



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

TAFE HANDBOOK 2006

**ALL THE
DETAILS AT
YOUR
FINGERTIPS**

WWW.VU.EDU.AU

**TECHNICAL AND
FURTHER EDUCATION
(TAFE)
HANDBOOK**

2006

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

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Caution: This *Handbook* provides a guide to Technical and Further Education (TAFE) courses available at the University in 2006. 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 2006*. 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 TAFE courses offered by Victoria University.

The General Course Information section outlines useful information specific to TAFE 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 TAFE outline the requirements and structure of all courses offered by individual Departments within each School. The course outlines are followed by the Unit of Study Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in alphanumeric order according to their unit of study 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 2006, 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) 9919 4110 to ensure that the pertinent information is still accurate.

VICTORIA UNIVERSITY TAFE



Professor John McCallum
Deputy Vice-Chancellor (Education Programs) and Director TAFE

TAFE at Victoria University is proud to provide award-winning vocational education and training for a wide range of skilled occupations. We offer a comprehensive range of up-to-date and industry relevant courses that develop academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects. With more than 33,000 students enrolled annually in approximately 430 TAFE courses, Victoria University is one of the largest providers of vocational education and training in Victoria. TAFE at Victoria University is organised into four Schools with courses delivered by the following Departments:

SCHOOL OF BUSINESS & SERVICE INDUSTRIES

- Department of Administrative and Legal Studies
- Department of Financial Services
- Department of Hospitality and Tourism
- Department of Management and Marketing
- Department of Personal Services
- Department of Leadership and Small Business

SCHOOL OF ENGINEERING, CONSTRUCTION & INDUSTRIAL SKILLS

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

SCHOOL OF FURTHER EDUCATION, ARTS & EMPLOYMENT SERVICES

- Department of Access Programs
- Department of Employment and Training Services
- Department of Further Education Programs
- Department of Music
- Department of Visual Art, Design and Multimedia
- Department of Vocational Education Programs

SCHOOL OF HUMAN SERVICES, SCIENCE & 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.

TAFE courses are offered at nine of Victoria University's 12 campuses and sites – City King in the Melbourne CBD, Footscray Nicholson, Melton, Newport, City 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.

Certificate, diploma and advanced diploma courses offered by TAFE are in high demand. Victoria University is the largest provider of vocational training in aged care, beauty, business; hairdressing; nursing; painting and decorating; sign technology; and transport, distribution and logistics in Victoria as well as a major provider of sport and recreation training.

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

Most TAFE courses sit within pathways that 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. Victoria University is committed to lifelong 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.

Victoria University offers a wide range of courses to apprentices including automotive, boat building, civil construction, computer systems, cookery, electrical, electrotechnology, hairdressing, painting and decorating, plumbing, sign industry, welding and fabrication. We also offer courses to trainees in aged care, animal studies, beauty, child care, graphic design, information technology, legal administration, library studies, multimedia, nursing, office administration, retail, security, sport and recreation, transport and distribution.

Through our Industrial Skills Training Centre at Werribee, we offer industry courses and short courses in WorkSafe and VicRoads licence, assessment and training in building and construction, earthmoving, driver education, forklift and transport of dangerous goods.

In addition, more than 150 short courses are offered, including recreational and personal development courses, as well as courses in essential business and employment skills through our Short Course Centre.

In partnership with key industry bodies, TAFE has developed innovative programs for diverse industries, including accounting; aged care; building and construction and related trades; library and cultural studies; multimedia; music industry; naturopathy; small business; sport development in golf and tennis; and transport, distribution and logistics.

Victoria University offers a significant further education program to adults who are returning to study, who are from a culturally and linguistically diverse background and/or have special needs. Our

close partnership with the Adult Migrant Education Program provides English language programs to new arrivals while our association with the State Government's Department of Human Services delivers the Futures Program for people with special needs.

We also offer a number of VETiS (VET in School) programs for Year 10, 11 and 12 students to enable them to undertake vocational education and training, including VCE VET, school-based New Apprenticeships, VCAL VET and tasters.

