part-time, on site.

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.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

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 II in Process Plant Operations(PMA20198)

Career Opportunities
Shift Supervisor, Chemical Operator.

Scope of Delivery
Part-time, on site.

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.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

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:

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 Process Plant Operations(PMA30198)

Career Opportunities
Shift Supervisor, Team Leader in the Chemical Industry

Scope of Delivery
Part-time, on site.

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.

Selection Procedures/Selection Criteria

Direct entry, company nomination.

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:

Ten core competencies;

Code		Hours
PMACOM100A	Relay and respond to information (Communication 100)	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.

Certificate I in Food Processing (FDF10198)

Career Opportunities

Machine Operator in Food Processing Industry.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

- 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 III in Food Processing (FDF30198)

Career Opportunities

Shift Supervisor, Machine Operator

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

- 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.

Diploma of Food Technology(2506AKC)

incorporating

Certificate IV in Food Technology(11893VIC)

Career Opportunities

Technical assistant in the Food Industry.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure

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

Code		Hours
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

Code		Hours
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:

• Ten 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 six 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
VBF186	Fruit Juice Processing Techniques	15
VBF187	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.

Certificate I in Pharmaceutical Manufacturing(FDF10298)

Career Opportunities

Machine Operator in Pharmaceutical Industry.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

• 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.

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

- 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 III in Pharmaceutical Manufacturing(FDF30298)

Career Opportunities

Shift Supervisor, Team Leader in Pharmaceutical Industry

Scope of Delivery

Part-time, on site.

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.

Selection Procedures/Selection Criteria

Company nomination.

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:

- 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 Health Service Assistance (Hospital/Community Health Pharmacy Assistance) (HLT31402)

Career Opportunities

Assistant to a pharmacist in hospital or community health setting.

Scope of Delivery

Block release — 1 day/week.

Course Objective

The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

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.

Selection Procedure/Selection Criteria

Should be working in a hospital or community health setting.

Course Duration

The course may be offered on a part-time basis over 395 nominal hours.

Course Structure

Core Units

Module Code		Hours
BSAMED201A	Use basic medical terminology in order to communicate with patients, fellow workers and health professionals	30
BSBCMN203A	Communicate in the workplace	40
BSBCMN204A	Work effectively with others	15
BSBCMN302A	Organise personal work priorities and development	40
BSBCMN205A	Use Business Technology	30
HLTHIR2A	Contribute to organisational effectiveness in the Health industry	30
HLTHSE1A	Follow the organisation's occupational health and safety policies	20
HLTIN1A	Comply with infection control policies and procedures	20
HLTPH1A	Orientation to hospital pharmacy services and hospital pharmacy assistant practices	20
HLTPH2A	Procure and store pharmaceutical products	20
HLTPH3A	Distribute pharmaceutical products	20
HLTPH4A	Maintain pharmaceutical imprest/ward stock	15
HLTPH5A	Assist with prescription preparation	30
HLTPH6A	Package and/or pre-pack pharmaceutical products	15
HLTPH7A	Small scale compound/manufacture of pharmaceutical products	50

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

Courses in Lubrication (21010VIC)

Career Opportunities

Lubrication products.

Scope of Delivery

This course is generally offered as workplace based delivery to industry/corporations.

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.

Selection Procedures/Selection Criteria

Company nomination.

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

Industry Trainer.

Scope of Delivery

Part-time, on campus.

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.

Selection Procedures/Selection Criteria

Direct entry.

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.

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 and Community Services. 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)
CHC60799	Advanced Diploma of Community Services (Disability Work) (CHC60799)
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)
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)
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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course aims to provide students with the knowledge, skills, values and attitudes required to support and develop programs which enable people with disabilities to live as independently as possible.

Entry Requirements

All applicants are required to attend a selection interview. Entry is at the discretion of the Department.

Selection Procedures/Selection Criteria

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:

- 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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

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.

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;
- Appropriate English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria

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
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
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.

Advanced Diploma of Community Services (Disability Work) (CHC60799)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Human services, intellectual disability, residential services, visual and physical and early intervention.

Scope of Delivery

Full-time and part-time

Course Objective

The objective of the course is to provide students with the knowledge, skills and attitudes required to supervise, 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 community centres and respite services.

Entry Requirements

To qualify for Entry to the Advanced Diploma applicants must be deemed to be of mature age, and preferably have had paid or unpaid experience in the field.

Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 or equivalent.

Selection Procedures/Selection Criteria

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

Unit 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 and 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 three competencies are co-requisite and count for one 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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Community services.

Scope of Delivery

Full-time.

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 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. Interest in working in Social and Community Services, basic literacy skills and some work experience in Social and Community Services or related field is preferred.

Selection Procedures/Selection Criteria

- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group interview.

Course Duration

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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Support Worker within Social and Community Services field.

Scope of Delivery

Full-time.

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.

Selection Procedures/Selection Criteria

- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group 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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Scope of Delivery

Full-time and part-time

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.

Selection Procedures/Selection Criteria

All applicants must fill in a TAFE Supplementary form, attend an information session and attend a group interview, to be eligible for selection. Selection criteria will be based on completion of Year 12, or a TAFE course, or have work experience in the Community sector. This work experience may be paid or voluntary. Full-time applicants must apply through VTAC and part-time applicants may apply directly to the University by contacting the Social and Community Studies Department.

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

Code		Hours
*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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Aged Care worker.

Scope of Delivery

Full-time over one semester.

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.

Selection Procedures/Selection Criteria

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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities
Supervisor, team leader of Aged Care facility.

Scope of Delivery
Part-time, one day per week.

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.

Selection Procedures/Selection Criteria
Group interview sessions are conducted.

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

Code		Hours
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)

It is anticipated that the current course will change to a National Training Package to be delivered Australia wide, in 2004. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new course in 2004.

Career Opportunities
Human services, community and welfare work.

Scope of Delivery
Full-time and part-time. The course is delivered in a flexible manner so that students can choose subject timing and electives relevant to their needs.

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.

Selection Procedures/Selection Criteria
Entry to the course will be based on the Supplementary Application form, a group interview, a brief written assessment and a reference.

Successful applicants will be selected on the basis of their group and interpersonal skills, flexibility and openness to change, understanding of the Welfare Industry area, ability to think analytically, and their social awareness and commitment. All applicants must satisfactorily complete a written task to at least Year 12 standard.

Course Duration
The course duration is two years full-time or four years part-time.

Course Structure
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

VAF742	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	
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.

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.

Scope of Delivery

Full-time, part-time and flexible delivery.

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. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. 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.

Selection Procedures/Selection Criteria

Applicants are required to complete a TAFE Supplementary Application form.

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

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.

Scope of Delivery

Full-time, part-time and flexible delivery.

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.

Selection Procedures/Selection Criteria

Applicants are required to complete a TAFE Supplementary application form.

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

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)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Youth worker.

Scope of Delivery

Full-time and part-time places are offered.

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.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Selection Procedures/Selection Criteria

Applicants should apply through VTAC, complete a TAFE Supplementary Application form and participate in a group interview.

Course Duration

Full-time basis over two years or part-time equivalent.

Course Structure

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 Community Services (Alcohol and Other Drugs Work) (CHC50299)

Career Opportunities

Alcohol and other drug rehabilitation workers.

Scope of Delivery

Part-time basis to enrolled Diploma of Community Services (Youth Work) students only.

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.

Selection Procedures/Selection Criteria

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.

Scope of Delivery

This course is offered part-time to local government clients.

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.

Selection Procedures/Selection Criteria

Appliation only through industry partners.

Course Duration

The course may be offered on a full-time basis over 132 nominal hours or part-time equivalent.

Course Structure

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.

Scope of Delivery

Part-time

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.

Selection Procedures/Selection Criteria

Direct Entry application, interviews conducted.

Course Duration

The course may be offered part-time one day a week for eight weeks (50 nominal hours).

Course Structure

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.

Scope of Delivery

This course is delivered to industry clients only.

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.

Selection Procedures/Selection Criteria

Selection is conducted by employer.

Course Duration

The course may be offered on a part-time basis over 94 nominal hours.

Course Structure

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 Recreation and Performance

The Department of Sport Recreation and Performance–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)
SRS20299	Certificate II in Sport (Career Oriented Participation)(SRS20299)
SRO20199	Certificate II in Sport and Recreation (SRO20199)
SRO30199	Certificate III in Sport and Recreation (SRO30199)
SRO30103	Certificate III in Sport and Recreation(SRO30103)
SRO40103	Certificate IV in Sport and Recreation(SRO40103)
SRO50103	Diploma of Sport and Recreation(SRO50103)
SRO60103	Advanced Diploma of Sport and Recreation(SRO60103)
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)
SRS40503	Certificate IV in Sports (Development)(SRS40503)
SRS50503	Diploma of Sports (Development)(SRS50503)
21237VIC	Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)
21052VIC	Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

In addition to these courses, the Department of Sport, Fitness and Recreation–TAFE conducts traineeships.

Jane McLennan
Head, Department of Sport Recreation and Performance–TAFE

Certificate II in Fitness (SRF20201)

Career Opportunities

Further study, educational component of fitness traineeship

Scope of Delivery

This course is offered as a traineeship, or as a VET in Schools.

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.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a Fitness trainee or be enrolled in the course through their existing VCE program.

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

Scope of Delivery

This course is offered on a full-time basis at the South Melbourne campus and part-time at the Footscray Park campus over one semester.

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.

Selection Procedures/Selection Criteria

All applicants must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

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

Code	Description	Hours
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

Code	Description	Hours
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

Scope of Delivery

This course is offered on a full-time and part-time basis at the South Melbourne campus.

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. Applicants must have also completed Certificate III Fitness or equivalent.

Selection Procedures/Selection Criteria

All applicants must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

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

Code	Description	Hours
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

Code	Description	Hours
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

Code	Description	Hours
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.

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

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.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a full-time basis over 341 nominal hours or part-time equivalent.

Course Structure

Core units (193 nominal hours)

Code	Description	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.

Scope of Delivery
This course is offered to elite level athletes through their existing sporting club or organization.

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.

Selection Procedures/Selection Criteria
This program is only available to elite level athletes through their existing sporting club or organization.

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

Course Structure
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
SRSCOP 001A	Prepare for public speaking	10
SRSCOP 002A	Plan for and participate in a media interview	10
SRSCOP 003A	Demonstrate personal image and presentation skills	5
SRSCOP 004A	Develop negotiation skills	10
SRSCOP 005A	Demonstrate basic assertive communication skills	10
SRSCOP 006A	Complete a tax return	10
SRSCOP 007A	Develop a financial goal setting plan	10
SRSCOP 008A	Prepare a pre or post event meal	15
SRSCOP 011A	Develop an integrated time management plan	10
SRSCOP 012A	Develop a travel and accommodation plan	5
SRSCOP 013A	Develop a career goal setting plan	5
SRSCOP 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

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

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.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

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

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

Code		Hours
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

Code		Hours
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

Scope of Delivery

This course is only offered as a traineeship

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.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee and complete the qualification as a requirement of the traineeship.

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

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

Code		Hours
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.

SRO30103 Certificate III in Sport and Recreation

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.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

SRO40103 Certificate IV in Sport and Recreation

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

SRO50103 Diploma of Sport and Recreation

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.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Advanced Diploma of Sport & Recreation (SRO60103)

This course aims to provide training for people wanting to work as an administrative manager in the sport and recreation industry with responsibilities for marketing, conference organisation and client service co-ordination.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Certificate II in Community Recreation(SRC20201)

Career Opportunities
Further study, educational component of traineeship.

Scope of Delivery
This course is only offered as a traineeship or as VET in schools.

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.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration
The course may be offered on a full-time basis over 290 nominal hours or part-time equivalent.

Course Structure
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
SRCCRD 002A	Apply the principles of community development to community recreation work	15
SRCCRO 002A	Respond to clients at risk	15
SRCCRO 003A	Apply point of sale handling procedures in a recreation setting	10

| SRXCAI 001A | Assist in preparing a sport and recreation session for clients | 6 |
| SRXCAI 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.

Scope of Delivery

This course is currently only offered as a traineeship.

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.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee.

Course Duration

The course may be offered on a full-time basis over 744 nominal hours over or part-time equivalent.

Course Structure

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.

Scope of Delivery

Full-time.

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.

Selection Procedures/Selection Criteria

This course is run as a dual qualification with the Certificate IV in Sport and Recreation (SRO40301).

Entry to this course is via the Certificate IV in Sport and Recreation (SRO40301).

Course Duration

The course may be offered on a full-time basis over 1043 nominal hours over or part-time equivalent.

Course Structure

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.

Scope of Delivery

Full-time.

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.

Selection Procedures/Selection Criteria

This course is run as a dual qualification with the Diploma of Sport and Recreation (SRO50103).

Entry to this course is via the Diploma of Sport and Recreation (SRO50103).

Course Duration

The course may be offered on a full-time basis over 1531 nominal hours over or part-time equivalent.

Course Structure

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

Scope of Delivery

This course is offered on a full-time basis over one year at the South Melbourne campus.

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.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure

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

Scope of Delivery

This course is offered on a full-time basis over two years at the South Melbourne campus.

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.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over two years (936 nominal hours) or part-time equivalent.

Course Structure

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

Scope of Delivery
This course is offered on a full-time basis over one year at the South Melbourne campus.

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.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over 1 year (1032 nominal hours) or part-time equivalent.

Course Structure
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

Scope of Delivery

This course is offered on a full-time basis over two years at the South Melbourne campus.

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.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

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.

Certificate IV in Sport (Development) (SRS40503)

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.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Diploma of Sport (Development) (SRS50503)

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.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

Career Opportunities

Athlete Career Education Adviser, professional Sport Welfare Officer, Career Counsellor.

Scope of Delivery

This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVC.

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.

Selection Procedures/Selection Criteria

All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration

The course may be offered on a full-time basis over 230 hours or part-time equivalent.

Course Structure

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.

Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

Career Opportunities

Stage actor/performer, circus performer, stage director/manager, performing arts manager.

Scope of Delivery

Full-time, flexible delivery on and off campus.

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

The main requirement for entry to the course is that students have the necessary aptitude to successfully undertake the program. Entry is suited to highly motivated people who have practical skills and a sensitivity to performance. Basic computer skills would be an advantage.

The general competencies recommended on course entry include:

- good communication/presentation skills (verbal);
- positive team working skills and attitudes;
- ability to read, write and speak English using appropriate language structures;
- ability to use numbers, measurement, shapes and patterns in relation to transferring and manipulating data.

Selection Procedures/Selection Criteria

Applicants must attend an interview and/or performance workshop/audition.

Course Duration

The course may be offered on a full-time basis over two years (1849 nominal hours).

Course Structure

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
THHGHS03B	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 electives(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 electives(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.

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 35–250) 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

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

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
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 2

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
Assessment As per accredited curriculum

ABC003 CONSTRUCTION 3

Campus To be advised
Prerequisite(s) To be advised
Content To provide the students with knowledge of construction principles,
standards and services commonly used in wide span buildings.
Required Reading To be advised
Nominal Hours 36-54 Hours
Assessment As per accredited curriculum

ABC004 CONSTRUCTION 4

Campus To be advised
Prerequisite(s) To be advised
Content To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.
Required Reading To be advised
Nominal Hours 36-54 Hours
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 SERVICES 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 1A

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 1B

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 2

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

ABC067 BUILDING CONTRACT LAW 1

Campus To be advised
Prerequisite(s) To be advised
Content Provides the student with the knowledge to administer a medium size
building contract with due care.
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

ABC095 PLANNING 1

Campus To be advised
Prerequisite(s) To be advised
Content Provides the participant with the knowledge of the tasks and responsibilities required to manage a medium size building project.
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

ABC112 DRAFTING STUDIO 1

Campus To be advised
Prerequisite(s) To be advised
Content Aims 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, 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

ABC113 DRAFTING STUDIO 2

Campus To be advised
Prerequisite(s) To be advised
Content Aims 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, 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

ABC114 DRAFTING STUDIO 3

Campus To be advised
Prerequisite(s) To be advised
Content Aims 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, obtain work experience related skills, successful completion of this modules counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 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; the significance of cultural variation within Australia; the effects of societal structure on personal responses, attitudes and values; the concept of socialisation to personal development; the role of the community contact professional in the social interaction process; the advantages and disadvantages of groups and organisations with regard to the community contact professional; how deviance in society affects the role of the community contact professional; the effects of social stratification on society and the workplace; the effects of social inequality on both the community and the workplace; the changing role of the family in modern society; the impact of changes in economic order on the community contact professional's role; the effects of changing political order on local government; the impact of social change on society; the effects of collective behaviour on the community; the effects of urbanisation on both lifestyles and communities; 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 20 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 20-40 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 40-80 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 20-80 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 8-12 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 24-80 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 12 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 23 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

AUR01166A REPAIR ENGINES AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Engine construction and operation relevant to application; Engine removal and replacement procedures; Engine/component repair procedures; Engine measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR011706A SERVICE ENGINES AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Principles of engine operation including engine types and components; Servicing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR02166A REPAIR COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Cooling system construction and operation relevant to application; Cooling system/component testing procedures; Cooling system/component repair/removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR02170A SERVICE COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Cooling system operating principles; Types of coolants and their application, (including rust inhibitors, anti freeze and anti boil substances); Service procedures for cooling systems and associated components (including coolant test procedures).
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR03166A REPAIR PETROL AND FUEL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application); Measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR03170A SERVICE PETROL AND FUEL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) appropriate to fuel systems; Operating principles of mechanical and electronic fuel systems; Fuel system service procedures; Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application). Measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR04671A SERVICE AND REPAIR EMISSION CONTROL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; OH&S regulation/statutory legislation where applicable; Motor vehicle emissions and their effect on the environment; Types and operation of emission control systems relevant to the application, including interpretation of technical information, graphic symbols and diagrams; Testing procedures and the relationship between faults and symptoms; Service, repair and adjustment procedures for emission control systems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR05166A REPAIR EXHAUST SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) for noise pollution and gas emissions; Exhaust system principles of operation; Exhaust systems/components construction, operation and minimum requirements relevant to application; Exhaust system repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR06166A REPAIR CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of clutch assemblies and operating systems relevant to application; Clutch assembly and operating system test procedures; Clutch assembly and operating system repair/removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR06170A SERVICE CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of clutch assemblies and operating systems; Clutch servicing and adjustment procedures
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR06666A REPAIR TRANSMISSION (MANUAL)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of manual transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR06670A SERVICE TRANSMISSION (MANUAL)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Principles of operation of manual transmissions; Transmission lubricants/fluids and their application; Manual transmission service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR07166A REPAIR TRANSMISSION (AUTOMATIC)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of automatic transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR07170A SERVICE TRANSMISSION (AUTOMATIC)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of automatic transmissions; Types of automatic transmission fluids and their application; Automatic transmission service procedures/tests and adjustments.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR10166A REPAIR BRAKING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Brake system/component test procedures; Brake system/component repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR10170A SERVICE BRAKING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/hazards associated with brake dust/types of brake material and their potential dangers; Vehicle/equipment/material safety requirements. Environmental requirements for disposal of substances; Principles of operation of braking systems; Braking system servicing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR12666A REPAIR FINAL DRIVE ASSEMBLY

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR12670A SERVICE FINAL DRIVE ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types of final drive lubricants and their application; Principles of operation of final drives/types and designs; Final drive assembly service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR13166A REPAIR FINAL DRIVE (DRIVELINE)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of drive lines relevant to application; Testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR13170A SERVICE FINAL DRIVE (DRIVELINE)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types and designs of drive lines appropriate to application; Principles of operation of drive lines/velocity fluctuations; Service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR15166A REPAIR STEERING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Principles and geometry of wheel alignment; Construction and operation of mechanical and power assisted steering systems relevant to application; Testing and adjustment procedures for mechanical and power assisted steering systems relevant to application; Repair, removal and replacement procedures for mechanical and power assisted steering systems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR15170A SERVICE STEERING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of mechanical and power assisted steering systems; Steering system service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR16166A REPAIR SUSPENSION SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR16170A SERVICE SUSPENSION SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Types of suspension systems and principles of operation; Suspension system service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR18676A TEST, SERVICE AND REPLACE BATTERY

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

AUR19066A REPAIR CHARGING AND STARTING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Principles of operation of charging and starting systems; Construction and operation of charging and starting systems relevant to application; Test procedures for charging and starting systems; Repair procedures for charging and starting systems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21171A SERVICE AND REPAIR ELECTRONIC ENGINE MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S legislation; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Operating principles of electronic management systems; Construction and operation of engine management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic engine management systems/ components.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21271A SERVICE AND REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of drive management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/components.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21371A SERVICE AND REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of body management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/components.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR23708A CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S regulations/ requirements; Equipment/material safety requirement; Types of materials relevant to application/types of fluxes and their application; Manual metal arc welding procedures; Gas metal arc (MIG) and gas tungsten arc (TIG) welding procedures; Oxy acetylene and spot welding procedures; Oxy acetylene and/or carbon rod heating procedures; Oxy acetylene and/or plasma arc cutting procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR23790A CARRY OUT THERMO PLASTIC REPAIR PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental requirements for the disposal of substances; Manual handling techniques; Plastic component removal and replacement procedures; Thermo plastic welding procedures relevant to application/cleaning agent types and application; Thermo plastic bonding procedures relevant to application/cleaning agent types and application; Testing procedures for repaired components relevant to application.
Required Reading To be advised
Nominal Hours To be advised
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

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Use and handling of cleaning agents; Manual handling techniques; Component removal and replacement procedures; Component tagging and storage procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26266A REPAIR BODY PANELS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/ regulations; Vehicle/equipment safety requirements; Material types and stress limits; Types of body fillers and their application; Panel beating and split repair procedures; Heat shrinking methods and procedures; Metal finishing procedures; Body filler repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26366A REPAIR MINOR STRUCTURAL DAMAGE

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/ regulations; Vehicle/equipment safety requirements; Manual handling procedures; Body panel manual measuring procedures for minor structural damage; Panel/aperture reforming procedures for minor structural damage.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26367A REPAIR MAJOR WELDED PANELS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements /regulations; Vehicle/equipment safety requirements; Manual handling procedures; Major welded panel replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26466A REPAIR BODY COMPONENTS USING LEAD WIPING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements legislation; Vehicle/material/equipment safety requirements; Types of materials; Environmental protection requirements/waste product disposal procedures; Lead wiping procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26508A CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements /regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant alignment methods, repair techniques and procedures/relevant removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26608A CARRY OUT VEHICLE MEASUREMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements /regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant measurement methods, techniques and procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26708A CARRY OUT MAJOR SECTIONAL REPAIR

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/ regulations; Vehicle/materials/equipment safety requirements; Manual handling techniques; Sealant types and selection/application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26864A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application procedures relevant to task required; Removal and replacement procedures for body panels and sections; Removal and replacement procedures for ancillary equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26965A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements; Vehicle/equipment safety requirements; Types of mouldings, transfers and decals; Fastening methods/relevant mechanical fasterners/adhesive types and application; Moulding, transfer and decal removal procedures; Moulding, transfer and decal replacement/fitting procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR27064A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for mechanical units/assemblies; Personal safety requirements/OH&S requirements/regulations; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29603A APPLY REFINISHING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements; Application methods/types of spray guns/types of brushes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29608A CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/ equipment/workplace safety requirements; Cleaning agents/masking materials; Masking methods and procedures/equipment operating procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29649A PREPARE SUBSTRATE FOR REFINISHING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/ equipment/workplace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet./dry rubbing procedures; Primer/sealed surface preparation for refinishing.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29749A PREPARE SPRAY PAINTING MATERIALS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements; Types of paints/paint application methods/paint drying methods; Paint mixing techniques; Spray guns and their application/equipment preparation procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29803A APPLY COLOUR MATCHING TECHNIQUES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29908A CARRY OUT PAINT RECTIFICATION AND TOUCH UP WORK

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant environmental protection requirements and procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR30003A APPLY DECORATIVE DESIGNS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Spray gun and brush/air brush techniques for decorating and design applications; Decorating and design procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR30149A PREPARE AND PAINT PLASTIC COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Types of paints/types of spray guns and brushes/air brushes; Surface preparation procedures; Spray gun and paint brush/air brush application techniques.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Techniques and use of spray gun/heat gun and brush types; Special treatment materials, application procedures and drying methods; Protective coatings and their application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR30508A CARRY OUT BUFFING AND BURNISHING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/procedures to prevent hazards/OH&S requirements; Vehicle/component/equipment safety requirements; Application and operating procedures of buffing and burnishing equipment; Identify surface materials and finishes; Buffing and burnishing procedures/work treatment processes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMERS USE

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workshop safety requirements; Necessary cleaning agents/environmental requirements for disposal of substances; Vehicle/component/equipment basic operation relevant to application; Cleaning procedures relevant to application. Pre-delivery/inspection and testing procedures relevant to application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

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

AUR38038A PLAN AND ORGANISE STOCK

Campus Newport.
Prerequisite(s) To be advised
Content Analyse characteristics of stock received; Organise unloading of stock; Order stock; Organise stock storage and retrieval system; Manage stock levels.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR42621A PROMOTE PRODUCTS AND SERVICES

Campus Newport.
Prerequisite(s) To be advised
Content Promote products and/or services to customers; Establish on-sell opportunities.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

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

AUR59114A CONTRIBUTE TO ASSESSMENT OF STAFF COMPETENCIES

Campus To be advised
Prerequisite(s) To be advised
Content Assist with the assessment of current skills of individual/team staff.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59211A COACH STAFF ON THE JOB

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for coaching session; Deliver training; Review outcomes of session.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59350A CONDUCT INFORMATION SESSIONS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for the session; Present the session; Follow-up outcomes of the session as required.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59554A PROVIDE TECHNICAL GUIDANCE

Campus To be advised
Prerequisite(s) To be advised
Content Assist staff with service/repair work; Provide technical information to staff; Facilitate continuous education of self and others.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59647A COORDINATE WORK ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan activities for individual and/or team to complete tasks; Implement job plan; Deal with unexpected events, which impact the job plan.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR61230A INSPECT TECHNICAL QUALITY OF WORK

Campus To be advised
Prerequisite(s) To be advised
Content Inspect work done by other staff; Apply quality standards to work; Protect customer property and interests.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR61447A PARTICIPATE IN IMPROVING WORKPLACE PRODUCTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Identify procedures to improve workplace productivity; Recommend equipment requirements to management; Communicate with staff about workplace productivity.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR62721A ESTABLISH CUSTOMER REQUIREMENTS OF A COMPLEX NATURE

Campus To be advised
Prerequisite(s) To be advised
Content Confirm customer requirements; Advise customer of available options; Inform customer of costs; Agree action plan with customer.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR63337A MAINTAIN BUSINESS IMAGE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain the physical appearance of the workplace; Maintain enterprise dress and grooming standards; Implement waste disposal processes; Promote products and services provided by the business.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65116A DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Written communication and report writing procedures; Vehicle damage inspection procedures/industry repair standards.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65230A INSPECT PAINT AND/OR TRIM AND/OR ACCESSORIES AND ASCERTAIN RECOMMENDED REPAIR PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Repair procedures appropriate to the application; Written communications and report writing relevant to application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65722A ESTIMATE COMPLEX JOBS

Campus To be advised
Prerequisite(s) To be advised
Content Estimate time requirements for jobs; Source parts; Identify sub-contract testing and/or service repair work costs for incorporation into the total estimated cost; Estimate total job costs.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR66108A CARRY OUT DIAGNOSTIC PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Symptom and cause differentiation; Diagnostic procedures and problem solving techniques; Documenting and reporting procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR66208A CARRY OUT DIAGNOSES OF COMPLEX SYSTEM FAULTS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse reported faults; Identify causes of faults; Establish repair requirements.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR66671A SERVICE/REPAIR COMPLEX SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Determine repair/service method; Complete service/repairs; Conduct testing procedures.
Required Reading To be advised
Nominal Hours To be advised
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

BCC1006A USE SMALL PLANT AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify plant and equipment operations and safety requirements; Select plant and equipment; Select fuel, lubricants, tools and equipment; Carry out basic machinery checks; Carry out machine start-up/shut-down procedures; Use plant and equipment; Carry out periodic maintenance; Clean up.
Required Reading To be advised
Nominal Hours 16 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 40 Hours
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 24 Hours
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

BCF3022A APPLY GILDING TO SIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Required Reading To be advised
Nominal Hours 40 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

BCF3026A APPLY LINE AND SCROLL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCF3028A WRITE TICKETS AND SHOWCARDS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3029A APPLY WATER GILDING - GLASS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3030A SCREEN PRINT

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Required Reading To be advised
Nominal Hours 36 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

BCF3052A SIGN WRITE TO SIMPLE FORMS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 56 Hours
Assessment As per accredited curriculum

BCF3053A SIGN WRITE TO DECORATIVE FORMS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3062A HAND RENDER PICTORIALS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 36 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 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, BCG1009A 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

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

BSALPL401A 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 IN FAMILY 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 100 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 120 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 Processing of payroll from provided data in manual and computerised payroll systems.
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 Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.
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 Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing 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 30 Hours
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 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 30-40 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 the general ledger; Process cash.
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

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Confirm requirements for record keeping in an online environment; Identify and assess records for storage; Monitor and maintain business records in an online environment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSBEBUS603A EVALUATE NEW TECHNOLOGIES FOR BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Investigate new technologies for business; Evaluate the business' capabilities in relation to the use of new technologies; Evaluate suitability of new technology solutions to the business.
Required Reading To be advised
Nominal Hours To be advised
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 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 60 Hours
Assessment As per accredited curriculum

BSBFLM503A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures..
Required Reading To be advised
Nominal Hours 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 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 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 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 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 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 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 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 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

BSBRKG301A CONTROL RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify records for capture; Classify record(s); Register record(s); Track record(s); Audit records against predetermined criteria.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBRKG302A UNDERTAKE DISPOSAL

Campus To be advised
Prerequisite(s) To be advised
Content Conduct a records survey; Assess records for disposal status; Undertake disposal actions; Maintain control of records; Transfer records; Destroy records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG303A RETRIEVE INFORMATION FROM RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Locate/retrieve records required; Ensure security of records; Prepare reports from the business or records system.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSBRKG304A MAINTAIN BUSINESS RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Collate business records; Update business or records system; Prepare reports from the business or records system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG401A REVIEW THE STATUS OF A RECORD

Campus To be advised
Prerequisite(s) To be advised
Content Identify classes of records justifying review; Determine appraisal or control status of records; Recommend changes to existing disposal authorities and access conditions; Prepare new appraisal reports; Implement recommendations and re-interpretations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBRKG402A PROVIDE INFORMATION FROM AND ABOUT RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the required information and/or records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBRKG403A SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE

Campus To be advised
Prerequisite(s) To be advised
Content Identify the business and resources of the office; Describe the business context; Determine the recordkeeping requirements; Devise an appropriate recordkeeping system; Develop business rules and procedures to support the operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBRKG501A DETERMINE BUSINESS OR RECORDS SYSTEM SPECIFICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Review the existing business or records system; Develop the system specifications for managing the function's records; Develop the procedures and guidelines for capturing and controlling the records in the new system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Develop key performance indicators for recordkeeping activities including compliance with system rules, standards and procedures; Designate records use and maintenance responsibilities; Develop monitoring methodology; Monitor a business or records system; Identify and respond to problems and changes; Designate records creation and capture responsibilities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBRKG503A DEVELOP AND MAINTAIN A CLASSIFICATION SCHEME

Campus To be advised
Prerequisite(s) To be advised
Content Establish basis for classification scheme development; Develop a draft classification scheme; Validate draft classification scheme; Prepare and review classification scheme.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG504A DEVELOP TERMINOLOGY FOR ACTIVITIES AND RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Research and prepare a preliminary list of terms to be adopted for use in business or records system(s); Consult with records users; Prepare and review draft vocabulary controls and rules for titling and application of metadata.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG505A DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Establish the activities / functions documented by the records; Describe the content and structure of the records and the system(s) in which they are maintained; Identify and document the records' creator(s); Describe the records' chronological and system context; Document the records, their systemic, organisational and chronological context; Document the reconstruction of the business or records system.
Required Reading To be advised
Nominal Hours 30 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 40-50 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 40-50 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

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

BSX154L607 MANAGE COMMUNICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan project communications; Manage project information; Manage communications; Analyse communications management outcomes.
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 To be advised
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
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

BSXFMI506A MANAGE WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 50 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 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 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 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 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

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 $+-x \div \%$ $\sqrt{}$ 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 Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
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 Establish the need, purpose and philosophy for the organisation; Review and develop organisational structures; Meet legal requirements to establish or develop the organisation; Market and promote the organisation changes.
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 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

CHCCM4A PROMOTE HIGH QUALITY CASE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Provide a lead in case management practice; Provide practice advice on complex cases.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCM5A DEVELOP PRACTICE STANDARDS

Campus To be advised
Prerequisite(s) To be advised
Content Promote practice standards; Provide case work consultancy to promote best practice.
Required Reading To be advised
Nominal Hours 90 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 Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
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

CHCCS4A MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate services provided to clients; Plan client service delivery; Review client services.
Required Reading To be advised
Nominal Hours 90 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 50 Hours
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

CHCFC7A FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Stimulate children's awareness; Encourage children to express their imagination and creativity; Provide an environment suitable for creative activities; Promote curiosity and enjoyment.
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

CHCIC12A PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child's additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.
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

CHCINF4A MANAGE THE ORGANISATION'S INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
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 Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCINF6A MANAGE INFORMATION STRATEGICALLY

Campus To be advised
Prerequisite(s) To be advised
Content Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation's strategic management of information.
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 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

CHCORG8A ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
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 Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation; Evaluate and report on.
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 Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Required Reading To be advised
Nominal Hours 60-150 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

CHCORG12A REVIEW ORGANISATIONAL EFFECTIVENESS

Campus To be advised
Prerequisite(s) To be advised
Content Respond to the external environment; Implement continuous improvement; Refocus the organisation/service.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCORG13A MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Formulate a strategic and business plan; Apply the strategic and business plan.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG14A MANAGE A SERVICE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate organisational planning; Design and implement the structures and process of the organisation; Implement evaluation processes; Enable organisation to meet legal requirements; Establish the profile of the organisation and market its services; Give direction for the effective management of the organisation; Manage changes in the organisation.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG15A PROMOTE THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Design and implement a promotional strategy; Monitor, evaluate and review the promotion strategy.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCORG16A MANAGE TRAINING

Campus To be advised
Prerequisite(s) To be advised
Content Maintain training records; Report and advise on training; Manage training expenditure and resources; Maintain training activities within organisational and legal requirements.
Required Reading To be advised
Nominal Hours 150 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 Provide information to the work group about occupational health and safety and the organisation's 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 and 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 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

CHCP&R6A COORDINATE POLICY DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate policy development; Monitor organisation policies; Provide policy advice.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCP&R7A MANAGE POLICY DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.
Required Reading To be advised
Nominal Hours 90 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 Identify the activity/ program required; Prepare activity /program plan; Identify and obtain required resources; Promote activity/program; Deliver activity /program; Evaluate activity/program.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCYTH6A PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Develop and implement strategies which promote effective rapport with young people; Clarify the services sought by young people; Facilitate goal setting; Provide targeted assistance and referral.
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 Minimise the impact of potential crisis situations; Prevent escalation of violent behaviour; Secure the safety of clients; Maintain records and provide reports.
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

CUFADM02A ADDRESS COPYRIGHT

Campus To be advised
Prerequisite(s) To be advised
Content 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

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA

Campus To be advised
Prerequisite(s) To be advised
Content Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.
Required Reading To be advised
Nominal Hours To be advised
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

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

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES

Campus To be advised
Prerequisite(s) To be advised
Content Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFIMA03A CREATE 2D DIGITAL ANIMATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify animation requirements; Identify scope of 2D animation software; Product key drawings for animation; Produce 2D animation; Evaluate animation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFIMA04A CREATE 3D DIGITAL ANIMATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.
Required Reading To be advised
Nominal Hours To be advised
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

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

CUFLGT03A DETERMINE LIGHTING REQUIREMENTS AND OPERATE LIGHTING

Campus To be advised
Prerequisite(s) To be advised
Content Address lighting conditions; Operate a colour temperature meter; Select and use corrective light filters; Prepare for lighting operation; Participate in technical rehearsal; Operate lighting; Monitor luminaires during the production; Monitor technical quality during production.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Required Reading To be advised
Nominal Hours To be advised
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

CUFMEM05A MANAGE MULTIMEDIA ASSETS

Campus To be advised
Prerequisite(s) To be advised
Content Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.
Required Reading To be advised
Nominal Hours To be advised
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

CUFMEM12A UPDATE WEB PAGES

Campus To be advised
Prerequisite(s) To be advised
Content Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS

Campus To be advised
Prerequisite(s) To be advised
Content Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFPOP01A PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the activity; Realise and participate in the activity.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFPOP02A BREAKDOWN A SCRIPT

Campus To be advised
Prerequisite(s) To be advised
Content Identify requirements from script; Prepare and present estimates; Prepare a schedule of resources from the break down.
Required Reading To be advised
Nominal Hours To be advised
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

CUFSAF01A FOLLOW HEALTH, SAFETY AND 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 personal safety standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFWRT05A WRITE CONTENT AND/OR COPY

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to write the content and/or copy; Write content/copy.
Required Reading To be advised
Nominal Hours To be advised
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

CULMS413A USE INFORMATION TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Operate computer hardware; Operate computer packages; Access and use user support resources.
Required Reading To be advised
Nominal Hours To be advised
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

CUSADM04A MANAGE A MAJOR PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Required Reading To be advised
Nominal Hours 35 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

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

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Cooperate in planning the product and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN04A PARTICIPATE IN NEGOTIATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN05A MAKE PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Required Reading To be advised
Nominal Hours To be advised
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

CUSRAD01A COLLECT AND ORGANISE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Collect relevant information; Assess the information; Organise the information; Communicate the information.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSRAD02A CONDUCT RESEARCH

Campus To be advised
Prerequisite(s) To be advised
Content Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.
Required Reading To be advised
Nominal Hours 35 Hours
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

CUSSOU04A RECORD SOUND

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to record sound; Record sound.
Required Reading To be advised
Nominal Hours To be advised
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

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

EA717 HUMAN FACTORS

Campus To be advised
Prerequisite(s) To be advised
Content Human psychology, ergonomics.
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 40 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 40 Hours
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 40 Hours
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 20 Hours
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

EB079 INTRODUCTION TO MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content The marketing concept and process, the marketplace, product planning and development, pricing, distribution, promotion.
Required Reading To be advised
Nominal Hours 60 Hours
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 SYSTEMS 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 80 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 80 Hours
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 40 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

ED053 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Key areas of environmental concern for the planet, Australia and industry
legislation, regulations and issues related to enterprises, management processes.
Required Reading To be advised
Nominal Hours 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

ED058 INTRODUCTION TO FINANCIAL MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content The accounting process, financial reports, budgeting, overheads, breakeven analysis, sources of business finance, credit control, capital equipment financing.
Required Reading To be advised
Nominal Hours 60 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

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 Electronic business communications; Negotiation skills; Conflict resolution; Customer interaction; Organization and time management skills; Developing client relations; Business correspondence.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

FNBACC01B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Sources of finance; capital budgeting; ratios, rates and analysis of financial statements; working capital management; cost of capital; preparation and distribution of management reports.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC02B PREPARE INCOME TAX RETURNS

Campus To be advised
Prerequisite(s) To be advised
Content Gather and verify data; Calculate taxable income; Review compliance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC03B MANAGE BUDGETS AND FORECASTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare budgets; Forecast estimates; Document budget; Monitor budget outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBACC04B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY

Campus To be advised
Prerequisite(s) To be advised
Content Compile data; Prepare reports.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC06B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Review corporate governance requirements; Implement operating procedures; Monitor policy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNBACC07B PREPARE COMPLEX TAX RETURNS

Campus To be advised
Prerequisite(s) To be advised
Content Returns and assessments; tax collection for companies; capital gains tax; superannuation funds; tax collections for companies and superannuation funds; electronic lodgement of tax.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC09B AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Statutory rules and liability of external auditors; compliance and substantive testing; audit programs; sampling; materiality and audit risk; management letters; audit reports; subsequent events.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNBACC10B EVALUATE TAX COMPLIANCE

Campus To be advised
Prerequisite(s) To be advised
Content Tax planning and tax avoidance; payment and recovery of tax; objections, penalties and reviews; penalty tax and prosecution; tax scheduling.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC11B MONITOR CORPORATE GOVERNANCE

Campus To be advised
Prerequisite(s) To be advised
Content Corporate governance standards, practices and compliance; legal capacity of corporate structures; Constitution and Replaceable Rules; powers and status of corporate structures; membership and share capital; capital raising; accounts, registers and returns; duties of officers; meetings, remedies of members; external administration; corporate takeovers.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC15B EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Methods of raising equity capital; portfolio development and management; investment strategies and market influences; valuing shares and goodwill; financial management models in relation to investment and dividend decisions.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC16B EVALUATE FINANCIAL RISK

Campus To be advised
Prerequisite(s) To be advised
Content Risk management; credit management principles; options, futures, and forward and spot markets.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC17B DEVELOP AND IMPLEMENT FINANCIAL STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Microeconomic principles; macroeconomic principles.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC21A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Implement an integrated accounting system; Process transactions within the system; Maintain the system; Produce reports; Ensure system integrity.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC22A PROCESS BUSINESS TAX OBLIGATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain accounting records for tax purposes; establish and maintain a process for managing business tax returns; process business tax returns and lodgements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBACC27A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Activity based costing; process costing; operations costing; joint and by-products; standard costing; factory management techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC28A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Tax-effect accounting; consolidations; accounting for leases; compliance with Australian Accounting Standards.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC29A MAKE DECISIONS WITHIN A LEGAL CONTEXT

Campus To be advised
Prerequisite(s) To be advised
Content Functions of courts and regulatory bodies; Business structures; Negligence; Employment law; Consumer protection; consumer credit legislation; contract law; agency law; bankruptcy law.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC30A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Gather and record operating and cost data; Analyse data; Prepare budgeted reports; Review costing system integrity.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS

Campus To be advised
Prerequisite(s) To be advised
Content Batch monetary items and prepare deposit facility.
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 journals; authorise journals; enter data into system; check journal processing report; file documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN70A PREPARE FINANCIAL FORECASTS AND PROJECTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Basic business mathematics; percentages; algebra; simple and compound interest; annuities; break-even analysis; introduction to statistics; data analysis and interpretation; parameter estimation; probability.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE

Campus To be advised
Prerequisite(s) To be advised
Content Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish professional relationship with the client/patient; Provide effective response to client/patient enquiries; Respond effectively to difficult or challenging behaviour; Use basic counselling skills as required to facilitate treatment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

Campus To be advised
Prerequisite(s) To be advised
Content Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTFA1A APPLY BASIC FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

HLTFA2A PROVIDE ADVANCED FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content Follow work practices based on an awareness of culture as a factor in all human behaviour; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHSE1A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Campus To be advised
Prerequisite(s) To be advised
Content Follow organisational procedures for hazard identification and risk control; Contribute to OHS in the workplace; Utilise and implement strategies as directed to prevent infection in the workplace; Utilise strategies to prevent work overload; Work in a safe manner; Utilise and implement strategies to prevent manual handling injuries.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.
Required Reading To be advised
Nominal Hours 20 Hours
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 20 Hours
Assessment As per accredited curriculum

HLTIR4A WORK EFFECTIVELY IN A CROSS-CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Work practices in a cross cultural context are grounded in an awareness of one's own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION

Campus To be advised
Prerequisite(s) To be advised
Content Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Assemble prescription items in accordance with good dispensing practice; Prepare labels in accordance with legal requirements; Ensure final check conducted by pharmacist; Complete and maintain documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packaging process.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate commitment to the central philosophies of massage practice; Identify and describe the principles and practices of massage; Develop knowledge of complementary therapies; Represent massage framework to the community; Work within clinic and regulation guidelines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT

Campus To be advised
Prerequisite(s) To be advised
Content Manage treatment; Apply remedial massage techniques; Advise and resource the client/patient; Review treatment.
Required Reading To be advised
Nominal Hours 380 Hours
Assessment As per accredited curriculum

HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK

Campus To be advised
Prerequisite(s) To be advised
Content Analyse and interpret information received; Inform the client/patient.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT

Campus To be advised
Prerequisite(s) To be advised
Content Determine the scope of the assessment and the client/patient's needs; Obtain and record an accurate history of the client/patient; Manage the health assessment; Prepare the client for assessment; Make a comprehensive assessment of the client/patient.
Required Reading To be advised
Nominal Hours 280 Hours
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

ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Design network; Evaluate network traffic; Finalise network design.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)

Campus To be advised
Prerequisite(s) To be advised
Content Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model
Required Reading To be advised
Nominal Hours 60 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.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Derive the high level design from specification; Refine the design; Validate the design.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD139A DESIGN A DATABASE

Campus To be advised
Prerequisite(s) To be advised
Content Scope and functionality of database is determined; Logical data model is developed; Data structures are designed; Queries, screens and reports are designed; Access and security systems are designed; Database design is confirmed.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Define the technical environment; Define the human computer interface; Determine site hierarchy; Design website.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Determine user needs; Determine LAN specification.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Identify WAN needs; Identify WAN specification.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE

Campus To be advised
Prerequisite(s) To be advised
Content Develop navigation system; Test and sign off.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus**.**
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the business needs context; Identify input requirements; Identify output requirements; Identify interface requirements; Identify process flow requirements; Identify measurement requirements; Technical requirements are signed off.
Required Reading To be advised
Nominal Hours To be advised
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

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

ICAITB076B IMPLEMENT CONFIGURATION MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify and clarify configuration management requirements; Employ appropriate control mechanisms; Implement monitoring mechanisms; Manage release of product.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITB159A BUILD A SECURITY SHIELD FOR A NETWORK

Campus To be advised
Prerequisite(s) To be advised
Content Security framework is developed; Security framework is implemented; Security framework is tested and monitored.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB162A CONFIGURE A PAYMENT GATEWAY

Campus To be advised
Prerequisite(s) To be advised
Content Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB165A CREATE DYNAMIC PAGES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB168A COMPILE AND RUN AN APPLICATION

Campus To be advised
Prerequisite(s) To be advised
Content Write basic application; Run the application; Document the application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE TO SPECIFICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Website structure developed; Build site; Test site.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB170A BUILD A DATABASE

Campus To be advised
Prerequisite(s) To be advised
Content Database design is confirmed; Data structures, queries, screens and reports are developed; Access and security systems are developed; Database prototype is created and tested; The live system is implemented.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB171A DEVELOP CASCADING STYLE SHEETS (CSS)

Campus To be advised
Prerequisite(s) To be advised
Content Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB173A INSTALL INTELLIGENT HUB

Campus To be advised
Prerequisite(s) To be advised
Content Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB174A INSTALL NETWORK BRIDGES/SWITCHES

Campus To be advised
Prerequisite(s) To be advised
Content Bridges/ switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB176A INSTALL AND CONFIGURE ROUTER

Campus To be advised
Prerequisite(s) To be advised
Content Router is installed and configured; Router and network is tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB180A INTEGRATE A DATABASE WITH A WEBSITE

Campus To be advised
Prerequisite(s) To be advised
Content Database(s) is prepared; Database logins are created; Data source names are created; Database connectivity tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB212A IMPLEMENT QUALITY ASSURANCE PROCESS FOR WEB SITES

Campus To be advised
Prerequisite(s) To be advised
Content Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITD209A WRITING FOR THE WORLD WIDE WEB

Campus To be advised
Prerequisite(s) To be advised
Content Site content requirements are determined; Site content is written; Upload content.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITI188A INSTALL AND MAINTAIN A SERVER

Campus To be advised
Prerequisite(s) To be advised
Content Installation plan is developed; Server is installed; Server operation is monitored.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITI189A ENSURE WEBSITE CONTENT MEETS APPROPRIATE TECHNICAL PROTOCOLS & STANDARDS

Campus To be advised
Prerequisite(s) To be advised
Content Content meets required standards; The technology supports content; Test content.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITI190A MAINTAIN INFORMATION STANDARDS

Campus To be advised
Prerequisite(s) To be advised
Content Website content displays required statements; General information; Disclosure of policies and services; Product/Service conditions and notifications; Customer service support.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON

Campus To be advised
Prerequisite(s) To be advised
Content Determine the client user areas that are to be supported; Develop appropriate method of liaising with client user/group and possible contacts; Establish contact and develop reporting protocol; Maintain established communication links.
Required Reading To be advised
Nominal Hours 20 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