I invite all prospective and continuing students, industry and commercial clients and community groups to engage with TAFE at Victoria University and look forward to a mutually successful relationship.

Professor John McCallum

Deputy Vice-Chancellor (Education Programs) and Director TAFE

STAFF

UNIVERSITY OFFICERS

Visitor

His Excellency Mr John Landy AC, MBE
Governor of Victoria

Chancellor

The Hon. Justice Frank Vincent QC

Deputy Chancellor

Dianne Foggo DipTching, DipPhysEd, GradDipMulticultEdMelb

*Distinguished Visiting Professor and Chair of the University
Foundation*

The Rt Hon. Sir Zelman Cowen AK, GCMG, GCVO, DCLOxf,
QC

Distinguished Professorial Fellow

Professor Jarlath Ronayne AM, MADub, PhDCamb, HonFTCD,
FRSC, FAIM, FTSE

PRINCIPAL OFFICERS OF THE UNIVERSITY

Vice-Chancellor and President

Professor Elizabeth Harman BA, MAAdick, PhDMcM, FIPAA,
FAIM

Deputy Vice-Chancellor (Education Programs) and Director TAFE

Professor John McCallum BEcon(HonsPsych)Qld, MPhil, DPhil
Oxon

Deputy Vice-Chancellor (Management Services)

Professor Michael Hamerston BA, MEdMelb, MALond, ATEA,
AUSTAFE

Deputy Vice-Chancellor (Education Services)

Professor Richard Carter BA, DipEdLaT,
GradDipTESL/TEFLSCVToorak, MEdVicMelb

Pro Vice-Chancellor (Industry, Research and Region)

Professor Vaughan Beck DipMechEngFTC, BEng, MEngScMelb,
PhDUNSW, CPEng, FIEAust, FAIB, FTSE

Pro Vice-Chancellor (International)

Professor the Hon. Stephen Martin BAANU, MAAlberta,
MTCPSyd, DipEd UNSW, PhDW'gong

Pro Vice-Chancellor (Institutional Development)

Christine Kotur BA, DipEd, MEdLaT

Pro Vice-Chancellor (Teaching and Learning Support)

Belinda McLennan BAMonash, DipEdRusden,
GradCertEd(Literacy)Deakin, GradCertEd&Trg(Ldrshp&Mgt)WMIT,
MEdLdrshp&MgtRMIT, MACE

Executive Director (Finance and Staffing)

David Nicholson BBus(Acct) WACAE, MBADeakin,
GradDipEdHawthornInst, CPA

Executive Director (Governance, Policy and Planning Services)

Robert Brown BA, DipEdWAust, PGradDiplangStWAustCAE,
MEd, MBAECowan

STAFF OF THE TAFE SECTOR

Deputy Vice-Chancellor (Education Programs) and Director TAFE

Professor John McCallum BEcon(HonsPsych)Qld, MPhil, DPhil
Oxon

Manager – TAFE Budgets and Analysis

Stephen Fyffe DipBus(Acc)PrestInst, BEcLaT, CertVfMntlneMgtSwin,
ASCPA

Manager – Business Development

Ian Kearney BBusFIT, GradDipEd(TAFE)Melb,
MB(TourismDev)VicMelb

Administrative Officer

Karole Dewar

Kumudu Fernando DipBusAcctgVicMelb,
CertVAssmt&WkplceTrngVicMelb, MScCompEng

TAFE SUPPORT UNIT

Executive Officer

Anne Richardson BBusMgtVicMelb
GradCertLdrshpEd&TrgMgrsVicMelb, MBACSturtNSW

Assistant Executive Officers

Kris Andrew-Davies AssDipOffAdminVicMelb

GradCertLdrshpEd&TrgMgrsVicMelb

Liz Micallef DipBus(Admin)VicMelb

Wendy Sutton

Publicity Relations Officer

Susan Cronshaw BEAdelaideCAE

TAFE International Officer

William Lopez

Administrative Officers

Tracie Duncan CertOff&SecStudiesVicMelb

Julie Lewin CertOff&SecStudiesWI, AssDipOffAdmin,
CertWplcLdrshpVicMelb

Stacey Mitchell CertOff&SecStudiesWI, AdvCertOffAdmin,
CertCompBusApp, AssDipOffAdminVicMelb