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

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

ICAITS191A MAINTAIN WEBSITE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS192A CONFIGURE AN INTERNET GATEWAY

Campus To be advised
Prerequisite(s) To be advised
Content Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS194A ENSURE BASIC WEBSITE SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Determine business security requirements; Ensure web server security; Ensure protocol security.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS195A ENSURE DYNAMIC WEBSITE SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Risk assessment is completed; Operating systems are secured; Site server is secured; Relevant data transactions are secured; Security framework is tested, monitored and documented.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

Campus To be advised
Prerequisite(s) To be advised
Content Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS198A DEVELOP GUIDELINES FOR UPDATING AND LOADING INFORMATION TO A WEBSITE

Campus To be advised
Prerequisite(s) To be advised
Content Develop site policies; Establish updating and loading procedures; Guidelines documented.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS200A MONITOR TRAFFIC AND COMPILE SPECIFIED SITE TRAFFIC REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Web traffic tools are selected; Traffic is monitored; Recommendations for improvements are made.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS201A TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Configure the file transfer protocol client; Prepare content for transfer; Establish connection to server; Transfer files.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS202A ENSURE PRIVACY FOR USERS

Campus To be advised
Prerequisite(s) To be advised
Content Apply privacy legislation; Apply the 10 National Privacy Principles to websites; Limit access to equipment that provides access to users personal information; Data storage and handling procedures are developed; Data being communicated over external networks is protected.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITT183A CONFIRM ACCESSIBILITY OF WEBSITE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Identify accessibility standards; Test accessibility; Test pages.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY

Campus To be advised
Prerequisite(s) To be advised
Content Design a user test; Conduct user test; Evaluate user test; Document results.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT185A VALIDATE BASIC WEBSITE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Define performance criteria; Validate performance; Sign off performance.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITTW214A MAINTAIN ETHICAL CONDUCT

Campus To be advised
Prerequisite(s) To be advised
Content Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.
Required Reading To be advised
Nominal Hours To be advised
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

ICAITU205A SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Functional requirements are established; Tools are selected; Tools are installed configured and tested; Tools are employed.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA

Campus To be advised
Prerequisite(s) To be advised
Content Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.
Required Reading To be advised
Nominal Hours To be advised
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

ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM45CA INCORPORATE ANIMATION INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM46CA INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital video; Use digital video software; Design and edit digital video; Present a digital video sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM47DA INCORPORATE 3D MODELLING INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of 3D Modelling; Use 3D modelling software; Design and edit a 3D model; Present a 3D modelling sequence.
Required Reading To be advised
Nominal Hours To be advised
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

ICPMM67DA PLAN INTERFACE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Identify the features of interface design; Develop interface design strategies; Produce user documentation.
Required Reading To be advised
Nominal Hours To be advised
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

ICPPP11DA UNDERTAKE A COMPLEX DESIGN BRIEF

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.
Required Reading To be advised
Nominal Hours 50 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 40 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 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

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

LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the basic office administration duties and precautions, which are expected to be performed by a draftsperson in an office, working under limited supervision
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the application of construction principles conforming to Local Government regulations and complying with the provisions of Volume 2, Class 1 and 10, including relevant State variations, of the Building Code of Australia (BCA) as it applies to Private Residential Dwellings
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING

Campus To be advised
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content This unit relates to site surveying skills and practices to measure, record and interpret data from an existing building using measuring and levelling equipment and producing a measured drawing
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) LCTN Using Sketching Presentation Techniques to Communicate Design Concepts
Content This unit deals with the knowledge and hand skills required to produce three dimensional (3D) projected presentation views of Architectural/Interior design concepts for private residential.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in residential buildings (past and present).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for Class 1 and 10 private residential buildings, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE

Campus To be advised
Prerequisite(s) Nil
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions to single storey residential dwellings Classes 1 and 10, complying with the Building Code of Australia (BCA), under limited supervision.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTK PRODUCE WORKING DRAWINGS FOR A TWO SINGLE STOREY PRIVATE RESIDENCE

Campus To be advised
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions for two storey residential dwellings Classes 1 and 10 complying with the Building Code of Australia (BCA) under limited supervision.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTL PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) LCTN Using Sketching Presentation Techniques to communicate design concepts; LCTM Provide Design Solutions for Small Residential Living Units.
Content This unit relates to creating design solutions for Class 1 and 10 private residential dwellings, under limited supervision, and presenting them as design drawings from which construction documentation can be derived
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTM PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to creating design solutions, under supervision, for small residential living units restricted to Class 1 and 10 and a maximum area of 120m², and presenting them as design drawings from which other construction documentation can be commenced.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content This unit deals with the knowledge and hand skills required to produce, under supervision, sketches and selected renderings of architectural/interior design elements and concepts for private residential dwellings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES

Campus To be advised
Prerequisite(s) LCTA Apply Drafting Office Administration Processes
Content This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be performed by an architectural para-professional draftsperson, working under minimal supervision.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE 'B' AND 'C' COMMERCIAL BUILDINGS

Campus To be advised
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type "B" and "C" buildings.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the application of environmental sustainability to building design principles and material selection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS

Campus To be advised
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to identifying services, drawings and specifications and determining service requirements for residential, industrial and commercial building projects complying with the provisions of the Building Code of Australia (BCA) and relevant Australian Standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTW EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS

Campus To be advised
Prerequisite(s) LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in Type "B" and "C" commercial buildings (past and present).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTX PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Campus To be advised
Prerequisite(s) LCTF Produce 2D Architectural Drawings using CAD Software
Content This unit relates to producing 3D architectural models utilising Computer Aided Drafting software for a range of presentation or construction drawings.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'B' BUILDING PROJECTS

Campus To be advised
Prerequisite(s) LCTZ Produce commercial working drawings for Type 'C' Building Projects
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type "B" buildings.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'C' BUILDING PROJECTS

Campus To be advised
Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type "C" buildings.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

Campus To be advised
Prerequisite(s) LCTX Produce 3D Architectural Drawings using CAD Software
Content This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type "B", class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE 'C' BUILDINGS

Campus To be advised
Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit relates to creating design solutions for Type "C" Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE 'B' BUILDINGS

Campus To be advised
Prerequisite(s) LCWC Provide Design Solutions for Type 'C' Buildings
Content This unit relates to creating design solutions for Type "B" Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

Campus To be advised
Prerequisite(s) Attainment of the Diploma of Building Design and Technology
Content This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacings of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 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 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 60 Hours
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 To be advised
Prerequisite(s) Nil
Content Use hand tools.
Required Reading To be advised
Unit Weight Points 20 Hours
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 80 Hours
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 To be advised
Prerequisite(s) Nil
Content Use power tools.
Required Reading To be advised
Unit Weight Points 20 Hours
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

MEM18.5AA 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

MEM18.55AA 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

MEM18.6AA 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

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.

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

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

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 20-80 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 20-80 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 40-80 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 80 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

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

NBB14 INTRODUCTION TO ELECTRICITY AND ELECTRONICS

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a knowledge of basic electricity; Describe how a simple electrical circuit operates; Determine the voltage, current, resistance and power dissipated in simple two component series circuits and simple two path parallel and series-parallel circuits; Describe how electricity is distributed in buildings and premises; Identify and describe the system level function of varies electrical/electronic devices used to power and control machinery and plant equipment.
Required Reading To be advised
Nominal Hours 20
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 20-80 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 20-80 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 20-80 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.

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

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 40-80 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

NE177 PROGRAMMABLE LOGIC CONTROLLERS 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

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 80 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 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

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

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 PHEUMATICS 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-stroke and four-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 40 Hours
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 40 Hours
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 40 Hours
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 40 Hours
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 40 Hours
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 40 Hours
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 PHEUMATICS 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 PHEUMATICS 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 PHEUMATICS 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 40 Hours
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 40 Hours
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 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.

NM93 CAM 5 – 3D PROGRAMMING

Campus To be advised
Prerequisite(s) To be advised
Content 3D component geometry, create entities/elements, edit geometry, layers/levels, contraction and work planes, AXES, level, machining axes, graphics views viewing axes, 3D machining surfaces, boundary geometry, 3D toolpath surfaces, loft, rev/spun, swept/translated, coons/forms path.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM94 CAM 6 – 3D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content 3D component geometry, layers, workholding, non toolpath data, colours 3D CNC contour, ruled, loft, rev/spun, sweep/translated, coons. Form patch, machining considerations, surface tolerance roughing suits, combined toolpath surfaces, projected toolpath, trim/bend two 3D surfaces, graphically proving techniques, 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 40 Hours
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 20-80 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.V3 COMPUTER OPERATIONS – DATA RETRIEVAL

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health & Safety; Start up a computer; Retrieve, view and close a database file; Retrieve, view and close a spreadsheet file; Retrieve, view and close graphics file; Retrieve, view and close a word processing file; Create, save and print a word processed document; Exit system and store data in accordance with designated procedures; apply recycling techniques.
Required Reading To be advised
Nominal Hours 10-80 Hours
Assessment To be advised.

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.V2 VOCATIONAL PLACEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Participate as a member of an office/workstream undertaking relevant tasks while under supervision.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

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.

NOS222.V2 WORD PROCESSING FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised.
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 To be advised

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.

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

NSW8395D 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 available from income while minimising the associated risks.
Required Reading To be advised
Nominal Hours 50 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.

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

PRMWM11A RESPOND TO WASTE EMERGENCY

Campus To be advised
Prerequisite(s) Nil
Content Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Organise for moving; Perform routine checks on load shifting equipment; Sstart and operate load shifting equipment; Organise for loading; Load and unload waste; Move waste; shut down and secure load shifting equipment; Carry out basic housekeeping and maintenance; Document moving activities.
Required Reading to be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PRMWM44A IDENTIFY WASTES AND HAZARDS

Campus To be advised
Prerequisite(s) Nil
Content Identify wastes; Identify hazards.
Required Reading To be advised
Nominal Hours 15 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

PSPPM601A DIRECT PROJECT ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify project scope in a strategic context; Acquire project resources; Manage integration of project activities; Evaluate project activities.
Required Reading To be advised
Nominal Hours 50 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

PUXCOMO04A MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES

Campus To be advised
Prerequisite(s) Nil
Content Develop communication strategies; Establish and maintain communication pathways; Promote the use of communication strategies.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

PUXEMEO01A 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

RTC1801A PREPARE FOR WORK

Campus To be advised
Prerequisite(s) To be advised
Content Observe safe work practices; Communicate with others; Contribute to a productive working environment; Follow good environmental practices.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC2701A FOLLOW OHS PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining health and safety of all people in the workplace.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC2704A PROVIDE BASIC FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Apply basic first aid techniques.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC2705A WORK EFFECTIVELY IN THE INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive work environment; Promote workplace co-operation; Undertake an activity to workplace requirements.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

RTC3701A RESPOND TO EMERGENCIES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for emergency situations; Implement fire prevention and control on site and in the workshop; Evaluate the emergency; Act in an emergency; Apply essential first aid techniques.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

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

RUHHRT203A PLANT TREES AND SHRUBS

Campus: To be advised
Prerequisite(s): To be advised
Content Prepare a planting site; Excavate planting hole; Prepare trees and shrubs for planting; Install trees and shrubs and provide aftercare.
Required Reading: To be advised
Nominal Hours: 22 Hours
Assessment: As per accredited curriculum

RUHHRT208A PRUNE SHRUBS AND SMALL TREES

Campus: To be advised
Prerequisite(s): To be advised
Content Identify pruning requirements; Prepare for pruning; Undertake pruning of trees and shrubs.
Required Reading: To be advised
Nominal Hours: 22 Hours
Assessment: As per accredited curriculum

RUHHRT345A INSTALL METAL STRUCTURES AND FEATURES

Campus: To be advised
Prerequisite(s): To be advised
Content Plan and prepare works; Set out the works; Assemble and erect structure; Apply coatings to finished structure; Undertake a site commissioning; Clean up site and store all tools and equipment.
Required Reading: To be advised
Nominal Hours: 65 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

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

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

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

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

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

SRXFIN001A PREPARE AND PROCESS FINANCIAL DOCUMENTATION FOR CASH FLOW AND ACCOUNTING RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Record and balance petty cash transactions; Reconcile invoices for payment to creditors; Prepare invoices for debtors; Prepare and process banking documents.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXFIN002A MAINTAIN DAILY FINANCIAL RECORDS FOR ACCOUNTING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content Enter payment and receipt transactions into cash journals; Prepare bank reconciliations; Enter credit transactions and journals; Maintain creditors and debtors system.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXFIN003A MONITOR CASH CONTROL FOR ACCOUNTING RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Receive and document payments/takings; Check and dispatch invoices to debtors; Follow up outstanding accounts; Check and dispatch payments to creditors.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXFIN004A PROCESS PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Process payroll.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFIN005A PRODUCE REPORTS AS REQUIRED FOR CASH FLOW FORECASTS AND BUDGETARY PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content Undertake and document costing procedures; Prepare financial reports to enable preparation of cash flow forecasts and budget reports; Draft financial forecast/budgets.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXFIN006A MANAGE PAYROLL RECORDS FOR EMPLOYEE SALARIES AND STATUTORY RECORD KEEPING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payment of salaries; Administer Pay As You Earn salary records.
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

SRXFIN008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Seek to secure additional finances to support services; Generate income.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFIN009A NEGOTIATE INSURANCE

Campus To be advised
Prerequisite(s) To be advised
Content Assess current insurance policies; Establish current insurance requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXFIN010A PREPARE AND ANALYSE FINANCIAL BUDGETS AND PRODUCE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Develop budgets; Monitor revenue and expenditure against budget.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXFIN011A MEET STATUTORY REPORTING REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare financial accounts and schedules to accounts in statutory format to meet audit requirements; Prepare annual return; Prepare Income Tax Return; Prepare fringe benefits tax return.
Required Reading To be advised
Nominal Hours 15 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 20 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

SRXHRM003A PROMOTE AND MAINTAIN A POSITIVE EMPLOYEE/INDUSTRIAL RELATIONS ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain a positive employee/industrial relations environment; Implement solutions to potential problems.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM004A RECRUIT STAFF

Campus To be advised
Prerequisite(s) To be advised
Content Prepare position and job profile descriptions; Recruit and select staff; Implement industrial instrument; induct new staff.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM005A MONITOR AND REVIEW STAFF PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Develop an appropriate review process; Develop and train staff in performance management system; Undertake staff performance assessment; Implement staff on options and alternatives; Counsel staff on options and alternatives; Develop disciplinary and termination procedures; Implement disciplinary and termination procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM006A DEVELOP AND IMPLEMENT A HUMAN RESOURCE PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Analyse present workforce profile; Determine future human resource requirements of the organisation; Develop and implement a human resource plan to meet future requirements; Monitor and evaluate implementation of plan.
Required Reading To be advised
Nominal Hours 20 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

SRXMKT002A LIASE WITH THE MEDIA TO PROMOTE THE ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare media release; Issue media release; Arrange media interviews.
Required Reading To be advised
Nominal Hours 15 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

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

SRXRIS004A CONDUCT A RISK AUDIT AND DEVELOP A RISK MANAGEMENT POLICY

Campus South Melbourne
Prerequisite(s) Nil
Content Establish a risk management philosophy and awareness at senior management level; Analyse the organisation's risk management context and conduct a risk audit; Develop the organisation's risk management policy; Communicate the organisation's risk management policy; Monitor and review the organisation's risk management policy.
Required Reading To be advised
Nominal Hours 20 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

TDTA197B SECURE CARGO

Campus To be advised
Prerequisite(s) Nil
Content Prepare to secure cargo/containers; Lash and unlash cargo; Protect cargo from weather; Pack and unpack cargo.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA297B MAINTAIN CONTAINER/CARGO RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA397B CONNECT AND DISCONNECT REEFER UNITS

Campus To be advised
Prerequisite(s) Nil
Content Plug/unplug reefer units to power sources; Attach/detach clip-on units.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO

Campus To be advised
Prerequisite(s) Nil
Content Check stacking/discharge list at commencement of shift; Assess and plan container/cargo consolidation; Allocate stack positions; Identify and check containers/cargo; Check and complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION

Campus Werribee/Industry
Prerequisite(s) To be advised
Content Check Documentation; Analyse and evaluate records
Required Reading To be advised
Nominal Hours 20 Hours**Assessment** As per accredited curriculum.

TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Organise equipment, machinery and personnel; Identify, assess and manage potential risks; Monitor work performance and progress; Monitor status of pending work; Solve problems and make decisions; Complete shift and prepare for next shift.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

TDTA897B TRANSFER CARGO

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for load transfer; Transfer cargo; Complete transfer.
Required Reading To be advised
Nominal Hours 40 Hours
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

TDTA997B COMPLETE AND CHACK IMPORT/EXPORT DOCUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1097B COORDINATE GOODS TO BOND PREMISES

Campus To be advised
Prerequisite(s) Nil
Content Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1197B PACKAGE GOODS

Campus To be advised
Prerequisite(s) Nil
Content Select materials and pack and unwrap products; Label packaged products/loads.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1297B PICK AND PROCESS ORDERS

Campus To be advised
Prerequisite(s) Nil
Content Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1397B RECEIVE GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

Campus To be advised
Prerequisite(s) Nil
Content Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1897B ORGANISE DESPATCH OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1997B ORGANISE RECEIVAL OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Plan and organise receival operations; Organise the storage of stock; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2097B REPLENISH STOCK

Campus Werribee.
Prerequisite(s) Nil
Content Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2197B DESPATCH STOCK

Campus Werribee.
Prerequisite(s) Nil
Content Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2297B PARTICIPATE IN STOCKTAKES

Campus To be advised
Prerequisite(s) Nil
Content Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2397B COORDINATE STOCKTAKES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation
Required Reading To be advised
Nominal Hours 20
Assessment As per accredited curriculum

TDTA2497B ORGANISE WAREHOUSE RECORDS OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK

Campus To be advised
Prerequisite(s) Nil
Content Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2698B MONITOR STORAGE FACILITIES

Campus To be advised
Prerequisite(s) Nil
Content Determine site functions and operations; Monitor storage operations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2798B EVALUATE AND SELECT BULK HANDLING AND STORAGE RESOURCES

Campus To be advised
Prerequisite(s) Nil
Content Analyse storage requirements; Schedule work; Organise activities; Evaluate and monitor dangerous goods and hazardous substances storage compliance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2898B ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2998B PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select bulk handling and storage resources; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA3098B ORGANISE CARGO FOR EXPORT

Campus To be advised
Prerequisite(s) Nil
Content Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA3198B CONSOLIDATE FREIGHT

Campus Werribee/Industry
Prerequisite(s) Nil
Content Assess scope to consolidate freight; Prepare consignment documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA3298B ORGANISE TRANSPORT OF FREIGHT OR GOODS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan transport operations; Organise the transport of freight; Complete organisation process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA3398B ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT

Campus To be advised
Prerequisite(s) Nil
Content Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA3501A MANAGE INTERNATIONAL FREIGHT TRANSFER

Campus To be advised
Prerequisite(s) Nil
Content Analyse freight transfer requirements; Plan systems and processes for international freight transfer; Monitor and coordinate systems and processes for international freight transfer.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTA3601A MANAGE HANDLING AND STORAGE OF PERISHABLE FOOD PRODUCTS

Campus To be advised
Prerequisite(s) Nil
Content Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select resources for handling and storage of perishable food products; Complete documentation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTA3801A CONTROL AND ORDER STOCK

Campus To be advised
Prerequisite(s) Nil
Content Maintain stock levels and records; Organise and administer stocktakes; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA3901A RECEIVE AND STORE STOCK

Campus To be advised
Prerequisite(s) Nil
Content Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA4101A MANUALLY SORT MAIL AND PARCELS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4201A DESPATCH MAIL

Campus To be advised
Prerequisite(s) Nil
Content Prepare to despatch mail; Despatch mail; Complete despatch of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4301A CONSOLIDATE MAIL

Campus To be advised
Prerequisite(s) Nil
Content Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4401A CARRY OUT DELIVERY OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4601A PROCESS PARCELS AND LETTERS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to process parcels and mail manually; Process parcels and mail manually; Complete process for parcels and mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4701A STREAM MAIL

Campus To be advised
Prerequisite(s) Nil
Content Prepare to stream mail; Stream mail; Complete streaming of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB197B CHECK AND ASSESS OCCUPATIONAL CAPABILITIES OF EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Inspect equipment and work area; Check equipment operational capability; Identify and assess impact of faults on work requirements; Record and report results of inspection and testing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS

Campus To be advised
Prerequisite(s) Nil
Content Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate fault and/or formulate recommendations.
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

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE

Campus To be advised
Prerequisite(s) Nil
Content Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
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

TDTB497B CARRY OUT VEHICLE INSPECTION

Campus To be advised
Prerequisite(s) Nil
Content Check the vehicle; Clean vehicle; Complete documentation.
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

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus To be advised
Prerequisite(s) Nil
Content Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus To be advised
Prerequisite(s) Nil
Content Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.
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

TDTB797B CARRY OUT MAINTENANCE OF TRAILERS

Campus To be advised
Prerequisite(s) Nil
Content Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.
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

TDTB897B CARRY OUT INSPECTION OF TRAILERS

Campus To be advised
Prerequisite(s) Nil
Content Check the trailer; Clean trailer; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998B CHECK CONVEYOR OPERATIONAL STATUS

Campus To be advised
Prerequisite(s) Nil
Content Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.
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 Establish maintenance requirements; Organise maintenance activities; Assemble requirements; Complete maintenance procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1098B PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

Campus To be advised
Prerequisite(s) To be advised
Content Establish maintenance requirements; Organise maintenance activities; Organise resources; Complete maintenance procedures.
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

TDTB1198B SET UP AND RIG CRANE FOR LIFT

Campus To be advised
Prerequisite(s) Nil
Content Position and stabilise crane; Assemble crane.
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

TDTB1298B PLAN JOB AND SET UP WORK AREAS

Campus To be advised
Prerequisite(s) Nil
Content Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.
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

TDTB1398B MAINTAIN MOBILE CRANES

Campus To be advised
Prerequisite(s) Nil
Content Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.
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

TDTB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Campus To be advised
Prerequisite(s) Nil
Content Inspect site; Unload/load crane from/onto float; Secure crane for travel.
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

TDTB1598B UNDERTAKE SITE INSPECTION

Campus To be advised
Prerequisite(s) Nil
Content Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.
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

TDTB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.
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

TDTB1798B ASSEMBLE/DISMANTLE BOOM OR JIB

Campus To be advised
Prerequisite(s) Nil
Content Plan assembly/dismantling; Assemble/dismantle boom or jib.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTB1801A CONDUCT FULL TRAIN EXAMINATION

Campus To be advised
Prerequisite(s) Nil
Content Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1901A TEST TRAIN BRAKING SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB2001A VISUALLY INSPECT STATIONARY TRAIN

Campus To be advised
Prerequisite(s) Nil
Content Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTB2101A CONDUCT TRAIN ROLL BY INSPECTION

Campus To be advised
Prerequisite(s) Nil
Content Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2201A DIAGNOSE AND RECTIFY MINOR FAULTS

Campus To be advised
Prerequisite(s) Nil
Content Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB2301A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS

Campus To be advised
Prerequisite(s) Nil
Content Plan decanting and watering of passenger vehicles/carriages/vessels; Provide decanting service; Provide water service; Complete decanting and watering.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2401A CLEAN TRANSPORTATION UNITS AND FACILITIES FOR PASSENGER USE

Campus To be advised
Prerequisite(s) Nil
Content Identify and prepare for cleaning; Clean facility or unit; Identify minor maintenance requirements of transportation units and facilities; Complete the work.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

TDTB2501A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT

Campus To be advised
Prerequisite(s) Nil
Content Check and prepare motive power unit; Examine motive power unit; Start motive power unit; Position motive power unit; Shut down and secure motive power unit.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

TDTB2601A PREPARE FOR TRAIN OPERATION

Campus To be advised
Prerequisite(s) Nil
Content Implement pre-departure checks; Confirm train documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Set up remote control system; Set up lead control system; Shut down remote control equipment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB2801A MAINTAIN AND USE HAND TOOLS

Campus To be advised
Prerequisite(s) Nil
Content Select and use hand tools; Maintain hand tools; Secure and store hand tools.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB3001A UNDERTAKE GENERAL SITE MAINTENANCE

Campus To be advised
Prerequisite(s) Nil
Content Prepare for work; Conduct site housekeeping functions; Apply pest and vegetation control measures; Complete the work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB3101A CLEAN UP PLANT, EQUIPMENT AND WORKSITE