Kate Tangas

Melissa Wood DipFrontlineMgmtVicMelb

Administrative Assistants

Mandy Humphries CertIIIInfoTechVicMelb

Rone Kaos

Lynette Reardon

SHORT COURSE CENTRE

Manager

Vacant

Co-ordinator

Sophie Moustakas CertBusAdmin, AdvDipBus&OffAdmin
VicMelb, DipFrontlineMngt

Administrative Officer

Tina Caridakis CertBusComp, CertOccHlth(Retail)

SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

Associate Director/Head of School

Kathryn Whye CertPersSrvs[BeautyTherapy], BEdeakin, GradCertLdrshpEd&TrgMgrrs

School Executive Officer

Jane Conway BSc(Hons)Leeds, CertTertEd, Post GradDipEdNottingham, CertIVAssmt&WrkplcTrainUK

DEPARTMENT OF ADMINISTRATIVE AND LEGAL STUDIES

Head of Department

Margaret Parker DipTchMCAE, BA(Multi), WrkplcTrainIt&I, WrkplcAssr, GradCertLeadershipEd&TrgVicMelb

Program Managers

Peter Sharp BAppSciPIT, DipEdLaT, MBus (Prof Accting), CertIVAssmt&WrkplcTrainVicMelb, GradCertIndEd Deakin

Robert Sheen BALawMelb, GradCertEdRMIT, WrkPlcAssrIt&IVicMelb

Teachers

Chris Cairns BA, MEdMonash, CertIVAssmt& WrkplcTrainVicMelb
Helen Colja BEconMon, DipEdMelb, CertCatering WilliamAngliss,

CertWrkplcLshpWMIT, DipBus(OffMgt), CertIVAssmt&WrkplcTrainVicMelb

Leonie Collins GradCertTertEd VicMelb, BBusMonash,

AdvCertAcctgFranksonTAFE, CertIVAssmt& WrkplcTrainVicMelb

Rhonda Driscoll BEDrusden, CertIVAssmt& WrkplcTrainVicMelb

Leigh Edwards AssDipBus WMIT, CertTeachingAdultEdMon, WrkplcAssr, CertWrkplcLshp, GradCertTertEdVicMelb, CertIVAssmt&WrkplcTrainVicMelb

Elizabeth Every BA, DipEdLaT, AssDipSecStudFIT, CertWrkplcLshpWMIT, GradCertTertEd, CertIVAssmt&WrkplcTrainVicMelb

Charles Giacco BA/LLBMonash, Cert IV in Assessment & Workplace TrainingVicMelb, GradCertTertiaryEdVicMelb
Bronwen Hanvey BEDMelbStateColl, AAGS (AGMS), LAGS (AGMS), AAGS (AGMS), CertWrkplcLshp, AdvCertMgmtSkillsWMIT, CertIVAssmt& WrkplcTrainVicMelb

Bronwyn Jamieson DipPrivSecPracSwinburne, TrainedTechTeacherCert HIE, AdvCertMgmtSkillsWMIT, CertIVAssmt&WrkplcTrainVicMelb

Ann Oldfield AssDipAdminRMIT, GradDipEdHIE, CertWrkplcLshp, CertIVAssmt&WrkplcTrainVicMelb

Lynne Podesta-Muir CertIVAssmt&WrkplcTrainVicMelb, CertIVinVET

Gail Redman BALaT, DipEdMelb, GradDipSecStudiesRMIT, CertIVAssmt&WrkplcTrainVicMelb

Tracey-Ann Reynolds MEd Melb BED(TESOL/Business)Melb, AssDipBus&SecStudsFIT, CertTeachTrain(Technical)HIE, Cert IVWrkplcTrain&AssVicMelb