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Arrange clear up and disposal/ reclamation of material; Operate cleaning equipment and mobile plant; Finalise work and restore site.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC197A DRIVE VEHICLE (CORE SKILLS)

Campus To be advised.
Prerequisite(s) Nil
Content Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTC197B DRIVE VEHICLE

Campus To be advised.
Prerequisite(s) Nil
Content Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.
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

TDTC297B DRIVE LIGHT RIGID VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
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

TDTC397B DRIVE MEDIUM RIGID VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
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

TDTC497B DRIVE HEAVY RIGID VEHICLES

Campus To be advised
Prerequisite(s) Nil
Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC497C DRIVE HEAVY RIGID VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
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

TDTC597B DRIVE HEAVY COMBINATION VEHICLES

Campus To be advised
Prerequisite(s) Nil
Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC597C DRIVE HEAVY COMBINATION VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC697B DRIVE MULTI-COMBINATION VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS

Campus To be advised
Prerequisite(s) Nil
Content Carry out pre-operational checks; Drive a vehicle carrying special loads.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC897B DRIVE COACH/BUS

Campus To be advised
Prerequisite(s) Nil
Content Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.
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

TDTC997B DRIVE TAXICAB

Campus To be advised
Prerequisite(s) Nil
Content Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
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

TDTC1097B PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1197B TRANSPORT PASSENGERS WITH DISABILITIES

Campus To be advised
Prerequisite(s) Nil
Content Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.
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

TDTC1298B RIDE COURIER/DELIVERY MOTORCYCLE

Campus To be advised
Prerequisite(s) Nil
Content Ride the courier motorcycle; Monitor traffic and road conditions; Monitor and maintain motorcycle performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1398B RIDE COURIER/DELIVERY BICYCLE

Campus To be advised
Prerequisite(s) Nil
Content Inspect bicycle for operational capability; Ride the bicycle; Monitor traffic and road conditions; Monitor and maintain bicycle performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1401A PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE

Campus To be advised
Prerequisite(s) Nil
Content Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTC1501A PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT

Campus To be advised
Prerequisite(s) Nil
Content Prepare motive power unit; Operate motive power unit; Operate and monitor on-board equipment; Respond effectively to external operating factors; Stable and secure motive power unit.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

TDTC1601A CONDUCT MARSHALLING OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1701A SHUNT ROLLING STOCK

Campus To be advised
Prerequisite(s) Nil
Content Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

TDTC1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS

Campus To be advised
Prerequisite(s) Nil
Content Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTC2101A DRIVE TRAM

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare to drive tram; Carry out pre-operational checks; Manoeuvre and position tram; Drive tram safely; Drive tram efficiently; Berth and secure tram.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC2201A OPERATE PASSENGER TRAM

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Operate the passenger tram; Operate revenue collection systems; Complete operator sequence.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTC2401A OPERATE URBAN PASSENGER TRAIN

Campus To be advised
Prerequisite(s) Nil
Content Drive urban train efficiently and effectively; Assist passengers; Carry out train inspections; Respond effectively to abnormal situations and external operating factors; Stable urban train.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTC2501A OPERATE FOUR WHEEL DRIVE VEHICLE

Campus To be advised
Prerequisite(s) Nil
Content Operate Four Wheel Drive vehicles on normal roads; Operate vehicle on, or across a slope; Operate vehicle ascending a steep slope including stall recovery; Operate vehicle descending a steep slope including stall recovery; Operate vehicle in rugged terrain; Operate jack; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS

Campus To be advised
Prerequisite(s) Nil
Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD297B SHIFT A LOAD USING MANUALLY-OPERATED EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) To be advised
Content Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.
Required Reading To be advised
Nominal Hours 40 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

TDTD497B LOAD AND UNLOAD GOODS/CARGO

Campus To be advised
Prerequisite(s) To be advised
Content Load and unload goods/cargo; Secure and protect load; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for transfer of cargo; Calculate Safe Working Load or Working Load Limit of slings and loads; Sling cargo and unsling cargo; Strap and unstrap Goods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD897B MONITOR CRANE OPERATIONS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD997B DIRECT CRANE OPERATIONS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1097B OPERATE A FORKLIFT

Campus Werribee.
Prerequisite(s) To be advised
Content Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.
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

TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Select load moving equipment; Move goods; Check goods and complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS

Campus To be advised
Prerequisite(s) Nil
Content Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1597B IDENTIFY AND CLASSIFY EXPLOSIVES AND DANGEROUS GOODS

Campus To be advised
Prerequisite(s) Nil
Content Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.
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

TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.
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

TDTD1897B HANDLE FURNITURE AND EFFECTS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for removal; Move furniture items; Load vehicle.
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

TDTD1997B PACK AND UNPACK CARTONS DURING A REMOVAL

Campus To be advised
Prerequisite(s) Nil
Content Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2097B CARE FOR LIVESTOCK IN TRANSIT

Campus To be advised
Prerequisite(s) Nil
Content Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.
Required Reading To be advised
Nominal Hours 30 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

TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)

Campus To be advised
Prerequisite(s) To be advised.
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)

Campus To be advised
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2598B PLAN LOADING OF DANGEROUS GOODS

Campus To be advised
Prerequisite(s) Nil
Content Assess goods/freight to be loaded; Plan transfer/loading operations; Document procedures; Review planning process.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTD2698B PLAN AND ORGANISE MOVEMENT AND STORAGE OF BULK MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Analyse work requirements; Schedule work; Organise transport and storage facilities; Document and communicate decisions; Monitor transportation and storage operations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD2798B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS

Campus To be advised
Prerequisite(s) Nil
Content Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2898B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK

Campus To be advised
Prerequisite(s) Nil
Content Assess suitability of transport mode for intended load; Check bulk dangerous goods load; Identify and follow emergency procedures and equipment; Evaluate documented route plan; Complete documentation.
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

TDTD2998B PREPARE ARTICLES FOR DELIVERY

Campus To be advised
Prerequisite(s) Nil
Content Check and organise articles for delivery; Store articles for delivery; Maintain records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.
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

TDTD3198B RIG LOAD

Campus To be advised
Prerequisite(s) Nil
Content Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT

Campus To be advised
Prerequisite(s) Nil
Content Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE

Campus To be advised
Prerequisite(s) Nil
Content Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.
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

TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare for demolition site operation; Lift equipment and materials.
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

TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Campus To be advised
Prerequisite(s) Nil
Content Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Planned hazard control and strategies are implemented; Pack up work platform.
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

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES

Campus To be advised
Prerequisite(s) Nil
Content Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.
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

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE

Campus To be advised
Prerequisite(s) Nil
Content Provide lift instructions; Monitor lift; Place and secure load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Select loading site; Undertake load transfer; Complete transfer documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Plan work for the prevailing working conditions; Use controls and operating systems to manage the operation of the equipment; Locate load and identify load characteristics; Safely move load; Monitor and operate controls; Stop, shut down and secure equipment.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES

Campus To be advised
Prerequisite(s) Nil
Content Plan work for the current working conditions; Use controls and crane operating systems; Locate load and identify load characteristics; Safely move load; Monitor controls; Stop, shut down and secure equipment.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure light load shifting equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) Nil
Content Prepare and present document; Prepare and deliver oral presentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS

Campus To be advised.
Prerequisite(s) Nil
Content Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Communicate information about routine tasks, processes, events or skills; Participate in group discussions to achieve appropriate work outcomes; Represent views of the group to others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE497B PREPARE WORKPLACE DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan workplace document; Prepare workplace document; Complete workplace forms.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE597B CARRY OUT BASIC WORKPLACE CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Carry out calculations; Prepare estimates; Interpret graphical representations of mathematical information.
Required Reading To be advised
Nominal Hours 20 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

TDTE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify required information; Prepare information for use; Explain information; Present workplace information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE701A USE COMMUNICATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.
Required Reading To be advised
Nominal Hours 20 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

TDTE897B PROCESS WORKPLACE DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Plan documentation; Complete documentation.
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

TDTE997B USE PILOT AND ESCORT COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Operate communications equipment and resources; Maintain records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1097B ESTIMATE FURNITURE REMOVALS JOBS

Campus To be advised
Prerequisite(s) Nil
Content Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.
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

TDTE1298B CONSOLIDATE MANIFEST DOCUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Identify required documentation; Process documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1398B APPLY WORKPLACE STATISTICS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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

TDTE1498B COMPILE AND PROCESS EXPORT DOCUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Assess cargo for transport; Prepare regulatory and commercial documentation; Prepare transport documentation; Coordinate documentation requirements.
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

TDTE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Establishing agreed communications system; Trial and configure communications; Use communication methods during a lift.
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

TDTE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE

Campus To be advised
Prerequisite(s) Nil
Content Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1701A UNDERTAKE INITIAL REMOVAL SURVEY

Campus To be advised
Prerequisite(s) Nil
Content Park vehicle; Define job requirements; Complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1801A MAINTAIN FREIGHT RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Record freight receipt; Record freight despatch.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS

Campus To be advised
Prerequisite(s) Nil
Content Develop and negotiate the sales of tour packages; Establish and maintain network of travel agencies and sales outlets; Monitor and report tour packages sales; Review and negotiate agency and outlet agreements; Communicate and promote products and services to agencies and sales outlets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF197B FOLLOW OHS PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF297B CONDUCT HOUSEKEEPING ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content Identify the housekeeping requirements procedures, and resources of different areas of the workplace; Monitor and maintain cleanliness and tidiness in the workplace; Complete assigned housekeeping duties.
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

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

Campus To be advised
Prerequisite(s) Nil
Content Use information about OHS policies and procedures; Identify and assess hazards; Negotiate to control risks and resolve complaints about OHS; Institute risk management strategies.
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

TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES

Campus To be advised.
Prerequisite(s) Nil
Content Respond to an incident and control and assist at accident or emergency site; complete accident/emergency process and complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Respond to the incident; Coordinate on-site activities; Complete follow-up actions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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

TDTF997B CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES

Campus To be advised
Prerequisite(s) Nil
Content Identify risks and plan operation; Clean required enclosed space.
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

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
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

TDTF1297B APPLY SAFE HANDLING STRATEGIES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES

Campus To be advised
Prerequisite(s) To be advised
Content Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES

Campus To be advised
Prerequisite(s) Nil
Content Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.
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

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTF1701A INVESTIAGET RAIL SAFETY INCIDENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan the investigation; Collect and analyse information; Prepare report.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Use fire-fighting equipment; Maintain fire-fighting equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited training package documentation

TDTF2001A MANAGE EMERGENCIES

Campus To be advised
Prerequisite(s) Nil
Content Respond to emergency situations; Take required action during an emergency; Arrange follow-on support and assistance; Communicate with staff.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) Nil
Content Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTF5101A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN DRIVING

Campus To be advised
Prerequisite(s) Nil
Content Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action during a major emergency; Take required action in a range of train-driving situations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN CONTROLLING

Campus To be advised
Prerequisite(s) Nil
Content Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5401A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO SHUNTING ON THE NETWORK

Campus To be advised
Prerequisite(s) Nil
Content Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5701A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO INTERFACE COORDINATION MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Develop and implement interface coordination plans; Participate in the negotiation of Track Access Agreements and Rail Safety Accreditation arrangements; Manage safety incidents; Participate in the development and implementation of an ER Plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF5901A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO THE MANAGEMENT OF OPERATIONS, HR AND SAFEWORKING

Campus To be advised
Prerequisite(s) Nil
Content Develop and confirm worker competence in safeworking; Ensure implementation of medical standards; Manage systems for drug and alcohol control; Monitor and review safety performance; Manage compliance with safeworking equipment requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTG197B WORK EFFECTIVELY WITH OTHERS

Campus To be advised
Prerequisite(s) Nil
Content Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG297B LEAD WORK TEAM OR GROUP

Campus To be advised
Prerequisite(s) Nil
Content Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD

Campus Werribee/Industry
Prerequisite(s) Nil
Content Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
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

TDTG698B FACILITATE WORK TEAMS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
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 training package documentation

TDTGCSO01A CREATE CUSTOMER RELATIONSHIP

Campus To be advised
Prerequisite(s) Nil
Content Establish contact with customers; Present a positive organisational image.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCSO02A DEAL WITH CUSTOMER FEEDBACK

Campus To be advised
Prerequisite(s) Nil
Content Handle customer feedback; Record customer feedback.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCSO03A PROCESS CUSTOMER COMPLAINTS

Campus To be advised
Prerequisite(s) Nil
Content Respond to complaints; Refer complaints.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCSO04A MEET CUSTOMER NEEDS AND EXPECTATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify customer needs and expectations; Provide the identified customer needs and expectations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCSO06A ADDRESS CUSTOMER NEEDS

Campus To be advised
Prerequisite(s) Nil
Content Assist customer to articulate needs; Satisfy complex customer needs.
Required Reading To be advised
Nominal Hours 10 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

TDTH197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and determine the pre-planned route; Complete necessary documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH297C PLAN AND NAVIGATE ROUTES

Campus To be advised
Prerequisite(s) Nil
Content Interpret street maps; Plan routes; Follow planned route.
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

TDTH398B PRIORITISE COURIER/DELIVERY OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTH401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Locate all major roads, highways and suburbs in a metropolitan area; Locate transport interchanges, jetties, ports, stations and terminals; Identify main public services and facilities; Locate key features in a central business district.
Required Reading To be advised
Nominal Hours 40 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

TDTI197C COORDINATE QUALITY CUSTOMER SERVICE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI297C APPLY CUSTOMER SERVICE SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Deal with customer inquiries; Monitor customer satisfaction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI397B PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI497B MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for camping tour; Oversee the establishment of the camp site; Vacate the campsite.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI598B MARKET SERVICES AND PRODUCTS TO CLIENTS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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

TDTI698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES

Campus To be advised
Prerequisite(s) To be advised
Content Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI998B PROVIDE ON-BOARD SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI1501A OPERATE THE ON-TRAIN BUFFET CAR

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and provide take-away food and beverages; Maintain and control stock; Serve customers; Carry out financial control procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI1601A SERVICE FREIGHT CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI1701A DEVELOP FREIGHT CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify potential freight business; Evaluate potential business; Develop proposals for new products or services; Negotiate products and services with customers; Maintain knowledge of the market.
Required Reading To be advised
Nominal Hours 40 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 40 Hours
Assessment As per accredited curriculum

TDTJ197B APPLY QUALITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Apply quality concepts; Trial improvements; Implement improvements.
Required Reading To be advised
Nominal Hours 20 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

TDTJ297B APPLY QUALITY SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Work within a quality improvement system; Use quality improvement systems, tools and techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTJ398B APPLY GRAIN PROTECTION MEASURES

Campus To be advised
Prerequisite(s) Nil
Content Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ498B IMPLEMENT GRAIN MONITORING MEASURES

Campus To be advised
Prerequisite(s) Nil
Content Install grain quality control equipment; Monitor the quality of stored commodities;
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ698B IMPLEMENT GRAIN PROTECTION PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Identify required pest control measures; Plan and prepare for application of pest control measures; Monitor application of pest control measures; Ventilate fumigated storages; Maintain records.
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

TDTJ798B CONDUCT INTERNAL QUALITY AUDITS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for internal audit; Schedule internal audit; Conduct audit and document findings; Report audit results.
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

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.
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

TDTK397B APPLY KEYBOARD SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Apply occupational health and safety principles; Enter data.
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 Analyse requirements for improved computer; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systematic improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK698B EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse requirements for improved computer applications; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systemic improvement.
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

TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Identify major areas of the workplace in terms of functions, organisational structures and occupations; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.
Required Reading To be advised
Nominal Hours 20 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

TDTL397B CONDUCT INDUCTION PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL797C COORDINATE FLEET CONTROL LOGISTICS

Campus To be advised
Prerequisite(s) Nil
Content Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS

Campus To be advised
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.
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

TDTL998B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus Werribee/Industry
Prerequisite(s) Nil
Content Manage Self; Set and meet own work priorities; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

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

TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Assess goods/stock to be transported; Determine transit requirements; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL1398B ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONS

Campus To be advised
Prerequisite(s) Nil
Content Manage difficulties to achieve positive outcomes; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL1498B EVALUATE AND SELECT WAREHOUSE RESOURCES

Campus To be advised
Prerequisite(s) Nil
Content Define objectives for required warehouse operations; Specify equipment and system performance functions; Evaluate and select equipment; Document processes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL1598B MANAGE CHANGE PROCESSES WITHIN THE ORGANISATION

Campus To be advised
Prerequisite(s) Nil
Content Participate in planning the introduction of change; Develop flexible approaches and solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL1798B PLAN DOMESTIC TRANSPORT LOGISTICS

Campus To be advised
Prerequisite(s) Nil
Content Plan efficient load handling; Develop contingency management strategy; Produce operation schedule.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL1898B SELECT EMPLOYEES

Campus To be advised
Prerequisite(s) Nil
Content Identify future personnel requirements; Assess applicants; Maintain records and documentation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus To be advised
Prerequisite(s) To be advised
Content Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus To be advised
Prerequisite(s) To be advised
Content Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL2198B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL2601A MANAGE EXPORT LOGISTICS

Campus To be advised
Prerequisite(s) Nil
Content Plan efficient export logistics; Develop contingency management strategy; Produce operation schedules for export logistics; Monitor and coordinate systems for export logistics.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

TDTL3001A CONTROL A FURNITURE WAREHOUSE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Determine sire functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Monitor attendance records; Process attendance records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTL3201A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify and communicate agreed employment equity direction; Respond to enquiries regarding employment equity; Implement employment equity strategies; Contribute to policy development; Evaluate and report.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3301A PROMOTE EFFECTIVE WORKPLACE PRACTICE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Contribute positively to the work team environment; Observe and promote work safety procedures; Maintain and promote well being of team; Participate in competency development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT

Campus To be advised
Prerequisite(s) Nil
Content Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER

Campus To be advised
Prerequisite(s) Nil
Content Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3601A DEVELOP ROSTERS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Assist with preparing for train operation; Assist with train operation; Hand over or stable train.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify rolling stock; Identify planned movements; Verify and record movement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT

Campus To be advised
Prerequisite(s) Nil
Content Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT

Campus To be advised
Prerequisite(s) Nil
Content Confirm train consist; Review freight load plan; Allocate freight to wagons.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4401A ORGANISE FREIGHT YARD MOVEMENT

Campus To be advised
Prerequisite(s) Nil
Content Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS

Campus To be advised
Prerequisite(s) Nil
Content Determine transport requirements; Plan and prepare for the special event; Implement transport plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY

Campus To be advised
Prerequisite(s) Nil
Content Handle customer luggage/property; Process lost luggage/property.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content Communicate with drivers; Communicate with staff and customers; Oversee train disablement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE

Campus To be advised
Prerequisite(s) Nil
Content Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES

Campus To be advised
Prerequisite(s) Nil
Content Analyse train requirements; Establish train specifications; Establish train section run rimes; Monitor and update train requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK

Campus To be advised
Prerequisite(s) Nil
Content Identify train consists and passenger and/or freight requirements; Establish available rolling stock; Allocate rolling stock to trains; Monitor and amend rolling stock allocation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS

Campus To be advised
Prerequisite(s) Nil
Content Identify passenger requirements and resources; Plan stopping and loading patterns for passenger services; Plan connections with other passenger services; Identify freight requirements and resources; Plan consists and loads for freight trains.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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

TDTO297B FOLLOW SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Check seals on containers or packages; Take action to reseal or dispose of packages and empty containers; Secure pillage and high value goods; Record delivery of cargo; Deal with and write reports on security incidents/emergencies.
Required Reading To be advised
Nominal Hours 40 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

TDTO398B UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Select loading site; Undertake load transfer; Complete transfer documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS

Campus To be advised
Prerequisite(s) Nil
Content Clarify movements of dangerous, hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.
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 Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTO598B PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

Campus To be advised
Prerequisite(s) To be advised
Content Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTO698B PLAN AND MANAGE SECURITY PROCEDURES FOR TRANSFERRING AND TRANSPORTING DANGEROUS GOODS

Campus To be advised
Prerequisite(s) To be advised
Content Clarify movements of hazardous or high risk goods; Implement procedures for loading, loading or goods movement activities; Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Review and complete goods transfer operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT

Campus To be advised
Prerequisite(s) To be advised
Content Select emergency actions to be applied; Maintain communications; Report incident.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO898B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Complete reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS

Campus To be advised
Prerequisite(s) To be advised
Content Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTO1098B RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.
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

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for revenue protection activities; Implement revenue protection procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).
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

TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES

Campus To be advised.
Prerequisite(s) To be advised
Content Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO1501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE

Campus To be advised.
Prerequisite(s) To be advised
Content Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Check and monitor personnel and goods entering the existing worksite; Carry out surveillance of work areas; Deal and write reports on security incidents emergencies; Complete required documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.
Required Reading To be advised
Nominal Hours 30-40 Hours
Assessment As per accredited curriculum

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE

Campus Werribee/Industry
Prerequisite(s) Nil
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 Hours
Assessment As per accredited curriculum

TDTP398B IMPLEMENT, MAINTAIN AND EVALUATE DANGEROUS GOODS TRANSPORT PROCEDURES WITHIN THE WORKPLACE

Campus To be advised
Prerequisite(s) Nil
Content Implement a policy framework for the transport and storage of dangerous goods; Establish and maintain procedures for identifying hazards and risks; Establish and maintain assessment procedures for monitoring conformance and controlling risks; Implement and monitor procedures for maintaining dangerous goods records; Evaluate the implementation of dangerous goods transport policies, procedures and programs within the workplace.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP498B DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN

Campus To be advised
Prerequisite(s) Nil
Content Situational and Market analysis; Analyse organisational environment; Develop strategies; Implement and evaluate business plan.
Required Reading To be advised
Nominal Hours 150 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

TDTP598B MANAGE WORKPLACE INFORMATION

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP698B ESTABLISH INTERNATIONAL DISTRIBUTION NETWORKS

Campus To be advised
Prerequisite(s) Nil
Content Source potential networks; Establish potential service provider's profile; Contract service providers.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per accredited curriculum

TDTP798B CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP898B MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT

Campus To be advised
Prerequisite(s) Nil
Content Identify market; Set transport and distribution business unit objectives; Collect information for business planning operations; Establish resources to achieve objectives; Manage business unit performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP998B PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify space requirements; Identify safety and security requirements; Develop documentation system; Design storage zones; Evaluate warehouse utilization.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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

TDTP1098B ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION

Campus To be advised
Prerequisite(s) Nil
Content Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTP1198B DEVELOP AND EVALUATE STRATEGIES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Campus To be advised
Prerequisite(s) Nil
Content Analyse the enterprise's internal and external operating environment; Develop strategies to maximise outcomes for the enterprise; Implement and evaluate strategies; Respond to changes within the transport and distribution environment.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

TDTP1201A PLAN TRAIN SUPPORT ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content Confirm train details; Identify shunting and marshalling requirements; Identify freight handling and transport equipment requirements; Identify required freight forwarding and storage details; Identify passenger/freight support activities; Develop integrated work plan.
Required Reading To be advised
Nominal Hours 160 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

TDTQ197C CONDUCT FINANCIAL TRANSACTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ298B SET AND ACHIEVE BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Establish system requirements; Establish financial management system; Maintain financial reporting systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare invoices; Coordinate documentation; Process payments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ598B SET, MONITOR AND EVALUATE BUDGETS FOR BUSINESS UNITS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTQ698B ADMINISTER INTERNATIONAL TRADING ACCOUNTS

Campus To be advised
Prerequisite(s) To be advised
Content Calculate ratings on international movement of goods; Negotiate and confirm financial terms of trade with customer; Monitor and address market changes in international freight forwarding; Complete documentation.
Required Reading To be advised
Nominal Hours 60 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

TDTQ798B PREPARE AND PROCESS FINANCIAL DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.
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 Negotiate contract; Complete contract negotiations; Complete enterprise contract requirements.
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

TDTQ998B CONDUCT COURIER/DELIVERY CASH TRANSACTIONS

Campus To be advised
Prerequisite(s) Nil
Content Establish price with customers; Conduct cash transaction; Record cash transaction details.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTQ1001A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Establish and maintain customer credit accounts and services; Maintain customer information system.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ1101A MAINTAIN PETTY CASH ACCOUNT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare petty cash documentation; Conduct cash transactions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTQ1201A SELL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for financial transactions; Promote products and services; Sell products or services; Process refunds; Reconcile financial transactions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Advise on fares; Construct fares and itineraries; Issue documents.
Required Reading To be advised
Nominal Hours 30 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