James Skillen BEcoLaT, GradDipEd elb, CertIVWrkplcTrainCat2 Melb, CertManRMIT

Administrative Officers

Kay Bishop-Kulyk CertOff&SecStudies, AdvCertOffAdminVicMelb

Diana Cassar

Shirley Lim CertComprBusAppVicMelb, CertOff&SecStudWI
Mary-Rose Wilson

DEPARTMENT OF FINANCIAL SERVICES

Head of Department

Peter Cook, BEcoMon, GradDipEdMon, GradCertLdrshpEd&TrgMgrrsVicMelb, CertIVHospitalitySwin, CertIVAssmt&WrkplcTrainVicMelb, DipTrng& AssSysVicMelb

Program Managers

Silvana Duncan Bus(Acctg)Monash,GradDipEd(Secondary) Monash, GradDipBus (BusLaw)CurtinWA, GradCertLdrshpEd&TrgMgrrsVicMelb, CertIVAssmt&WrkplcTrainVicMelb

Julie Hayles BA(Hon)LaT AssDipOffAdmin, DipTrg&AssSys, DipBusFrontlineMgmtVicMelb, GradCertLdrshpEd&TrgMgrrsVicMelb, CertIVAssmt&WrkplcTrainVicMelb, CertIVHumResOpsVicMelb

Teachers

Renos Anastasiou DipPubAdminRMIT, DipTechTeach, TechTeachCertHIE, DipMktgAIM, WrkplcTrainIt, WrkplcAssrIt, CertBusFacilVicMelb CertIVBus(EstateAgencyPrac)VicMelb

Peter Boyd BEDrusden, CertIVAssmt&WrkplcTrainVicMelb

David Crebbin DipAcctgBendigo, DipEdHIE, CertIVAssmt&WrkplcTrainVicMelb

Shaheem Doutie, BAcc(B.Compt.), BCom(Hons)SouthAfrica, GradDipEdWesternCape, DipEnt&FinCranfield, ASCPA, CertIVAssmt&WrkplcTrainVicMelb

George Dukovski, BBusVicColl, GradDipEdMelb, MAcctgRMIT, CPA, ProfSched, CertIVAssmt&WrkplcTrainVicMelb

Meg Gibbs BAVicCollege, DipEdHIE, CertIVAssmt&WrkplcTrainVicMelb

Brien Hennessy BEcon, DipEdMonash, CertIVAssmt&WrkplcTrainVicMelb

Rod Herbert DipBusStudies(Acctg)W'bool, GradDipAcctg&Finance, CertIVAssmt& WrkplcTrainVicMelb

Dianne Jones BBus(Acctg)VicMelb, CertIVAssmt&WrkplcTrainVicMelb

Wendy Lyle BALaT, GradDipEdLaT, CertIVAssmt& WrkplcTrainVicMelb

Di Mahoney BEDTas, DipEdAdminCompTas, DipTraining& AssSystems, WrkplcAssr, CertIVAssmt&WrkplcTrain, DipFrontlineMgt, CertIVComm(CallCentres)VicMelb

Carmel Ognjanov BBus, MAcc, CertIVAssmt&WrkplcTrainVicMelb, ASCPA

Ian Stewart, BComQld, GradDipEdACU, FCPA, CertIVAssmt&WrkplcTrainVicMelb, ACAL (Indonesian)EasternTAFE

Norman Stott DipTechTchngHIE, CertCompOperating, CertDataProc

Pam Zeller BComMelb, DipEdHIE, CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Kay Bishop-Kulyk CertOff&SecStudies, AdvCertOffAdminVicMelb

Linda Bui DipBusAdminVicMelb,

CertIVAssmt&WrkplcTrainVicMelb, Agents'RepsVicMelb

Mridula Garg BCom(Hon)Calc

Shirley Lim CertComprBusAppVicMelb, CertOff&SecStudWI

Mary-Rose Wilson

DEPARTMENT OF HOSPITALITY & TOURISM*Head of Department*

Mike Hester DipCateringEaling, DipEd&TrainMelb,
GradCertLdrshpEd&TrgMgrrsVicMelb, WrkplcAssrChisholm