TDTR198B MONITOR SUPPLIER PERFORMANCE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Administer supplier contract; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

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

TDTR298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Analyse supply requirements; Evaluate potential contractors.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTR398A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate contract with contractor; Complete contract negotiations; Complete enterprise contract requirements..
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTR398B NEGOTIATE A CONTRACT

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate contract with contractor; Complete contract negotiations; Complete enterprise contract requirements.
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

TDTT198B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Identify records to be captured; Register the record.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT298B DOCUMENT A RECORDS SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the record keeping system in which the records are created to identify the series; Describe the links between record keeping series; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTT398B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED

Campus To be advised
Prerequisite(s) Nil
Content Identify records to be captured; Classify the record; Register the record.
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

TDTT498B MAINTAIN CONTROL OF RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists; Implement disaster recovery procedures.
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

TDTT598B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the information in response to users' requests.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT698B PROVIDE RECORDS RETRIEVAL SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Locate/retrieve records required; Ensure security of records; Deliver the record or record information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT798B SENTENCE RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTT898B UNDERTAKE DISPOSAL PROGRAM

Campus To be advised
Prerequisite(s) Nil
Content Prepare for disposal activities; Undertake disposal activities; Supervise disposal actions; Seek approval for disposal actions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTT998B UNDERTAKE MOVEMENT OF RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Select records for movement; Maintain control of records; Transfer records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT1098B DESTROY RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTU101A IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Access information concerning environmental protection regulations and procedures; Implement and monitor procedures concerning environmental hazards; Implement and monitor environmental control procedures; Implement and monitor environmental protection training procedures; Implement and monitor environmental protection records procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTU601A CONDUCT ENVIRONMENTAL AUDITS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for environmental audit; Schedule internal audit; Conduct environmental audit and document findings; Report environmental audit results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTU701A CARE FOR THE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Minimise the effects of pollution during operations; Minimise the effects of pollution during maintenance; Transport/handle environmentally hazardous materials safely.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV198B CUT AND JOIN MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Plan the cutting/joining process; Undertake the cutting/joining process; Complete the cutting/joining process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV298B OPERATE HAND HELD AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES

Campus To be advised
Prerequisite(s) Nil
Content Identify equipment and power requirements; Set up equipment and complete pre-use checks; Operate hand held air/power equipment; Store equipment appropriately.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN

Campus To be advised
Prerequisite(s) Nil
Content Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV498B UNDERTAKE PALLET REPAIRS

Campus To be advised
Prerequisite(s) Nil
Content Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV598B CLEAN AND INSPECT PALLETS

Campus To be advised
Prerequisite(s) Nil
Content Identify workplace procedures, resources and requirements for cleaning pallets; Inspect and clean pallets; Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas; Complete assigned pallet cleaning and inspection duties.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV698B MANUFACTURE PALLETS USING AUTOMATED METHODS

Campus To be advised
Prerequisite(s) Nil
Content Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV798B MANUFACTURE PALLETS USING MANUAL METHODS

Campus To be advised
Prerequisite(s) Nil
Content Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV898B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY

Campus To be advised
Prerequisite(s) Nil
Content Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV998B DOCK BOARDS ON MECHANICAL FEEDS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTW601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Set up mail and parcels sorting equipment for operation; Operate mail and parcels sorting equipment; Complete sorting process for mail and parcels.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Prepare to use CFC machine; Complete CFC operations.
Required Reading To be advised
Nominal Hours 20 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

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

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

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

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

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

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

THHGLE09A 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

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

THHGLE21A PROVIDE MENTORING SUPPORT TO BUSINESS COLLEAGUES

Campus To be advised
Prerequisite(s) To be advised
Content Establish a relationship with mentoree; Offer mentoring support.
Required Reading To be advised
Nominal Hours 100 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

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

THTFME01B CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for registration; Set up registration area; Process registrations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Source and apply information on the structure and operation of the event industry; Source and apply information on ethical and legal issues for the event industry; Source and apply information on event industry technology; Update event 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

THTFTG08B INTERPRET ASPECTS OF LOCAL AUSTRALIAN INDIGENOUS CULTURE

Campus To be advised
Prerequisite(s) To be advised
Content Consult with the local community; Interpret aspects of Australian Indigenous culture for customers.
Required Reading To be advised
Nominal Hours 100 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

THTSOP15B PROCESS AND MONITOR EVENT REGISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content Process registrations; Monitor registrations; Finalise registrations and produce materials
Required Reading To be advised
Nominal Hours 60 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

THTSOP20A CONSTRUCT NORMAL INTERNATIONAL AIRFARES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTSOP21A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.
Required Reading To be advised
Nominal Hours 40 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

UTENES008AA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Required Reading To be advised
Nominal Hours 280 Hours
Assessment As per accredited curriculum

UTENES008CA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Required Reading To be advised
Nominal Hours 280 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 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 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 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 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 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 180-220 Hours
Assessment As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND 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 180-220 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 180-480 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 180-480 Hours
Assessment As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND 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 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 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 200-480 Hours
Assessment As per accredited curriculum

UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND 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 200-480 Hours
Assessment As per accredited curriculum

UTENES702AA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Redesign and develop modifications to computer apparatus and associated systems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

UTENES702CA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Redesign and develop modifications to electronic apparatus and associated systems.
Required Reading To be advised
Nominal Hours 680 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

VA229 LITERATURE UNITS 3 AND 4

Campus To be advised
Prerequisite(s) To be advised
Content This subject develops knowledge and enjoyment of a wide range of literacy text. If focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.
Required Reading To be advised
Nominal Hours 136 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

VA261 SPECIALIST MATHEMATICS UNITS 3 AND 4

Campus To be advised
Prerequisite(s) To be advised
Content Specialist Mathematics Units 3 and 4 , which are normally taken in conjunction with Mathematical Methods 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 probability, geometry, mechanics; and logic.
Required Reading To be advised
Nominal Hours 119 Hours
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

VA353 FOUNDATION MATHS UNITS 1 AND 2

Campus to be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Content This Unit is designed for those students who do not wish to continue with Units 3 and 4 Mathematics.
Nominal Hours 144 Hours
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

VAA131 ADVANCED GASFITTING

Campus To be advised
Prerequisite(s) Nil
Content Electricity and electronics in gas appliances; Component servicing; Appliance servicing; Commercial and industrial gas supply; L.P.G. installations.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAA149 ADVANCED MECHANICAL SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Operation of central heating systems; Operation of single duct airconditioning systems; Commissioning water and air systems; Reticulated systems; Mechanical services welding; Plan reading and site organization; Mechanical services equipment.
Required Reading To be advised
Nominal Hours To be advised
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.

VAA169 ADVANCED ROOFING

Campus To be advised
Prerequisite(s) Nil
Content Size and design industrial roof draining components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE

Campus To be advised
Prerequisite(s) Nil
Content Designing sewerage drains; Designing sanitary plumbing systems; Designing flushing systems; Locating and clearing blockages in drains; Cutting a branch into an existing drain; Domestic septic tanks; Designing storm water drains.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAA178 ADVANCED WATER SUPPLY

Campus To be advised
Prerequisite(s) Nil
Content Pollution prevention; Large water services; Fire services; Hard and soft water; Water filters; Water supply to multiple living units; Hot water supply; Domestic water pressure systems; Garden sprinkler design.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAA209 ADVANCED NOVEL 2

Campus: To be advised
Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B
Content: For students with novels well under way. Workshopping is the main focus.
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

VAA825 BUILDING CONSTRUCTION

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 6 Hours
Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

Campus To be advised
Prerequisite(s) VAC412 Desktop Publishing 1.
Content Production of professional publications form authors'/designers' specifications using grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography.
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

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

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 These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
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) VBK384 Computer skills for Writers & Editors
Content Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.
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.

VAC444 FIELD EDUCATION 2, PROFESSIONAL INTEGRATION SEMINARS

Campus To be advised
Prerequisite(s) To be advised
Content Planning for field education as a precursor to working as a social welfare worker; The stages of the Level 2 field education placement; Supervision – the learning relationship and its elements; Educational methods – learning and teaching in professional development; Monitoring learning – the learning agreement; Evaluating learning; Workplace safety and procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAC474 INDUSTRY OVERVIEW

Campus: To be advised
Prerequisite: Nil
Content: Series of lectures on issues involving the writing industry – agents, contracts, copyright, manuscript presentation, industry opportunity in various fields of writing, occupational health and safety, costing etc.
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 VALVES

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 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 Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars n performance industry.
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 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

VAD728 EDITING 2A

Campus To be advised
Prerequisite(s) VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Content Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
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 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.

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

VAE272 NON FICTION 1A

Campus To be advised
Prerequisite(s) Nil
Content Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
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/heading, using illustrations, through workshopping synopses 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 Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students' work.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE322 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

VAE344 CORPORATE WRITING 1A

Campus: To be advised
Prerequisite: Nil
Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

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 50 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 Develop skills in characteristics of good reader-based writing for technical and scientific documents.
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 a range 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. Looks at short fiction and novels.
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 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, writing and rewriting complete short stories.
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 Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.
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 Study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students' short stories in workshopping. Tradition of constructive criticism. Discussion of markets.
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

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

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 Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
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

VAJ310 CUTTING A BRANCH INTO AN EXISTING DRAIN

Campus To be advised
Prerequisite(s) Nil
Content Cut a branch into an existing sewerage drain and connect the branch to a given drainage point at ground level.
Required Reading To be advised
Nominal Hours 10 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 arc 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

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

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

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

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

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

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 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: Develop skills in historical research techniques and giving and receiving of client briefs on history writing projects, preparing for publication.
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 Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.
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 These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
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 Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars n performance industry.
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 Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
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 Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
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 Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses 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

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.
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 Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students' work.
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 A focus on house styles, commercial documents and use of client briefs.
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 Screenwriting 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.
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 Continues the study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students' short stories in workshopping. Tradition of constructive criticism. Discussion of markets.
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 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 This module continues from A, developing longer pieces of fiction or novels with workshopping. Includes an analysis of YA publishing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

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

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

VBA740 COMMUNICATION SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
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

VBA741 PLANS AND SPECIFICATIONS

Campus To be advised
Prerequisite(s) To be advised
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

VBA742 SMALL BUSINESS MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Necessary skills to successfully conduct a small business as a plumbing contractor.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA743 MEASURING AND LEVELLING

Campus To be advised
Prerequisite(s) To be advised
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

VBA744 PLUMBING TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
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

VBA745 SANITARY SYSTEMS DESIGN

Campus To be advised
Prerequisite(s) To be advised
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

VBA747 COLD WATER DESIGN

Campus To be advised
Prerequisite(s) To be advised
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

VBA748 HOT WATER DESIGN

Campus To be advised
Prerequisite(s) To be advised
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

VBA749 FIRE HYDRANT DESIGN

Campus To be advised
Prerequisite(s) To be advised
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 40 Hours
Assessment As per accredited curriculum

VBA750 SOLAR SYSTEMS DESIGN

Campus To be advised
Prerequisite(s) To be advised
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

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.

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

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

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

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

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.

VBF960 WRITING COMEDY FOR PERFORMANCE 1A

Campus To be advised
Prerequisite(s) Nil
Content An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VBF961 WRITING COMEDY FOR PERFORMANCE 1B

Campus To be advised
Prerequisite(s) Nil
Content Development of comedy writing skills and longer scripts, including workshopping.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

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

VBG758 INDIVIDUAL LEARNING PLAN 1

Campus To be advised
Prerequisite(s) To be advised
Content To provide learners with the skills, knowledge and confidence to collaboratively design, implement and evaluate a customised plan, to maximise development throughout the course and to facilitate transition into selected adult option/s.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBG759 PERSONAL DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the skills and confidence to participate more effectively in the community.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBG760 TRAVEL AND ORIENTATION AND MOBILITY

Campus To be advised
Prerequisite(s) To be advised
Content To provide learners with the skills to travel independently, use the most appropriate mode/modes of travel and to access a broad range of services, facilities and options.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBG761 EXPLORING ADULT OPTIONS

Campus To be advised
Prerequisite(s) To be advised
Content To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBG762 FUNCTIONAL COMMUNICATION AND NUMERACY SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the skills to operate more effectively and independently in the community, by applying communication and numeracy skills to meet everyday needs.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBG763 TECHNOLOGY FOR LIFE

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the knowledge and skills to use technology in everyday life.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBG764 DRIVER PERMITS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with the vehicle licences (car, motorcycle, forklift etc)
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBG766 COMMUNITY ACCESS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner wit the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBG768 RECREATION LEISURE

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBG769 CREATIVE OPTIONS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBG774 FORMAL LETTERS

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.
Required Reading To be advised
Nominal Hours 25 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

VBG981 PLANKING

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate the use of appropriate fastenings to attach garboards to the backbone of a timber boat; Demonstrate the methods used for the planking of a timber boat; Perform spilling operations on planking stock; Demonstrate the fitting of planks to a timber hull; Select and apply suitable caulking materials to the timber hull.
Required Reading To be advised
Nominal Hours 40 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

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

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 20-80 Hours
Assessment As per accredited curriculum

VBH332 THEMATIC STUDIES IN ART AND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Investigates the various influences on the development in Art, Design and Multimedia.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH336 CONSUMER PSYCHOLOGY AND MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content Examines consumer behaviour towards art and design products and services.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH338 INTRODUCTION TO 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 further 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

VBH340 DESIGN LAW

Campus To be advised
Prerequisite(s) To be advised
Content A study of the legal issues associated with artwork production.
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 Establishes an awareness of responsible design and its implications on 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 Understanding colour and its use in a range of applications.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH344 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

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

VBH463 COMMUNICATION IN THE WORKPLACE 3

Campus To be advised
Prerequisite(s) To be advised
Content Outline the common forms of communication, as well as barriers to, effective communication in the workplace; Give and respond to instructions in order to complete a workplace task; Read, comprehend and interpret a short set of written instructions in order to complete a familiar, routine workplace task. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH464 JOB SEEKING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Gather and organise information on employment opportunities; Participate in activities related to a job application process; Participate in a range of activities in preparation for a job interview. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH465 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 3

Campus To be advised
Prerequisite(s) To be advised
Content Apply group problem solving skills to deal with a workplace problem; Can solve problems; Comment on current attitudes and issues in the work environment in Australia. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH469 COMMUNICATION IN THE WORKPLACE 4

Campus To be advised
Prerequisite(s) To be advised
Content Analyse the common forms of communication, as well as barriers to, and ways of promoting, effective communication in the workplace; Read, comprehend and interpret a set of written instructions in order to complete a workplace task; Interact with clients within and external to the organisation about simple routine matters using the telephone and face to face contact. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH470 JOB SEEKING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Gather and evaluate information on employment opportunities; Prepare and apply for a job; Undertake a job interview as an interviewee. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH471 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 4

Campus To be advised
Prerequisite(s) To be advised
Content Outline a model for identifying, responding to and analysing a workplace issue or problem; Apply negotiation techniques to negotiate a workplace issue or problem; Apply group problem solving processes to resolve a hypothetical workplace issue or problem and present this orally. And at least one additional learning outcome.
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

VBH489 ORAL COMMUNICATION 3

Campus To be advised
Prerequisite(s) To be advised
Content Use and respond to spoken language in short transactions in familiar contexts; Participate in an informal discussion; Express an opinion demonstrating awareness of differences between language for facts and language for opinions. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH490 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; Demonstrate ability to extract main ideas and most details from sustained oral texts in familiar contexts; Listen and identify the nuances in short everyday casual conversations between English speakers. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH491 WRITING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Write a short recount, narrative or expressive text on a familiar subject; Discuss topical issues and write a short argumentative text expressing a point of view on an issue; Write a short formal letter for a specific purpose, using conventional structures and formatting. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH492 READING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a persuasive or argumentative text; Locate specific information in everyday reference texts and make use of the information for a real purpose; Identify the main points in a variety of simple texts relevant to own needs, goals and interests. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH496 ORAL COMMUNICATIONS 4

Campus To be advised
Prerequisite(s) To be advised
Content Participate in sustained conversations for a range of purposes; Use and respond to spoken language in sustained discussions to explore issues or solve problems; Give a sustained oral report on a negotiated topic. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH497 LISTENING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Comprehend different registers and styles of English speech in Australia; Use and respond to spoken language in sustained discussions to explore issues or solve problems; Use active listening skills to participate in a sustained oral interaction. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH498 WRITING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Use effective writing skills and strategies for a range of specific purposes; Write a report or explanatory text; Write an argumentative or discursive text. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH499 READING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Read and interpret a persuasive or argumentative text; Read and interpret an explanatory or informative text; Read and interpret an instructional or transactional text. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH722 CAREER 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 undertake basic career planning activities.
Required Reading To be advised
Nominal Hours 16 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

VBJ206 IDENTIFY POTENTIAL CLIENTS AND PROVIDE ADVICE ON SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Source potential client; Provide information and advice to the potential client
Required Reading To be advised
Nominal Hours 51 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 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, 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 EDITING 1A

Campus: To be advised
Prerequisite: Nil
Content: This module provides basic grammar and punctuation instruction, with a focus on the efficient use of language. Some theory.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK383 EDITING 1B

Campus: To be advised
Prerequisite: Nil
Content: This module extends language skills into sentence construction and basic editing and proof-reading.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK384 COMPUTER SKILLS FOR WRITERS AND EDITORS

Campus: To be advised
Prerequisite: VBK382 Editing 1A
Content: Students learn basic to intermediate computer skills in Word. This module is a prerequisite for all other computer-based subjects.
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: This module introduces the basics of fiction writing – character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B.
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: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
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: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
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 for young children. The focus is on picture books.
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 A. Focus on chapter books.
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: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK391 INTERNET SKILLS FOR WRITERS AND EDITORS

Campus: To be advised
Prerequisite: Nil
Content: An introduction to writing for the web. Includes website analysis and simple construction.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS 1A

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 1B

Campus: To be advised
Prerequisite: VBK392 Literature for Writers 1A
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: Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.
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 freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.
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: Students will explore various styles of poetry in order to assist them to write their own poetry.
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: Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK402 SCREENWRITING 2A

Campus: To be advised
Prerequisite: Nil
Content: Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK403 SCREENWRITING 2B

Campus: To be advised
Prerequisite: VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.
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

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

VBM049 INTRODUCTION TO SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBM050 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content To provide the learner with the knowledge to identify and understand the nature of hazards in a laboratory setting. Though the recognition of the hazardous nature of laboratory work learners are required to develop a personal sense of responsibility for safety.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBM060 INTRODUCTORY MATHEMATICS

Campus To be advised
Prerequisite(s) To be advised
Content Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING

Campus To be advised
Prerequisite(s) To be advised
Content Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBM112 APPLICATIONS FOR TEACHING – INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Campus To be advised
Prerequisite(s) To be advised
Content Utilise ICT technologies to access, design and develop educational resources to support learning; Apply ICT technologies to support teaching and administrative functions; Operate imaging devices connected to a computer system for presentation and publication purposes; Incorporate ICT technologies into teaching and learning in accordance with established and emerging teaching and learning practices; Utilise the Internet and World Wide Web communication tools to facilitate flexible learning; Utilise ICT technologies to support students with special learning needs; Manage computer-based learning environment and systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM510 LEARNING TO LEARN

Campus To be advised
Prerequisite(s) Nil
Content Identify and use appropriate learning strategies for effective participation in a variety of fields of study and learning environments; Demonstrate the appropriate use of a variety of library and online facilities to research selected topics; Identify and use effective reading strategies to comprehend complex written texts; Examine writing skills and apply these skills to produce a complex written text; Examine and demonstrate skills required to participate effectively in collaborative learning environments
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION

Campus To be advised
Prerequisite(s) VBM510 Learning to Learn
Content Research and investigate a particular field or discipline of knowledge including the focus of study, forms of enquiry and dissemination of knowledge within the field or discipline; Demonstrate the appropriate use of online technologies for a variety of forms of research and composition; Outline and apply appropriate skills and strategies to deliver effective oral presentations; Examine different kinds of critical analyses and identify how these are represented in written text; Outline and apply appropriate communication strategies to gain entry into further study and employment
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 90 Hours
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 90 Hours
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 140 Hours
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 20 Hours
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 50 Hours
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 80 Hours
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 60 Hours
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 30 Hours
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 50 Hours
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 30 Hours
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 50 Hours
Assessment As per accredited curriculum

VBM685 READING AND WRITING - INTRODUCTORY

Campus To be advised
Prerequisite(s) Nil
Content Writing for self expression ; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM686 NUMERACY AND MATHEMATICS - INTRODUCTORY

Campus To be advised
Prerequisite(s) Nil
Content Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.
Required Reading To be advised
Nominal Hours 100 Hours
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

VBM688 READING AND WRITING 1

Campus To be advised
Prerequisite(s) VBM685 – Reading and Writing (Introductory)
Content Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM689 NUMERACY AND MATHEMATICS 1

Campus To be advised
Prerequisite(s) VBM686 – Numeracy and Mathematics (Introductory) or equivalent
Content Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.
Required Reading To be advised
Nominal Hours 100 Hours
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

Campus To be advised
Prerequisite(s) To be advised
Content Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulae); Numeracy for knowledge-further study in maths (problem solving).
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

VBM695 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

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

VBM740 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

VBM894 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

VBM895 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

VBM896 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 Torrrens 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

VBM897 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

VBM898 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

VBM899 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

VBM900 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

VBM901 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

VBM902 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

VBM903 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

VBM904 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

VBM905 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

VBM906 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

VBM907 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

VBM908 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

VBM909 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

VBM910 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

VBM911 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

VBM912 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

VBM913 LEGAL RESEARCH METHOD

Campus To be advised
Prerequisite(s) To be advised
Content Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM976 PRODUCE A BASIC SIGN

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Clean up.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM978 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS

Campus To be advised
Prerequisite(s) To be advised
Content This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

VBM979 USE STATISTICS FOR DATA MINING

Campus To be advised
Prerequisite(s) To be advised
Content This unit provides participants with the skills and knowledge to undertake a range of statistical techniques, demonstrate statistical thinking and use statistical techniques in industrial situations and the computing industry context..
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBM980 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry.
Required Reading 30 Hours
Assessment As per accredited curriculum

VBM981 MANAGE SIGNAGE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBM982 CREATE DECORATIVE BACKGROUNDS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Prepare application area; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBM986 WORKPLACE DOCUMENTS AND PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBM988 WORKPLACE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM989 BUILDING STRUCTURES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VBM990 LEVELLING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VBM991 SAFE HANDLING OF POWER TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBM992 INTRODUCTION TO SCAFFOLDING

Campus To be advised
Prerequisite(s) To be advised
Content Describe the legal requirements associated with the application, erections and disassembly and use of restricted height scaffolding; Use terminology related to the assembly/disassembly and use of restricted height scaffolding; Describe the assembly/disassembly sequence for restricted height scaffolding; Apply techniques to erect/disassemble restricted height scaffolding.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBM993 BRICKLAYING HAND TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Recognise hand tools commonly encountered in the bricklaying industry; Use appropriate terminology related to bricklaying hand tools; Describe the applications of different hand tools used in the bricklaying industry; Use the different hand tools encountered in the bricklaying industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBM994 BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to brickwork set out, base and veneer construction; Describe the brickwork construction sequence; Apply construction techniques to set out, base and veneer construction.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM995 MASONRY BLOCKWORK

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to masonry blockwork; Describe the masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBM996 BRICKLAYING CAVITY, PIERS AND WALL CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to brickwork bonds, solid brickwork, multi thickness walls and piers and walls without square corners; Describe the brickwork construction sequence for solid brickwork, multi thickness walls and piers and walls without square corners; Apply construction techniques to set out and construct solid brickwork, multi thickness walls and piers and walls without square corners.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBM997 CONCRETE TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBM998 MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to segmental and unit paving; Describe the segmental and unit paving construction sequence; Apply construction techniques to set and construct segmental and unit paving.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBM999 CARPENTRY HAND TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Recognise hand tools commonly encountered in the carpentry sector; Use appropriate terminology related to carpentry hand tools; Describe the applications of different hand tools used in the carpentry sector; Use different hand tools encountered in the carpentry sector.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBN001 CARPENTRY POWER TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Describe applications for carpentry specific portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VBN002 EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH

Campus To be advised
Prerequisite(s) To be advised
Content Describe the legal requirements associated with the excavation and support of trenches/excavations not exceeding 1.5 m in depth; Use appropriate terminology related to the excavation of trenches/excavations and their support; Select appropriate excavation/shoring systems for specific applications; Apply excavation/shoring techniques.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBN003 FLOOR AND WALL FRAMING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to building framing; Select appropriate construction materials for building framing; Apply construction **techniques to floor framing; Apply construction techniques to wall framing.**
Required Reading To be advised
Nominal Hours 74 Hours
Assessment As per accredited curriculum

VBN004 ROOF FRAMING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to roof framing; Identify different forms of roof structure; Select appropriate construction materials for roof framing; Apply construction techniques to roof framing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN005 INSTALLATION OF WINDOWS AND DOOR FRAMES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to windows and doors; Select appropriate installation materials for fitting windows and doors; Apply installation techniques to windows and doors.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBN006 INTERIOR FIXING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to fixing interior wood work; Select appropriate construction materials for interior wood work; Apply construction techniques to interior wood work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN007 BASIC SETTING OUT

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBN008 FORMWORK FOR CONCRETING

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to erection and stripping of formwork; Select appropriate formwork systems for specific applications; Select appropriate formwork materials for specific applications; Identify the sequence of formwork erection and stripping activities; Apply formwork techniques; Apply concrete techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN009 EXTERNAL CLADDING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to fixing external cladding; Select appropriate cladding materials for specific applications; Identify the sequence of installation of building cladding; Apply building cladding techniques.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBN010 INTRODUCTION TO EXPLOSIVE POWER TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Describe the Australian Standard requirements for using explosive power tools; Use appropriate terminology related to using explosive power tools; Select appropriate explosive power tool for specific applications; Apply explosive power tools techniques.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VBN034 OH&S ASPECTS OF DEMOLITION

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBN035 PAINTING AND DECORATING HAND TOOLS

Campus To be advised
Prerequisite(s) To be advised
Content Recognise hand tools commonly encountered in the painting and decorating industry; Use appropriate terminology related to painting and decorating hand tools; Describe the applications of different hand tools used in the painting and decorating industry; Use the different hand tools encountered in the painting and decorating industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN036 SURFACE PREPARATION

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to surface preparation; Select substrate materials; Identify substrate coating surface defects; Apply substrate cleaning processes; Remove surface coating; Use appropriate surface stopping and filling techniques; Use appropriate abrasives to prepare surfaces.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBN037 PAINT PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBN038 PAINT APPLICATION – BRUSH AND ROLLER SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to paint application; Select appropriate equipment for paint application; Select appropriate surface coatings for the application; Apply surface coatings to substrates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN039 COLOUR MIXING PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to colour theory and colour mixing; Select appropriate materials for colour mixing; Select appropriate colours to comply with standards and codes; Apply colour mixing techniques; Apply paint to comply with a specification.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBN040 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN041 PAPER HANGING PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to paperhanging; Select appropriate surface preparation materials/techniques; Select appropriate surface pre-treatment materials/techniques; Select appropriate wall covering adhesives; Select appropriate wall covering materials/lining paper; Apply wall covering techniques to prepared surfaces.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBN042 SPRAY PAINTING

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to spray painting; Identify the OH&S implications of surface coating materials and spray painting equipment; Select appropriate surface coating materials; Select appropriate spraying equipment to apply surface coating materials; Apply surface coating techniques using spraying equipment.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBN043 PROTECTIVE METAL COATINGS

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to protective metal coatings; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM

Campus To be advised
Prerequisite(s) Nil
Content Identify and discuss the key issues arising from a lecture; Interpret and apply lecture content in relation to a research topic; Identify degree courses offered in Humanities and the application process necessary for entry into these courses; Identify and discuss key concepts and theoretical positions associated with the Humanities
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES

Campus To be advised
Prerequisite(s) To be advised
Content Identify the anatomical features and state physiological functions of digestive, cardiovascular and respiratory systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

VBN050 CHEMISTRY FOR THE LIFE SCIENCES

Campus To be advised
Prerequisite(s) To be advised
Content Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBN097 BRICKLAYING BASIC SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.
Required Reading To be advised
Nominal Hours 86 Hours
Assessment As per accredited curriculum

VBN098 APPLICATION OF WATER BASED PAINTS

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

VBN099 APPLICATION OF OIL BASED PAINTS

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBS633 DRAWING FOR ILLUSTRATIONS

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the 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 The purpose of this module is 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to operate desktop publishing programs and produce electronic graphics and layout design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS641 DRAWING

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the 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 the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.
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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express idea and to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their 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 The purpose of this module is to provide participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply sound business practice within the legal responsibilities of 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to evaluate their 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to introduce 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to encourage the development of a 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use relevant industry standard software and hardware for the creation and manipulation of images and illustration.
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 The purpose of this module is to provide participants with the skills, knowledge and attitudes required to: use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.
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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required 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 The purpose of this module is to provide the participants with the skills, knowledge and understanding required 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction to meet design brief requirements.
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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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 The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to 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

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Complete and check documentation; Submit, store and dispose of documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSBCR310A PERFORM GRAVE PROBES

Campus To be advised
Prerequisite(s) To be advised
Content Identify gravesite; Undertake probe; Determine gravesite vacancy status.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WFSBCR311A PREPARE FOR GRAVEDIGGING

Campus To be advised
Prerequisite(s) To be advised
Content Determine gravedigging requirements; Prepare for digging.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WFSBCR312A PERFORM MANUAL GRAVEDIGGING

Campus To be advised
Prerequisite(s) To be advised
Content Conduct manual grave excavation and shoring; Minimise risk of grave collapse; Clean up and make safe open gravesite.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSBCR314A BACKFILL AND MAKE GOOD GRAVES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to backfill and make good a grave; Backfill a grave following a burial or grave re-opening; Make good a grave following a burial or grave re-opening.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WFSBCR315A PERFORM A GRAVE COLLAPSE CONSOLIDATION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to consolidate collapsed grave; Make ground safe; Conduct grave collapse consolidation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSBCR316A RE-OPEN A GRAVE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to re-open a grave; Re-open a grave.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSBCR317A PERFORM EXHUMATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for exhumations; Perform the exhumation of deceased persons.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSBGM201A PROVIDE GENERAL GROUNDS CARE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain grassed areas; Weed grassed and planted areas; Water grassed and planted areas; Maintain plants in healthy condition.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSBGM204A CARRY OUT GENERAL MAINTENANCE ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Perform routine maintenance to properties and structures; Collect waste or recyclable material; Dispose of waste or recyclable material; Report incidents/accidents; Clean and store equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSBGM302A INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Set out structure or feature; Prepare footings; Construct a brickwork or block work structure for a small landscape project; Clean up.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

WFSBGM303A CARRY OUT PLASTER WORK

Campus To be advised
Prerequisite(s) To be advised
Content Prepare and plan work; Carry out plaster work; Clean up.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WFSCCR102A DEAL WITH GRIEF AND TRAUMA

Campus To be advised
Prerequisite(s) To be advised
Content Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSCCR201A PROVIDE SERVICE TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSPCS101A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Develop professional knowledge and skills; Identify and comply with workplace requirements; Manage daily work activities; Work effectively with others.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSPCS102A CARRY OUT GENERAL OHS PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace safety, security and emergency procedures; Perform safe manual handling; Implement strategies to prevent infection and contamination in the workplace; Utilise strategies to prevent workload overload; Carry out general housekeeping; Comply with documentation and reporting requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSPCS103A CARRY OUT GRAVEDIGGING AND GROUNDS MAINTENANCE OHS PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for safe work practices; Use safe work practices; Implement strategies to prevent infection in the workplace; Work in confined spaces; Perform safe manual handling; Carry out general housekeeping; Comply with documentation and reporting requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Select measuring equipment and calculation method; Interpret graphical representations of mathematical information; Carry out measurements and calculations; Prepare estimates.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSTVM203A INSPECT AND MAINTAIN VEHICLES AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Inspect and check vehicles and equipment; Clean and detail vehicles and equipment; Carry out maintenance and minor repairs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSTVM204A OPERATE RIDE-ON VEHICLES AND TRAILED/MOUNTED EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Perform pre-operational checks and preparations; Operate ride-on vehicle and trailed/mounted equipment.
Required Reading To be advised
Nominal Hours 20 Hours
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 40 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 PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.
Required Reading To be advised
Nominal Hours 100 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 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 MANICARE AND PEDICARE 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 ASSESS CLIENT'S TREATMENT NEEDS

Campus City King.
Prerequisite(s) To be advised
Content Determine clients' requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan.
Required Reading To be advised
Nominal Hours 153 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-B.1 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-B.2 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 PROVIDE FACIAL TREATMENTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.
Required Reading To be advised
Nominal Hours 152 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 PROVIDE ADVANCED FACIAL TREATMENTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client and work area for facial treatment; Assess client requirements; Prepare face; Treat prematurely aged skin; Treat red, flushed skin (Erythema); Treat mature seborrhoea and/or acne; Advise on further treatments.
Required Reading To be advised
Nominal Hours 145 Hours
Assessment As per accredited curriculum

WRB26A-A ADVANCED FACIALS

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 PROVIDE PERMANENT EPILATION

Campus City King.
Prerequisite(s) To be advised
Content Consult with and assess client for service; Prepare client for permanent epilation service; Perform permanent hair removal patch test; Perform permanent hair removal; Provide after care advice.
Required Reading To be advised
Nominal Hours 160 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

WRRCA1B 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

WRRCA2B 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

WRRCA3B 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

WRRCA4B 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

WRRCA5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Use store information technology system; Edit/update information; Solve problems.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS1B 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

WRRCS2B 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

WRRCS3B 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

WRRCS4B 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

WRRER1B 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

WRRER2B 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

WRRER3B 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

WRRF1B 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

WRRF2B 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

WRRF3B 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

WRRF4B 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

WRRFM1B MERCHANDISE FOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare food stock; Place and arrange food stock; Prepare display labels and tickets; Maintain food display; Protect food stock.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFM2B PACK AND DISPLAY MEAT PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare meat products; Wrap and package meat products; Lay out products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain meat displays; Protect meat products.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFM3B PREPARE AND DISPLAY FAST FOOD ITEMS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare fast food items; Present food/menu items; Prepare display labels/tickets; Place, arrange and display price labels/tickets; Maintain food displays; Protect food/menu items.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare bakery products; Place and arrange bakery products; Prepare display labels/ tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare seafood products; Set up and maintain seafood product display; Prepare, place and arrange price tickets/labels; Maintain seafood product displays; Protect seafood products; Pack up and clean display area.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFS1B ADVISE ON 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 24 Hours
Assessment As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS4B 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

WRRFS5B ADVISE ON BAKERY PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS6B ADVISE ON SEAFOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Identify seafood products; Recommend seafood products.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRI1B 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

WRRI4B 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

WRRI5A MAINTAIN AND ORDER STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRINF1B 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

WRRLP1B 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

WRRLP2B 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

WRRLP3B 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

WRRLP4B 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

WRRLP5B 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

WRRLP6C 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 36 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

WRRLP7C 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

WRRM1B 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

WRRM2B 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

WRRM3B 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

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY

Campus To be advised
Prerequisite(s) To be advised
Content Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO1B 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

WRRO2B 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

WRRO3B 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

WRRO4B 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

WRRO5B 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

WRRO6B 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

WRRO7A PROFILE A RETAIL MARKET

Campus To be advised
Prerequisite(s) To be advised
Content Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the need for innovation; Generate ideas; Collaborate with others; Analyse and reflect on ideas; Represent ideas; Evaluate the idea.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO9A LEAD A TEAM TO FOSTER INNOVATION

Campus To be advised
Prerequisite(s) To be advised
Content Organise teams to maximise innovation; Organise work assignments within team to facilitate innovative work practices; Provide guidance and coaching to team members on innovation in the workplace; Provide a model of innovative work practice; Monitor the team's ongoing use of innovative work practices; Provide feedback on the use of innovative work skills
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO10A CREATE AN INNOVATIVE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO11A SET UP SYSTEMS TO SUPPORT INNOVATION

Campus To be advised
Prerequisite(s) To be advised
Content Conduct research into organisation systems; Generate innovative system options; Develop plan for the innovative system; Trial the innovative work system; Review the trial of the innovative system.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPL1B MANAGE FINANCIAL RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Control cost; 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

WRRPL2B 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

WRRPL3B 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

WRRPM1B 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

WRRPM2B 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

WRRPM3B 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

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 objectives; Close sale; Maximise sales opportunities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop product/service knowledge; Recommend specialised products/services.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRS3B 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

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS1B 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

WRRSS2B 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

WRRSS3B 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

WRRSS4B 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

WRRSS5B 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

WRRSS6B 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

WRRSS7B 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

WRRSS8B 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

WRRSS9B 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

WRRSS10B 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

WRRSS11B 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

WRRSS12B 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

WRRSS13B 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

WRRSS14B 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

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/ cosmetic products.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research and develop product knowledge; Identify health and nutritional products; Recommend health and nutritional products; Advise on health and nutritional services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend products; Advise on manufacturer's warranties; Advise on product service and repairs;
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend soft furnishings/ manchester/haberdashery products and services; Estimate quantities and order product; Advise on product warranties; Calculate price and payment options.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store music/audio product range; Recommend music/audio equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange music/audio services and repairs.
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/RCC

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, students' prior learning may enable them to be granted Recognition of Prior Learning or credits for subjects within that course.

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.

In this way students are able to shorten the length of their course, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.
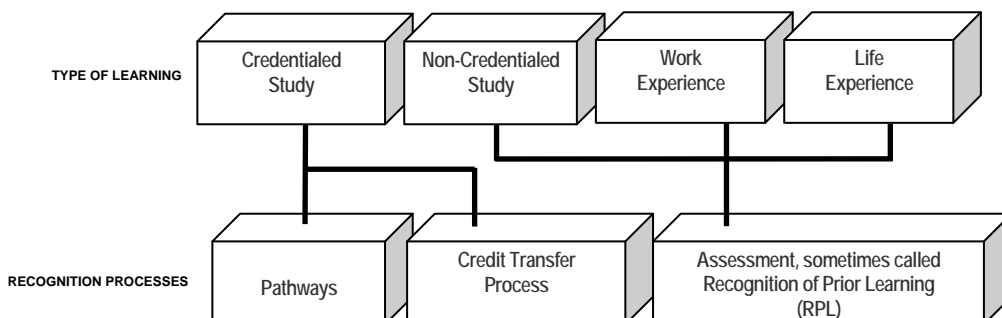
Pathways

Standardised pathways are formally approved links between courses 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).

Pathways may also link courses 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 may still obtain credit in recognition of the subjects/modules successfully completed.

'Articulation' describes the links or pathways between courses. 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;

• 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 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.

Applications

Students applying for Credit Transfer should approach their Faculty or 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) or Recognition of Current Competency (RCC)

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) 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/RCC are advised to begin the application as soon as they are enrolled. Students applying for RPL/RCC should approach their Faculty or 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/lecturer before it is submitted. Departments will provide information about the evidence that is required for the RPL/RCC application.

The University will endeavour to process RPL/RCC 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/RCC 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/RCC 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/RCC assessment may request further consideration. Such appeals must be lodged with the Faculty Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.

Admission, Enrolment and 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 are capable of successfully completing the course in which they are to be offered a place. In considering students for admission there shall be no unlawful discrimination.

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. 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 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 that are not unique to the University.

The selection criteria for each course 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, including specific prerequisites for admission, are included with the detailed descriptions of each course 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 to which they have applied for admission. The main criterion for selection to Degree and Diploma courses 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 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 selection authorities;
- the life experiences of the applicant; and
- previous study at tertiary level.

Intending applicants for places in University courses can obtain more detailed information about selection criteria and selection procedures for individual courses by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Course Pathways

Victoria University offers a broad range of courses 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 many formally approved (or standardised) course pathways. Course pathways allow you to proceed from one course to another. In some cases course pathways may offer the student guaranteed entry or credit toward their preferred exit qualification.

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 is being offered in 2004.

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 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 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 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 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. 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 may 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:
- **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.

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.

Applicants whose difficulties occurred only during their last year of secondary studies must use the Victorian Tertiary Admission Centre 'VTAC Chronic Circumstances Application Form for Current Year 12 Students'. Students who are not current year 12 applicants, but who meet any of the above criteria should complete the 'VTAC Pi form for Non-Year 12 Applicants'. Applicants wishing to apply on the above basis should contact the relevant Faculty, or the Centre for Commencing Students for further information on individual course requirements. Some individual courses have supplementary information forms that can also be completed.

Applicants with a disability or chronic medical condition should also complete the above relevant forms and any individual course supplementary information forms. Persons with a disability or chronic medical condition are encouraged to contact the relevant Faculty, School, Department of the University, or the Centre for Commencing Students to discuss any potential difficulties, hazards and individual course requirements inherent in their proposed course. In these discussions, any special needs of applicants can be discussed 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 their specific needs and potential individual support requirements with Disability Services however Disability Services is not involved in selection or application processes. All applicants with a disability are encouraged to declare their disability on enrolment forms and should register with Disability Services as soon as possible after enrolling in their course. 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 Indigenious Services on (03) 9365 2228. or via email equity@vu.edu.au

Later Year Entry

Both Normal Entry and Special Entry relate to admission to the University at the commencement of an undergraduate course. Persons who have already completed one or more years' relevant post-secondary studies may be eligible for Later Year Entry to the second or subsequent years of a course.

Persons applying for Later Year Entry will be required to meet all normal selection criteria for the course as well as demonstrate that their prior studies are relevant to the course for which they have applied. In making selection decisions, applicants' level of performance in all of their previous tertiary enrolments may be taken into account. Persons selected for Later Year Entry may be admitted on condition they undertake bridging course work, or complete a specially modified course plan, or both.

Deferred Entry (Commencing Students)

Prospective students should contact the relevant Faculty or School to clarify the deferment policy. A person to whom an offer of admission to a course has been made by the University may apply to defer his or her enrolment for a period of up to one year. An application for deferred entry must be made in writing and lodged within seven days of the date upon which the offer of admission was sent. The application must be forwarded to the Dean of the appropriate Faculty or the Head of the appropriate School. A Dean or Head may grant an application for deferred entry with or without conditions. Applications for deferment from a TAFE course are not normally granted.

A person who has been granted deferred entry has a right to enrol in their course for the semester following the end of the period of their approved deferment, providing they attend a scheduled enrolment session.

Postgraduate Courses

Normal Entry (PhD)

Doctor of Philosophy

To be eligible for admission a person must have:

• a masters degree; or

• a four-year bachelor degree with honours or honours degree with a superior performance at 1st Class or 2A honours level; or

• a three-year bachelor degree together with a postgraduate diploma that is an extension of the discipline contained in the undergraduate qualification and at a level considered to be equivalent to 1st Class or 2A honours, as determined by the Head; or

• been enrolled in a masters by research program and shown exceptional ability in the conduct of the first stages in a project and been approved for transfer into a PhD program by the Committee for Postgraduate Studies on the recommendation of the Head.

For admission to a PhD program a student must provide evidence acceptable to the Head of a capacity to undertake research in the discipline.

Masters Degree

To be eligible for admission applicants must have:

• qualified for a first degree of the University (or such other degree as the Department may deem equivalent for this purpose) at a standard considered by the Department to be sufficiently meritorious; or

• qualified for any other award judged by the Department to be of a relevant and appropriate standard; and

• produced evidence of professional experience through which they have developed their applied knowledge of the relevant field of study, and which satisfies the Department that they have the capacity to undertake study for the degree of master; and

• fulfilled any other conditions relating to prerequisite study which the Department may have imposed in respect of their admission to candidature.

Graduate Diplomas/Graduate Certificates

To be eligible for admission applicants must normally have successfully completed a degree or diploma and may be required to attend an interview/selection test.

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   Room 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 higher education undergraduate 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 higher education undergraduate 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 higher education undergraduate 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 Higher Education undergraduate courses and 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.

Postgraduate Courses

Masters by Coursework, Graduate Certificates and Graduate Diplomas

All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply direct to the University.

Application forms for graduate certificates, graduate diplomas and masters by coursework are available from the Student Administration Admissions Office at the St Albans Campus or Faculty offices on the campus where the course is offered.

Doctor of Business Administration

Prospective students should contact the Faculty of Business and Law office at either the Footscray or City campuses for application details.

Doctor of Philosophy and Masters Degrees by Research

Those persons interested in pursuing a research degree are advised to contact the Postgraduate Studies Officer in the Faculty or Department in which they wish to study to discuss research interests and to determine the availability of suitable supervisors and facilities relevant to the proposed research.

Once the Department has confirmed that the applicant is eligible to enrol, an *Application for Enrolment Form* must be completed and lodged along with the necessary enrolment forms at Student Administration.

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 Faculty or School 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 or units at another tertiary institution may be granted credit for equivalent subjects in Victoria University courses. A subject credit will allow a student an exemption from a course subject, while the value of that subject will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subjects passed, together with details of these subjects for comparison with the Victoria University course. Please note that the University may seek information from the other tertiary institutions about the applicant.

Partial Exemptions

In some cases where a student is ineligible for full credit from a particular subject, partial exemption may be granted whereby the student is allowed to undertake less than the full normal study or assessment requirements to be accredited with a pass.

Where partial credit has been approved, this will be taken into account in calculating the HECS liability which the student incurs for the subject.

Course Variation by Special Approval

In cases where credit for units/subjects of a student's course is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course may grant a variation to course requirements by special approval. A course variation substitutes alternative subjects of similar content and duration for subjects normally required within a student's course.

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, but where the student does not meet all the criteria for subject 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 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 Faculty;

- a copy of the applicant's academic record from the previous institution(s);

- where available, a description of the subjects 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 Dean or TAFE Deputy Director on the recommendation of the appropriate Head of School or Department.

Enrolment

Enrolment enquiries should be directed to Student.Admin@vu.edu.au or to any Enrolment Management Branch office on campus. Enrolment enquiries from students studying offshore should be directed to offshoreadmin@vu.edu.au.

Enrolment for Assessment

A candidate becomes eligible for assessment in a subject only when enrolled in that subject. Candidates will be considered as having entered for assessment in all subjects for which they have enrolled.

A student will be deemed to have enrolled for assessment in a subject unless such enrolment has been formally withdrawn by the specified date. Application for timely subject withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Faculty, School or 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 Faculty or TAFE School's Administration office has been obtained, a reinstatement fee 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 Faculty or TAFE School 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 Faculty, School or Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment

Students must enrol in a course of study or for a subject 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, including the payment of relevant fees, will be required to pay a late enrolment fee and where appropriate, a reinstatement fee. Enrolment into a course of study or subject after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head of School or 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 subject selection) must be approved by the Faculty, School or 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, payment of fees and acceptance of liability under the Higher Education Contribution Scheme 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 School or 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 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, Faculty, 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 and subjects via a computer terminal. This self-enrolment system has been developed to determine the subjects 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 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 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 subjects(s) 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 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

Higher Education Students

Students wishing to reduce their study load should complete an *Application for Enrolment Amendment Form.* Students should lodge the form at an Enrolment Management Branch Office.

Students who withdraw from subjects before the census date do not incur a HECS liability for those subjects. Students who withdraw from subjects after the census date, but before the late withdrawal date, do incur a HECS liability but not an academic penalty for those subjects. Students who withdraw from subjects after the late amendment date incur a HECS and an 'N2' fail for the subject. Generally, students are not permitted to withdraw after the late withdrawal date.

Students wishing to totally withdraw from studies should complete an *Application for Course Leave of Absence, Deferment or Withdrawal Form,* obtain approval from the Faculty or Department responsible for administration of the course, and lodge the approved form at Enrolment Management. Withdrawal from

subjects or courses will not automatically be permitted after 31 March in Semester 1 and 31 August in Semester 2.

If a student withdraws from enrolment at the University during the year without being granted leave of absence, it will be necessary to re-apply for admission to the course to recommence studies at any later stage. In such circumstances, re-admission is not automatic.

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.

A Word of Warning

Do not leave things to the last minute. You may receive little sympathy if you approach staff during the examination period regarding a problem that has affected your enrolment status or hampered your performance throughout the semester.

If circumstances force you to 'drop' a subject, make sure you apply to withdraw from that subject at the earliest possible time and at least before the deadline specified by Enrolment Management. If you do not complete the assessment for a subject for which you are enrolled you will receive a 'Fail' grade in that subject even if you have not attended classes in that subject. You will also incur a HECS liability for the subject.

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.

Leave of Absence (Continuing Students)

Leave of Absence, for periods of up to one year initially, may be granted by the Faculty or School responsible for the administration of a student's award course. A student must submit an *Application for Course Leave of Absence, Deferment or Withdrawal* form available from Enrolment Management or the relevant Faculty, School or Campus offices.

Undergraduate and Postgraduate Courses

A completed *Application for Course Leave of Absence, Deferment or Withdrawal* form including a recommendation from the appropriate School or Department should be approved by the Faculty or School prior to the enrolment census date for the semester in which the leave is to commence.

The Faculty or School will advise students in writing regarding the outcome of their application.

Where leave of absence is approved for Higher Education students after the relevant enrolment census date, students will remain liable for HECS contributions in respect of their enrolment in that semester.

Doctor of Philosophy and Masters by Research

Students should approach the Postgraduate Studies Unit, Footscray Park Campus for advice regarding application for leave of absence. Application forms can be obtained from the Unit or the Enrolment Management Branch.

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 subjects: $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

Higher Education Students

Upon application, refunds (full or partial) will be granted on any of the following grounds:
- a student withdraws from a course of study at the University by the census date;

- a student changes from full-time status to part-time status within a given semester by the census date;

- a student withdraws from study in an approved course for one semester before the deadline specified for that semester.

Refunds will be processed provided that the relevant enrolment amendment form or withdrawal form has been received and authorised by the census date.

Students should apply for a refund of fees on an *Application for Refund* form where they believe they are entitled to such a refund.

The amount of the refund payable will be determined according to the date of lodgement of the *Enrolment Amendment* form at Enrolment Management or other authorised office within the University.
- **Before 31 March** – full refund

- **After 31 March but before 31 August** – refund of second semester GSF paid only

- **After 31 August** – no refund is payable unless students can show there are special circumstances in their case.

A sum of $10.00 is retained from refunds of the General Services Fee.

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 subjects 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)

HECS Liability – To Whom Does It Apply?

A student enrolled in an accredited, non-exempt higher education course at the census dates of 31 March for Semester 1, 31 August for Semester 2, and 15 January for Semester 3, will incur a HECS liability. The liability is determined according to the study load undertaken expressed as a proportion of the normal full-time load for each students year of course.

HECS Up Front Payment Option

Students can pay all of their HECS liability up front and receive a 25% discount. Students selecting the up front payment option at enrolment for a given semester must pay their full current semester HECS liability less 25% within seven days of the enrolment registration invoice being produced.

HECS Partial Up Front Payments

Students can make a partial up front payment and defer the remainder of their HECS contribution. Students may make one payment of $500 or more towards their HECS liability for a given semester and receive a 25% discount on the amount paid.

Deferred Payment Option

Non-exempt Higher Education students who do not wish to pay HECS up-front upon enrolment must complete and sign a *Payment Option Declaration Form* selecting the Deferred Payment method.

Under the Deferred Payment Option students must, at enrolment, either:
- provide a valid tax file number; or

- not having a tax file number or not having access to their tax file number, apply to the Australian Taxation Office (ATO) for a Tax File Number and provide it to the University before census date. Where the tax file number is not made available to the student by census date, the ATO will provide a Certificate of Application, which the University will accept in place of a Tax File Number.

Reimbursement of Up Front HECS Payments

Students who made an up front payment and who then withdraw from part or all of their semester subject enrolment before the relevant census date will normally be entitled to a proportional HECS refund.

HECS refunds will not generally be paid by the University until the enrolment confirmation period is ended—that is, before 30 April in Semester 1 or before 30 September in Semester 2.

Payment Options for New Zealand Citizens

New Zealand citizens who commenced their course of study on or after 1 January 1996 must pay their HECS contribution up front without a discount. New Zealand citizens continuing a course of study which began before January 1996 must also pay their HECS contribution up front without a discount, unless they have been a resident in Australia for a continuous period of more than two years.

Differential HECS Contributions for Commencing Students

Differential HECS contributions apply to students commencing a new course of study after 1 January 1997. The HECS liability for each unit depends on which of three bands the unit is classified.

Further Information

The information booklet, *HECS Your Questions Answered 2003,* published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from Student Administration offices. Further information is also available on the following website: www.hecs.gov.au or by calling the HECS enquiry line on 1800 020 108

Communication from the University to Higher Education Students on HECS Liability

The University will issue to each higher education student two documents about their HECS liability each semester, namely:

- An Enrolment Offer showing the student's personal details, the subjects the student is enrolled in for the current semester, the Effective Full Time Student Unit (EFTSU) value for each of the subjects, the aggregate EFTSU, the HECS liability amount and the up front payment amount for the current semester. The form will be sent or given to Higher Education students before 15 March in Semester 1, before 15 August in semester 2, in early January for Summer School and in early July for Winter School.

- A Tax Invoice and Final Statement of HECS Liability will be sent to all Higher Education students in early April (for Semester 1) and mid-September (for Semester 2). This notice will show: the aggregate EFTSU enrolment as at census date; the resulting semester HECS liability; the amount of HECS liability paid for the current semester; the amount of any HECS liability to be reported to the Australian Taxation Office; and where applicable, the amount of any refund due from the University.

- Students will have fourteen days from the date of issue of a 'Final Statement of HECS Liability' to lodge a written objection (giving reasons) at Enrolment Management. The only valid grounds for such an application are that the University has made an error in recording the students subject enrolment, in calculating the HECS liability, or in recording a HECS payment. Such applications for amendment will generally be considered before 1 May in Semester 1 and before 1 October in Semester 2. Students will be formally advised of the outcome.

Tax File Numbers

Handling of Tax File Numbers by University Staff

Tax File Numbers submitted by students or received from the Australian Taxation Office will be kept secure and confidential and no unauthorised person will be permitted access to this information.

Collection of Tax File Number Information by the University

If a student provides a Tax File Number that does not conform to the specifications provided by the Australian Taxation Office, the responsible University Officer has the authority not to accept or process the student's enrolment.

If a student fails to provide a Tax File Number or a Certificate of Application from the Australian Taxation Office by the enrolment census date, then the responsible University Officer has the authority to terminate the student's enrolment.

Postgraduate Education Loan Scheme (PELS)

The Postgraduate Education Loan Scheme is an interest free loan facility for fee-paying postgraduate students undertaking non-research courses. It is similar to the deferred payment arrangements available under HECS.

Eligibility

You are eligible for a PELS loan if you are:

- Enrolled in a fee-paying postgraduate non-research course and,

- An Australian citizen or holder of an Australian permanent visa (who meets eligibility requirements)

Loan Available

You can borrow up to the limit of your tuition fees being charged for your course each semester. You will begin repaying your loan through the taxation system once your repayment income reaches the minimum threshold for compulsory repayment.

Further Information

The information booklet, *PELS Your Questions Answered 2003,* published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from the Enrolment Management offices.

Further information is also available on the following website: www.hecs.gov.au/pels.htm or by calling the PELS enquiry line on 1800 020 108.

Bridging For Overseas-Trained Professionals Loan Scheme (BOTPLS)

The Bridging for Overseas-Trained Professionals Loan Scheme (BOTPLS) is an interest-free loan facility for overseas trained professionals who are seeking to work in regulated or self-regulated professions in Australia. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS) and the Postgraduate Education Loans Scheme (PELS)

Eligible overseas-trained professionals who are citizens or permanent residents of Australia wishing to meet formal recognition requirements for their profession in Australia will be able to access these loans.

Further information can be found by reading *BOTPLS, Your Questions Answered* which is available on the following website: www.hecs.gov.au/botpls.htm or by calling the enquiry lines:1800 020 108 for student loan issues or 1800 020 086 for recognition issues, or by contacting Enrolment Management .

Assessment

All enrolled students are eligible for assessment in each of the subjects in which they are enrolled. In most subjects 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 subject 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 subject will be provided by the School or Department Examination Board for that subject not later than two weeks after commencement of teaching in the subject. 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 Examination Board for each subject will consist usually of the Head of the relevant School or Department (as Chairperson) and the examiners for the subject. Usually there will only be one examiner for each subject who will be one of the members of staff teaching the subject. The examiner(s) will be appointed by the end of the second week in each semester. The examiners may be assisted in correcting work by assistant markers appointed by the Chairperson of the Examination Board.

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 subject in which they have not formally enrolled; check carefully your Enrolment Registration and HECS Liability Statements to ensure that your enrolment is correct in every detail.

Examination Timetable

The final examination timetable is posted on University noticeboards and web site www.vu.edu.au approximately four weeks before the examination period begins. It is your responsibility to check this timetable for any clash, and to refer any clash to the either the Examinations Scheduling Officer of the Assessment & Progression Unit at Footscray Park Campus or to the Enrolment Management office on your campus.

You will *not* be given special consideration if you misread the examination timetable and miss an examination, nor will you be entitled to another examination.

No information about the examination timetable will be given by telephone.

Conduct of Examinations

Enquiries about examinations may be directed by email to examinations@vu.edu.au to the Enrolment Management office on campus.

Examination sessions will normally commence at:
9.30am morning examination sessions
2.00pm afternoon examination sessions
6.00pm evening examination sessions

unless otherwise indicated on the published timetable.

Students will be admitted to the examination room at those times and given fifteen minutes at the commencement of the session for the purpose of reading the paper. Any variation of this practice will be notified to students in the printed timetable. As a rule, no writing, note making or marking of the paper in any way is permitted in this reading time. A member of the academic or teaching staff will be present at the beginning of each examination session at the examination venues to answer any inquiries about the question paper.

Before entering the examination room, students must ascertain their seat numbers from lists posted on noticeboards at the examination venues and web site www.vu.edu.au. Lists are usually posted on the University website www.vu.edu.au two days prior to the commencement of examinations. Any student who has not been allocated a seat number should report immediately to the Enrolment Management office before the commencement of the examination session.

No student may enter the examination room more than half an hour after the commencement of the session or leave the examination room until half an hour after the commencement of the session or during the last quarter of an hour of the session.

You may bring into the examination room: pens, ink, pencils, rulers, erasers and mathematical instruments (see below for use of calculators and electronic devices).

You may not bring into the examination room any book, paper or other material that has not been specifically authorised for use at that particular examination: if, during an examination, you are found to be in possession of such material, you will be reported as having breached examination rules and may face disciplinary action.

You are strongly advised not to bring to examinations any unnecessary clothing, papers, books, bags, handbags, wallets, folders, valuables or other personal items. You will not be permitted to bring into the examination room any bag, handbag, folder, pencil case, calculator case, pager or similar item. You are warned of the possibility of theft. The University accepts no responsibility for loss of or damage to any item left outside of or brought into an examination room.

You must bring your student identity card or other photographic identification such as driver's license or passport to each of your examinations. Checks will be conducted in examination venues to verify the student's identity and any discrepancies will be dealt with University Statutes.

Further information about the conduct of the examinations is given in the Rules and Regulations published with the examination timetable and on the University's web site: www.vu.edu.au.

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 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 School or Department. All other applications should be made to the Executive Officer of the Faculty concerned or 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 Assessment Arrangements

Students with an ongoing disability should immediately register with Disability Services in the Equity and Social Justice Branch of the University once enrolled in their course. Students with a temporary disability, which puts them at a disadvantage in written examinations, should advise the Faculty or TAFE Executive Officer and also register with Disability Services at the beginning of the semester of study or immediately after their disability is known to discuss alternative arrangements for examinations.

Alternative assessment arrangements could include extra time, a separate room or use of adaptive equipment in examinations.

Use of Linguistic Dictionaries

Students may apply to use an English language dictionary in an examination during the first two years of enrolment in the University if:
- the student has arrived from a non-English-speaking country within the last five years;
- the student has regularly attended an approved program designed to improve their language skills.

These are general guidelines only and criteria may vary with individual subject assessment requirements. An *Application to Use a Dictionary Form* is available from Enrolment Management offices and must be presented together with a dictionary registered with Enrolment Management. The concerned lecturer must then approve this form. After the completion of this process, students are required to bring this form along with the dictionary to the examination venue.

Use of Electronic Linguistic Dictionaries

The use of electronic linguistic dictionaries is not permitted.

Use of Computers and Electronic Calculators

Faculties, Schools and teaching Departments are responsible for determining which materials will be allowable for use in examinations. Students should refer to individual subject guides for details about the use of calculators and electronic devices. Generally, students will be allowed to bring into an examination room only pens, pencils and non-electronic mathematical instruments unless otherwise specified in the subject guide.

Further Assessment

Before the results of assessment for any component of assessment are published, the examiners may administer a further component of assessment to resolve any doubts as to whether a student has reached the required standards, or about the grade to be awarded to the student.

This means it is vital that students ensure they can be easily contacted between the time a component of assessment is completed and results are published.

Notification of Results

The final results for any subject will not be officially notified to students before the completion of assessment in that subject 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 examiners in any subject 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 Chairperson of the relevant Examination Board 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 and 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)

Grade	Definition
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. The provisions for Stage Completion and Faculty Passes detailed below should be read in conjunction with the course-specific progress regulations that appear in the Faculty Details of Courses.

Stage Completion

Some courses are formally divided into stages. These are identified in the details of courses.

Following final assessment in all subjects within a course semester, course year or other defined course stage, a student may receive a stage grading as follows:
- stage completed, all subjects passed;
- stage completed by compensation.

Stage completion by compensation will only be granted to a student who, though not passing all individual subjects, has aggregated grades above pass level and at a standard appropriate for progression to the subsequent course stage. Stage completion by compensation is not a pass in the subject and might not be recognised by all appropriate professional bodies.

Procedures for stage gradings in particular courses are as recommended by academic course departments or faculties and approved by the University.

Faculty Pass (Higher Education Courses Only)

Faculty passes are only available to students who were enrolled in the University in 1991 and who have not since then discontinued their studies (other than by taking approved leave) or changed their course.

A Faculty Pass may be awarded to a student who has passed (at P grade or better), all but one of the units (subjects) required to complete their higher education course and qualify for the relevant award.

The mark in the outstanding subject must not be less than N1.

The student must have gained sufficient marks in the subjects passed within the award to compensate for the shortfall of marks in the failed subject.

The award of a Faculty Pass shall not be interpreted as a pass in the given subject.

A Faculty Pass will not be awarded in respect of a subject that is a prerequisite for another subject.

Students who have passed all but one of the subjects required to gain an award, and who have been issued an N1 grade in the outstanding subject, may apply for a Faculty Pass by writing to the Faculty responsible for administering the course, clearly stating the basis of their entitlement to such a Pass.

The Pass is awarded at the discretion of the Dean of the Faculty administering the course in which the student is enrolled.

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.

Completed Courses – Maximum Advanced Standing

A student with a completed award must complete, at a minimum, the equivalent of at least one year's full-time study in order to qualify for any subsequent University qualification at a comparable level.

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   5 years
- Advanced Certificate   5 years
- Associate Diploma*   8 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

*Including time taken to complete preliminary Advanced Certificate year where applicable.

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.

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 without having passed all prerequisite subjects; or
- enrol in any unit with a co-requisite subject without having either previously passed the co-requisite subject or enrolling simultaneously in the co-requisite subject.

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. You can apply online through *myVU* at http://myvu.vu.edu.au. Alternatively, 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/graduation
Located Room 4C, 141, St Albans Campus.

Forms must be submitted before the set closing date.

Graduation ceremonies in 2004 are scheduled as follows:
• 18 February 2004 Hong Kong

• 21 February 2004 Malaysia

• 24 February 2004 Singapore

Applications close 24 October 2003
Attendance closes 17 January 2004

7 to 11 June 2004
Melbourne Convention Centre
Applications close 17 January 2004
Attendance closes 7 May 2004

3 to 5 November 2004
Melbourne Convention Centre
Applications close 20 August 2004
Attendance closes 1 October 2004

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.

Certificants: A black gown and black cap together with a black stole faced in tangerine.

Diplomates and graduate certificants: A black gown and black cap together with a black stole faced in the discipline colour.

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour. The hood for the honors degree also has a white band on the edge of the hood.

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

Discipline colours:

Ruby	Arts
Ultramarine	Business or Business Administration
Cherry	Education
Silver Grey	Engineering
Old Rose	Health Science
Parchment	Law
Pansy	Music
Buff	Psychology
Spectrum Green	Science or Applied Science
Gold	Social Work

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
Graphite	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

The academic dress for indigenous Australians is the habit of their award together with a calf length black and red silk stole that has gold tassels, a map of Victoria in gold silk and 'Victoria University' embroidered in gold on the left end of the stole, and the sun in gold silk and 'Ngaga Jindi Woraback' embroidered in gold on the right end of the stole.

Credit Points

The credit point system provides a uniform basis for establishing subject relativities and values within a course. The objectives of the credit point system are to:
• simplify and standardise the relativities and values within a course in relation to EFTSU and Higher Education Contribution Scheme (HECS) calculations;

• provide a uniform measure of total student workload across all higher education programs; and

• allow students to make informed judgements on their likely workload in subjects across various disciplines

What is a credit point value?

The value of a credit point is determined by the total student effort involved in the completion of a subject and includes private study hours, tutorial or laboratory work, library and research work together with formal class contact hours. The credit point value of a subject reflects its academic weight and the total amount of effort relative to other subjects within a course. There is no link between credit points and contact hours.

What type of credit point system?

The University has introduced a standard course value system of credit points. This means that all courses within the higher education sector of the University will have the same number of credit points for each year of a course.

How many credit points?

The University has adopted a system of 120 credit points for each year of a course. Thus a three-year degree program will equal 360 credit points, a four-year degree 480 credit points and so on.

How can I identify my enrolment load?

0–44   credit points per semester will equal a part-time load

45–60   credit points per semester will equal a full-time load

0–90   credit points per year will equal a part-time load

91–120   credit points per year will equal a full-time load.

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 (03) 9688 4944

Careers Education Programs

These include job seeking skills workshops, Employability Skills Challenge, Young Achievement Australia, mentor programs, in-class programs, Student Portfolios. Visit www.vu.edu.au/careers to see what's on this month!

Employment Services

The on line jobs board is 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!! Some employers also arrange campus visits. Watch the website for details

Resume checking by email

Email your resume to careers@vu.edu.au for feedback.

Where are we?

Footscray Park: 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: (03) 9688 4098

For further information on finding suitable childcare, telephone the Manager, Children's Services, on 9284 8801.

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 37 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.

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 processes all sealed awards for the University. When you have completed or nearly completed a course, you are required to submit an *Application for an Award* form. You can apply online through *myVU* at http://myvu.vu.edu.au. Alternatively, 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 graduation ceremonies, both onshore and offshore, is also the responsibility of this centre.

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   Room 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: (03) 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 (03) 9365 2625.

Independent Access: Students with Disabilities

Counselling, support and information for students with disabilities is available on all campuses. Assistanace is available for day to day issues of personal, academic, housing, career and financial matters which is provided by contacting Students Services on 03) 9365 2399 or any campus Student Service office.

Identification of in class support needs and applications for alternative examination/assessmant arrangements is arranged through Disability Services in the Equity & Social Justice Branch. Students requiring extensions to assignments or special consideration who haven't registered with Disability Services need to do so through their Faculty/teaching department. Further information and advice concerning support services for students with a disability can also be obtained by contacting Disability Services in the Equity and Social Justice Branch on (03) 9365 2193 or via email disability@vu.edu.au.

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).

Indigenous Services

Support for Aboriginal and Torres Strait Islander people is available through the Equity andSocial Justice Branch. The two main aims of Indigenous Services is to fully support self determination and self management for Aboriginal and Torres Strait Islander people, families and community organizations; and to increase the access, participation, success and retention rates for Australian Indigenous people in the University's programs.

Indigenous Services staff can assist students with course advice, Abstudy, academic support, employment and careers advice, social support, housing, counselling and discrimination advice.

Further information can be obtained by contacting Indigenous Services on (03) 9365 2228 or via email equity@vu.edu.au.

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 (03) 9284 8801, Footscray Park campus on (03) 9688 4418, St Albans campus on (03) 9365 2399 or visit our webpage: www.vu.edu.au/ss.

Accommodation

The University Student Housing Service provides students with a free and confidential services to assist with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is 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 (03) 9688 4418 or (03) 9365 2399.

Financial Advice

Financial advice is available 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.

Other assistance includes 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 (03) 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 (03) 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 (03) 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.

Discrimination and Harassment

The University has a network of Equity Advisers available to assist students who think they may have been discriminated against or harassed. The list is available from the Equity and Social Justice Branch on ph (03) 9365 2193, on the internet at www.vu.edu.au/equity or via emila equity@vu.edu.au.

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 (03) 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 1427

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 2004

This section lists all the courses offered by Victoria University in higher education and TAFE.

Note: All courses are offered subject to confirmation of funding and authority to conduct, and minimum enrolment levels. List correct as at November 2003.

TAFE Courses at Victoria University in 2004

Strategic Development

Centre for Curriculum, Innovation and Development
Course in ICT Skills for Teachers (21335VIC)
Certificate IV in Assessment and WorkplaceTraining(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 Educationand Training (21205VIC)
Graduate Certificate in VET in Schools Implementation(21102VIC)

School of Business, Hospitality and Personal Services

Administrative and Legal Studies Department
Certificate III in Business (Legal Administration)(BSA30200)
Certificate IV in Business (Legal Services)(BSA40200)
Advanced Diploma of Business (Legal Practice)(20055VIC)
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)
Certificate III in Business (Recordkeeping)(BSB30401)
Certificate IV in Business (Recordkeeping)(BSB40301)
Diploma of Business (Recordkeeping)(BSB50301)
Certificate III in Government(PSP30199)

Financial Services Department
Advanced Diploma of Accounting(FNB60202)
Diploma of Accounting(FNB50202)
Diploma of Business (Banking and Finance)(90025NSW)
Course in Real Estate for Agents' Representatives(2004AAA)
The Certificate IV in Business (Estate Agency Practice)(2404ADA)

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 IV in Hospitality (Supervision) (THH42602)
Diploma of Hospitality Management (THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate I in Tourism (Australian Indigenous Culture (THT10102)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Meetings and Events (THT30102)
Certificate III in Tourism (Retail Travel Sales) (THT30202)
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)

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)
Graduate Certificate in Management (21365VIC)
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 III in Business (Sales) (BSB30301)
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)
Graduate Certificate in Management Development (Education and Training)(2804ABB)

Personal Services Department
Certificate II in Modelling (21456VIC)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Diploma of Beauty Therapy (WRB50199)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40898)
Diploma of Remedial Massage (HLT50302)
Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management(WRH50100)
Advanced Diploma of Naturopathy(HLT60502)

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 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(WRR50102)
Certificate IV in Retail Management(WRR40102)
Certificate III in Retail Supervision (WRR30102)
Certificate III in Retail Operations(WRR30202)
Certificate II in Retail Operations(WRR20102)
Certificate II in Retail Cosmetic Assistant(WRB20399)

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit
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 IV in Automotive(AUR40199)]

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 (Off-Site)(BCG10198)
Certificate in Building and Construction (21393VIC)[Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying)(BCG30698)[Apprenticeship]
Certificate II in Building and Construction (21393VIC)[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 (Wood Machining, Cabinet Making & Furniture Polishing)(21279VIC)
Certificate III in Furniture Making (Cabinet Making) (LMF30402)
Certificate III in Furniture Making (Wood Machining) (LMF30502)
Certificate II in Furniture Making (LMF20302)
Course in Building and Engineering Trades Orientation (3113TNWB)
Certificate IV in Building(SA3477)
Diploma of Building(SA3475)
Certificate IV in Residential Drafting(40357SA)
Diploma of the Built Environment(SA3472)
Diploma of Building Surveying(SA3473)
Diploma of Building Design and Technology (40356SA)
Advanced Diploma of Building Design and Project Administration (40355SA)

Building Services and Special Trades Department
Certificate II in Buidling and Construction (21393VIC) [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 (21398VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations)(BCF30700)
Certificate IV in Sign Technology (21399VIC)
Course in Building and Engineering Trades Orientation(3113TNWB)
Certificate III in Electrotechnology Systems Electrician(UTE31199)
Certificate IV in Electrical (2406ANC) [Motor Control]

Computer Systems and Electronics Department
Certificate II in Electrotechnology Servicing(UTE20502)
Certificate III in Electrotechnology Communications(UTE30402)
Certificate III in Electrotechnology Communications(UTE30499)
Certificate III in Electrotechnology Computer Systems(UTE30599)
Certificate III in Electrotechnology Entertainment and Servicing (UTE30702)
Certificate III in Electrotechnology Entertainment and Servicing(UTE30799)
Advanced Diploma of Computer Systems Engineering(UTE60199)
Advanced Diploma of Electronic Engineering(UTE60399)

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(Technician)(MEM30598)
Certificate III in Engineering(Mechanical Trade)(MEM30298)
Certificate IV in Engineering Technology (20018VIC)
Advanced Diploma of Engineering Technology (20020VIC)
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing & Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC)[Streams in Mechanical, Manufacturing & 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)
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)
Diploma of Engineering Technology(20019VICF)[Fabrication]
Advanced Diploma of Engineering Technology(20020VICF)[Fabrication/Supervision, Inspection]

Industrial Skills Training Centre
Certificate III in Civil Construction (Plant)(BCC30198)
Certificate III in General Construction(BCG31398)
Certificate I in Transport and Distribution(Administration) (TDT11102)
Certificate II in Transport and Distribution(Administration) (TDT21102)
Certificate III in Transport and Distribution(Administration) (TDT31102)

Certificate IV in Transport and Distribution(Administration) (TDT41102)
Certificate I in Transport and Distribution (Warehousing and Storage)(TDT10102)
Certificate II in Transport and Distribution (Warehousing and Storage)(TDT20102)
Certificate III in Transport and Distribution (Warehousing and Storage)(TDT30102)
Certificate IV in Transport and Distribution (Warehousing and Storage)(TDT40102)
Course in Taxi Driving (21387VIC)
Certificate I in Transport and Distribution (Road Transport)(TDT10202)
Certificate II in Transport and Distribution (Road Transport)(TDT20202)
Certificate III in Transport and Distribution (Road Transport)(TDT30202)
Certificate IV in Transport and Distribution (Road Transport)(TDT40202)
Diploma of Logistics Management (TDT51002)
Advanced Diploma of Logistics Management (TDT61002)
Certificate III in Transport and Distribution (Mobile Cranes Operations)(TDT30902)
Certificate IV in Transport and Distribution (Mobile Cranes Operations)(TDT40902)
Certificate III Motor Vehicle Driver Trainer(Car)(21370VIC)
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)(21381VIC)
Certificate I in Transport and Distribution (RailInfrastructure) (TDT10702)
Certificate II in Transport and Distribution (Rail Infrastructure) (TDT20702)
Certificate III in Transport and Distribution (Rail Infrastructure) (TDT30702)
Certificate IV in Transport and Distribution (Rail Infrastructure) (TDT40702)
Certificate I in Transport and Distribution (Rail Operations)(TDT10402)
Certificate II in Transport and Distribution (Rail Operations)(TDT20402)
Certificate III in Transport and Distribution (Rail Operations)(TDT30402)
Certificate IV in Transport and Distribution(Rail Operations) (TDT40202)
Certificate I in Transport and Distribution(Stevedoring) (TDT10302)
Certificate II in Transport and Distribution(Stevedoring) (TDT20302)
Certificate III in Transport and Distribution(Stevedoring) (TDT30302)
Certificate IV in Transport and Distribution(Stevedoring) (TDT40302)
Certificate I in Transport and Distribution(Administration)(TDT11102)
Certificate II in Transport and Distribution(Administration)(TDT21102)
Certificate III in Transport and Distribution(Administration)(TDT31102)
Certificate IV in Transport and Distribution(Administration)(TDT41102)
Certificate I in Funeral Services (WFS10202)
Certificate II in Funeral Services Grounds and Maintenance) (WFS20402)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance) (WFS30402)
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
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
Courses in Forklift Operating
Course in Order Picker
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
School Driver Education Program
Defensive/Advanced Driving
VicRoads Heavy Vehicle Administration Course
VicRoads Interception Techniques

School of Further Education, Arts 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)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Certificate I in Media (CUF10101)
Certificate I in Vocational Studies (Media)(21263VIC)
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 II in Workplace Practices (30064QLD)
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, VCE and Preparatory Programs
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)
Course in Women's Access (14795VIC)
Course in Gateway to Nursing and the Health Sciences (21379VIC)
Course in Preparation for Tertiary Studies (Arts)(21380VIC)
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 Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Victorian Certificate of Education (2200LZV)

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) [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)
Course in Preliminary Spoken and Written English (90989NSW)
Certificate I in Spoken and Written English (90994NSW)
Certificate II in Spoken and Written English (90993NSW)
Certificate III in Spoken and Written English (90992NSW)

Library and Cultural Studies Unit
Diploma of Library and Information Services (CUL50199)
Certificate III in Library and Information Services (CUL30199)
Certificate II in Museum Practice (CUL20299)

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

Visual Arts, 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)
Certificate IV in Multimedia (CUF40801)
Certificate III in Multimedia (CUF30601)
Certificate II in Multimedia (CUF20601)
Diploma of Arts (Visual Art) (12857VIC)

School of Human Services, Science and Technology

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)(CHC40399)

Certificate III in Community Services (Children's Services)(CHC30399
Certificate II in Community Services (Children's Services) (CHC20399)

Health Services Department
Certificate IV in Health (Nursing) (21358VIC)
Course in Cardiopulmonary Resuscitation (20003VIC)
Course in Emergency First Aid (20004VIC)
Course in Basic First Aid (20005VIC)
Course in Paediatric Aid (20006VIC)

Information Technology Department
Certificate I in Information Technology (ICA10101)
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 (Database Administration) (ICA40299)
Certificate IV in Information Technology (Programming) (ICA40699)
Certificate IV in Information Technology (Technical Support) (ICA40599)
Certificate IV in Information Technology (Website Administration) (ICA41001)
Certificate IV in Information Technology(Website Design) (ICA41101)
Diploma of Information Technology (Computer Science) (21378VIC)
Diploma of Information Technology (Software Development) (ICA50299)
Diploma of Information Technology(21104VIC) [Specialising in Multimedia]
Dual Diploma – Diploma of Information Technology (Webiste Development)(ICA50601) and
Diploma of Information Technology (Internetworking)(ICA50701)

Science and Biotechnology Department
Certificate III in Science (21238VIC)
Certificate IV in Science (21239VIC)
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 I in Conservation and Land Management (RTD10102)
Certificate II in Conservation and Land Management (RTD20102)
Certificate III in Conservation and Land Management (RTD30102)
Certificate IV in Conservation and Land Management (RTD40102)
Diploma of Conservation and Land Management (RTD50102)
Advanced Diploma of Conservation and Land Management (RTD60102)
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 II in Process Plant Operations(PMA20198)
Certificate III in Process Plant Operations(PMA30198)
Certificate I in Food Processing(FDF10198)
Certificate III in Food Processing(FDF30198)
Certificate IV in Food Technology(11893VIC)

Diploma of Food Technology(2506AKC)
Certificate I in Pharmaceutical Manufacturing(FDF10298)
Certificate II in Pharmaceutical Manufacturing(FDF20298)
Certificate III in Pharmaceutical Manufacturing(FDF30298)
Certificate III in Health Service Assistance(Hospital/Community Health Pharmacy Assistance)(HLT31402)
Courses in Lubrication(21010VIC)
Certificate IV in Assessment and Workplace Training(BSZ40198)

Social and Community Studies Department
Certificate III in Community Services (Disability Work) (CHC30799)
Certificate IV in Community Services (Disability Work) (CHC40799)
Advanced Diploma of Community Services (Disability Work) (CHC60799)
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)
Advanced Diploma of Justice (21214VIC)
Diploma of Justice (21213VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work) (CHC50999)
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, Recreation and Performance 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 III in Sport and Recreation(SRO30103)
Certificate IV in Sport and Recreation(SRO40103)
Diploma of Sport and Recreation(SRO50103)
Advanced Diploma of Sport and Recreation(SRO60103)
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)
Certificate IV in Sports (Development)(SRS40503)
Diploma of Sports (Development)(SRS50503)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)
Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

Undergraduate Courses and Programs

Campus codes:

B=Sunbury	I=Internet	Q=Queen Street
C=City Flinders	J=City King	S=St Albans
D=China	K=Kuala Lumpur	W=Werribee
E=Echuca	M=Melton	3=Bangladesh
F=Footscray Park	O=Off campus	D8=Tianjin, The People's Republic of China
G=Renim University of China	P=Singapore	D7=Renmin University, Beijing, China
H=Hong Kong	D2=Shenyang, People's Republic of 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 (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 (Criminal Justice Studies)	F	Y	Y
Bachelor of Arts (Human Services)	S	Y	Y
Bachelor of Arts (International Studies)	F	Y	Y
Bachelor of Arts (Legal Studies)	F	Y	Y
Bachelor of Arts (Multimedia)	S	Y	Y
Bachelor of Arts (Performance and Multimedia)	F	Y	Y
Bachelor of Arts (Professional Writing)	S	Y	Y
Bachelor of Communication (Public Relations)	S	Y	Y
Bachelor of Multimedia Systems	K	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 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 Arts/Diploma of Liberal Arts	F	Y	Y
Bachelor of Business (Marketing)/Bachelor of Psychology	F	Y	Y
Bachelor of Business (Electronic Commerce)/			
Bachelor of Arts (Multimedia)	F	Y	Y
Bachelor of Laws/Bachelor of Arts	F	Y	Y
Bachelor of Applied Science (Human Movement)/			
Bachelor of Psychology	F	Y	Y
Bachelor of Science/Bachelor of Psychology	S	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)	F	Y	Y
Bachelor of Multimedia Systems (Honours)	F	Y	N
Bachelor of Psychology (Honours)	F	Y	Y
Bachelor of Science (Honours – Psychology)	F	Y	Y

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School of Accounting and Finance

BACHELOR OF BUSINESS	Campus	Full-time	Part-time
– Accounting	F,W,H1,D3,DB,K1	Y	Y
– Banking and Finance	F,K1,H1	Y	Y
– Strategic and Financial Management	F,K1	Y	Y
– Accounting/Financial Management	W, K1	Y	N
– Accounting/Banking and Finance	F	Y	Y
– Accounting/Information Systems	F	Y	Y
– Accounting/Electronic Commerce	W	Y	N
– Accounting/Small Enterprise Management	W,F	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Accounting/Commercial Law	F	Y	Y
– Accounting/Transport and Logistics	W	Y	N
– Banking and Finance/International Trade	F	Y	Y

BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Business Accounting/Certificate IV in Information Technology (Dual Award)	W	Y	Y
–Fasttrack BBus Accounting/TAFE Accounting	W	Y	

School of Applied Economics

BACHELOR OF BUSINESS			
– Retail Management	F,K1	Y	Y
– International Trade	F,K1,D6,D3,22,H1	Y	Y
– Transport and Logistics	W	Y	Y
– Global Logistics andTransport	W, H1	Y	Y
– Applied Economics	F	Y	Y
– Financial Risk Management	F, K1, H1,DB	Y	Y
– Music Industry	F,K1	Y	Y
– Applied Economics/International Trade	F	Y	Y
– Financial Risk Management/International Trade	F, DB, H1	Y	Y
– Financial Risk Management/Electronic Commerce	F	Y	Y
– Financial Risk Management/Banking and Finance	H1,D3	Y	Y
– Financial Risk Management/Accounting	H1	Y	Y
– Financial Risk Management/Global Logistics and Transport	H1,DB	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,K1	Y	Y
– Music Industry/Marketing	F	Y	Y
– International Business	W	Y	
– International Commerce	D3	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
– Global Logistics and Transport/International Trade	H1	Y	N
– Global Logistics and Transport/Accounting	H1	Y	N
– 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			
– BA Asian Studies/B Bus International Trade	F	Y	Y

School of Hospitality, Tourism and Marketing

BACHELOR OF BUSINESS			
– Hospitality Management	F,K1,H1	Y	Y
– Tourism Management	F,K1,H1	Y	Y
– Marketing	F,B,K1	Y	Y
– Event Management	B	Y	
– Hospitality/Tourism Management	F,H1	Y	Y
– Hospitality/Event Management	F	Y	Y
– Hospitality Management/Human Resource Management	F	Y	Y
– Marketing/Hospitality Management	F	Y	Y
– Marketing/Tourism Management	F	Y	Y

	Campus	Full-time	Part-time
– Marketing/Event Management	B	Y	
– Marketing/Electronic Commerce	F	Y	Y
– Hotel, Restaurant and Catering Management	F	Y	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			
– BBus Tourism Management/ BA Asian Studies	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	B	Y	

School of Information Systems

	Campus	Full-time	Part-time
BACHELOR OF BUSINESS			
– Information Systems	F,K1	Y	Y
– Computer Systems Support	W,H	Y	Y
– Computer Systems Management	W,H3		
– Electronic Commerce	W,K1	Y	Y
– Electronic Commerce/Transport and Logistics	W	Y	Y
– Bachelor of Business (Honours) Information Systems	C	Y	Y
– Bachelor of Business Engineering/Electronic Commerce	F	Y	
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Art/BBus Information Systems	F	Y	Y
– BA Multimedia/BBus Electronic Commerce	F	Y	Y
– B.Bus. Electronic Commerce/Bachelor of Science	W	Y	

School of Law

	Campus	Full-time	Part-time
BACHELOR OF LAWS			
– Law	F,Q	Y	Y
– Graduate Entry	F,Q	Y	Y
– Legal Practice Management	F,Q	Y	Y
BACHELOR OF BUSINESS			
– Commercial Law	F	Y	Y
BACHELOR OF LAWS 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	Y	Y
– Bachelor of Laws/Bachelor of Science	F	Y	Y
– Bachelor of Law/B.Bus, Human Resource Management	F	Y	Y
– Bachelor of Law/B.BusManagement	F	Y	Y
– Bachelor of Law/B.BusBanking and Finance	F	Y	
– Bachelor of Law/B.BusEvent Management	F	Y	
– Bachelor of Engineering /Bachelor of Laws	F	Y	

School of Management

	Campus	Full-time	Part-time
BACHELOR OF BUSINESS			
– Management	F,B,DA,K1	Y	Y
– Human Resource Management	F,B,K1	Y	Y
– Service and Operations Management	F,K1	Y	Y
– Strategic and Financial Management	F	Y	Y
– Service and Human Resource Management	B	Y	Y
– Management/Marketing	B,P1	Y	Y
– Bachelor of Business (Honours) Management	C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– 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

	Campus	Full-time	Part-time
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	F,M,B	Y	n/a
– Post-Registration (Year 4)	F,M,B	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	Campus	Full-time	Part-time
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:

	Campus	Full-time	Part-time
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	Part-time	Full-time	Part-time
Fitness Instructor Module ^	F	n/a	Y
Aerobic Module^	F	n/a	Y
Core Unit (Vic Fit)^	F	n/a	Y
Aqua Module^	F	n/a	Y
Personal Trainers Module^	F	n/a	Y
Children and Adolescent Exercise Module^	F	n/a	Y
Exercise to Music^	F	n/a	Y

Award Courses			
Bachelor of Applied Science			
– Human Movement	F	Y	Y
– Human Movement/Bachelor of Psychology	F	Y	Y
– Physical Education (Secondary)	F	Y	Y
– Physical Education and Physics#	F	Y	Y
BACHELOR OF ARTS			
– Performance Studies	F	Y	n/a
– Performance and Multimedia	F	Y	n/a
– Fitness Leadership*	M	Y	Y
– Recreation Leadership	M,F	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

	Campus	Full-time	Part-time
BACHELOR OF APPLIED SCIENCE (HONOURS)			
– Human Movement	F	Y	n/a
Bachelor of Arts (Honours)			
– Performance Studies	F	Y	Y
– Recreation Management	F	Y	Y
– Sport Administration	B	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
–Science/Psychology	F/S	Y	Y

CERTIFICATE

– Foundation Studies	F/S	Y	Y

School of Architectural, Civil and Mechanical Engineering

BACHELOR OF ENGINEERING

– Architectural Engineering	F	Y	Y
– Building Engineering	F	Y	Y
– Civil 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 Computer Science and Mathematics

BACHELOR OF SCIENCE

– Computer Science	F/H/D7	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Computer Science and Aviation	F	Y	Y

BACHELOR OF SCIENCE (HONOURS)

– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y

School of Electrical Engineering

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

– Computer Technology	F	Y	Y
– Applied Physics and Computing	F	Y	Y
– Optoelectronics	F	Y	Y

BACHELOR OF SCIENCE (HONOURS)

– Computer Technology	F	Y	Y
– Physics	F	Y	Y

School of Molecular Science

BACHELOR OF APPLIED SCIENCE	Campus	Full-time	Part-time
– Chemistry	F	N	Y
BACHELOR OF SCIENCE			
– Biotechnology	W	Y	Y
– Medical, Forensic and Analytical Chemistry	W	Y	Y
– Nutrition, Food and Health Science	W	Y	Y
– Biomedical Sciences	S	Y	Y
BACHELOR OF SCIENCE (HONOURS)			
– Biology (Biotechnology)	W	Y	Y
– Nutrition and Food Science	W	Y	Y

School of Biomedical Science

BACHELOR OF SCIENCE			
– Biomedical Sciences	S	Y	Y
– Occupational Health and Safety	W	Y	Y
BACHELOR OF SCIENCE (HONOURS)			
– Biomedical Sciences	S	Y	Y
– Chemical and Environmental Sciences	W	Y	Y

School of Biomedical Science

BACHELOR OF SCIENCE			
Bachelor of Science (Honours)			
– Ecology and Sustainability	W	Y	Y

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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 and Professional Writing	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	S	N	Y
Graduate Certificate in Women's Studies	C	N	Y
Graduate Diploma in Applied Psychology	F	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 and Professional Writing	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	S	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 and Professional Writing	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
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	S	Y	Y
Doctor of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y
Doctor of Applied Psychology			
– Community Psychology Stream	F	Y	Y
– Sport Psychology Stream	F	Y	Y
– Health Psychology Stream	F	Y	Y

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Faculty of Business and Law

	Campus	Full-time	Part-time

Victoria Graduate School of Business

	Campus	Full-time	Part-time
Master of Business Administration	C,P1,K1,31	Y	Y
Master of Business Administration (International)	C		
Doctor of Business Administration	C,D1,K1,P1	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
Graduate Certificate in Accounting	C	Y	Y

School of Accounting and Finance

	Campus	Full-time	Part-time
Master of Business in Accounting	C	Y	Y
Master of Business in Finance	C	Y	Y
Master of Business in Professional Accounting	C,P2,K1	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

School of Applied Economics

	Campus	Full-time	Part-time
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 Diploma in Global Logistics and Transport	C	Y	Y
Graduate Certificate in Retail Management (Offshore)	P1		
Graduate Diploma in Retail Management (Offshore)	P1		
Master of Business Global Logistics and Transport	C,H1	Y	Y
Master of Business in Retail Management (Offshore)	P1		
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

School of Hospitality, Tourism and Marketing

	Campus	Full-time	Part-time
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 in Hospitality and Tourism Education	C	Y	Y
Master of Business in Sports Tourism	Y	Y	
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

School of Information Systems

	Campus	Full-time	Part-time
Graduate Certificate in Enterprise Resource Planning Systems	C	Y	Y
Master of Business, Enterprise Resource Planning Systems	C,P,D1	Y	Y
Graduate Diploma in Business Computing	C,R	Y	Y
Master of Business in Information Systems	C,R	Y	Y
Master of Information Systems			
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

	Campus	Full-time	Part-time
Graduate Certificate in Australian Immigration Law	C	Y	Y
Graduate Diploma in Notarial Practice	Q	Y	
Masters in Comparative Commercial Law	C	Y	Y
Masters of Laws	C	Y	Y
Master of Regulatory and Criminological Studies	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Juridical Science	C,Q	Y	Y
Doctor of Philosophy	C	Y	Y

School of Management

	Campus	Full-time	Part-time
Graduate Diploma in Industrial Relations/HRM	C	Y	Y
Master of Business in Management Practice	C	Y	Y
Master of Business in Event Management	C	Y	Y
Master of Business in Industrial Relations/HRM	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

Sir Zelman Cowan Centre

Graduate Diploma in Notarial Practice	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	F	Y	Y
Graduate Diploma in Secondary Education	F	Y	Y
Graduate Program in Education for Professional Development			
incorporating:			
– Graduate Certificate in Education for Professional Development	F	n/a	Y
– Graduate Diploma in Education for Professional Development	F	n/a	Y
Graduate Program in Education and Training			
incorporating:			
– Graduate Certificate in Education and Training	F	n/a	Y
– Graduate Diploma in Education and Training	F	Y	Y
– Master of Education – Education and Training	F	Y	Y
Graduate Program in TESOL & Literacy			
incorporating:			
– Graduate Certificate in TESOL	F	Y	Y
– Graduate Certificate in Literacy	F	Y	Y
– Graduate Diploma in TESOL	F,V	Y	Y
– Graduate Diploma in TESOL and Literacy	F	Y	Y
– Master of TESOL	F,V	Y	Y
– Master of TESOL and Literacy	F	Y	Y
Graduate Program in Tertiary Education			
incorporating:			
– Graduate Certificate in Tertiary Education	F	n/a	Y
– Graduate Diploma in Tertiary Education	F	Y	Y
Graduate Program in Experiential Learning & Development			
incorporating			
– Graduate Certificate in Experiential Learning & Development	F	Y	Y
– Graduate Diploma in Experiential Learning & Development	F	Y	Y
– Master of Education – Experiential Learning & Development	F	Y	Y
Master of Education (by Research)	F,M	Y	Y
Doctor of Education	F	Y	Y
Doctor of Philosophy	F	Y	Y

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

	Campus	Full-time	Part-time
– 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

	Campus	Full-time	Part-time
Graduate Diploma in Exercise and Sport Sciences	F	Y	Y
Graduate Program in Ageing, Disability and Recreation Management			
incorporating			
–Graduate Certificate in Ageing, Disability & Leisure	F	Y	Y
–Graduate Certificate in Ageing, Disability & Recreation Management	F	Y	Y
–Graduate Diploma in Ageing, Disability & Recreation Management	F	Y	Y
–Master of Arts – Ageing, Disability & Recreation Management	F	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	F	Y	Y
– Graduate Certificate in Sport & Recreation Management/Operations	F	Y	Y
– Graduate Diploma in Sport & Recreation Management	F	Y	Y
– Master of Arts – Sport & Recreation Management (by coursework)	F	Y	Y
Graduate Program in Sport Business			
incorporating:			
– Graduate Diploma in Sport Business	C	Y	Y
– Master of Sport Business	C	Y	Y
Graduate Program in Exercise Rehabilitation	F	Y	Y
incorporating			
Graduate Diploma in Exercise for Rehabilitation	F	Y	Y
Master of Applied Science – Exercise Rehabilitation	F	Y	Y
Master of Applied Science			
– Human Performance (by coursework)	F	Y	Y
– (by Research)	C,F	Y	Y
Master of Arts (by Research)	FP	Y	Y
Doctor of Philosophy	C,F	Y	Y

*Two subjects will be taught at the St Albans Campus.

School of Nursing

	Campus	Full-time	Part-time
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

	Campus	Full-time	Part-time
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
– Bulk Freight Systems Management	W	n/a	Y
Graduate Certificate			
– Intermodal Freight Systems Management	W	n/a	Y

School of Computer Science and Mathematics

Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Science	F	Y	Y
Master of Science	F	Y	Y
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Software Engineering	F	Y	Y
Graduate Diploma			
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Multimedia Information Networking	F	Y	Y
– Software Engineering	F	Y	Y

School of Electrical Engineering

Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Science (Research)	F	Y	Y
– Microelectronic Engineering	F	Y	Y
Master of Engineering Science(Coursework)			
– Telecommunication Engineering	F	Y	Y
– Computer Systems Engineering	F	Y	Y
Graduate Diploma			
– Microelectronic Engineering	F	Y	Y
– Telecommunication Engineering	F	Y	Y
Graduate Certificate			
– Microelectronic Engineering	F	Y	Y

School of Molecular Science

Doctor of Philosophy	F,S,W	Y	Y
Master of Science (Research)	F,S,W	Y	Y
Master of Science (Coursework)			
– Food Science and Technology	W	Y	Y

	Campus	*Full-time*	*Part-time*

School of Biomedical Science

	Campus	Full-time	Part-time
Master of Science	S	Y	Y
Doctor of Philosophy	S	Y	Y

School of Architectural, Civil and Mechanical Engineering

	Campus	Full-time	Part-time
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

Sustainability Group

	Campus	Full-time	Part-time
Master of Science (Coursework)			
– Environmental Management	F	Y	Y
Graduate Diploma			
– Environmental Management	F	Y	Y

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