Program Managers

Teresa Signorello BSSBendigolnst, DipEdSecMercy,
CertIVAssmt&WrkplcTrainVicMelb, DipFrontlineMgmtVicMelb,
GradDipEdStateCollofVicInstofCathEd, GradDipTertEdVicMelb,
GradCertMgtDevel(Ed&Trng), MEdVicMelb

Kim Williams DipTrain&AssmtSymAITAC, MEd,
GradDipEdAdmin, GradDipEdMelb, BBus(Catering&HotelMgt)FIT

Teachers

Sharied Al-Johary AdvDipHotelMgt HotelSchoolZurich

Abul Allahdad BScHotel&RestMgmtWisconsin,
CertIVAssmt&WrkplcTrainVicMelb

Nickolas Bouma BScDeakin, WrkplaceAssr, CertIVAssmt&Wrkplc
Train, CertIVVET, DipVET, CertIVTourism (Guiding) VicMelb

Jacqueline Bates TradeCertCookeryBoxHillTAFE, GradCertTertEd,
GradDipTertEd, CertIVAssmt&WrkplcTrainVicMelb

Pam Fegen DipTeachngMelb, TradeCertPastryCookIRC,
CertIVAssmt&WrkplcTrainVicMelb

Tony Fritzlauff AdvCertBusStudiesRMIT, TradeCertWaitingWMIT,
TrainTheTrainer, WrkplcAssrWMIT, GradCertTertEdVicMelb

Neil Kendrick BA(Hons), GradDipTour, GradDipAFET

Phillip Meyer BA, BEd, DipEdMonash

Gary Paterson CertIVAssmt&WrkplcTrainVicMelb

David Rasmussen CookingTradeCertWAngliss, GradCertTertEd,
CertIVAssmt&WrkplcTrainVicMelb

Sue Richards BEd&TrngMelb, DipBus(ProjMngmt)Chisholm,
CertVWrkplcTrngMelb, DipFoods&FoodSrvsEmilyMcPhersonColl

Rachael Trainor BAEd, DipTeach, GradDipVETVicMelb

George Vajda DipTourismAdelTAFE, GradCertEdTraining, Cert
IVVET, CertIVAssmt&WrkplcTrng, GradCertLdrshpEd&TrgMgrrs
VicMelb

Ross Ventura TradeCertCookeryWAngliss, CertCatering,
TrainTheTrainer2 WMIT, CertIVAssmt&WrkplcTrain, GradCertTert
EdVicMelb

Leigh Weeks BAAdlt&VocTeachgGriffithUni, CertIIIHotel&Cateryg
SrvsQueensland University, CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Janet Taylor

Administrative Assistants

Lynn Kilkenny DipFrontlineMgmtVicMelb

Sarah Petronio

DEPARTMENT OF MANAGEMENT & MARKETING*Head of Department*

Dale Williams BEdLaT, MBusOrgBhurSUT, CTT

Program Managers

Bob Balderstone BCom(Hons)Manitoba, MBusMktgMonash,
GradDipCompChisholm, GradDipMrktgCaulfieldInst,
DipEdSCVHIEA

Jan Stevenson BAMelb, TSTCMelb, GradDipCurricAdmn Deakin,
DipPubRels, GradDipMgtDevelVicMelb,
CertIVAssmt&WrkplcTrngVicMelb

Maria Koupass BEdHDST, WrkplcAssr

Gil Davidson BEcMonash, BEdMonash, MEdMonash, TPC, TPTC,
GradDipEdTechSCVToorak

Teachers

Trevor Atkinson FlwshpICA

Peter Caly MBusVicMelb

Rocco Gargano BEcSwin, BBusMktgMonash

George Hall MBA, BEd, GDipMgt, DipIndMgt, DipBus,
FTCMech/ProdEng, MIE

Dom Harden BComNewcastle, GradDipEdDeakin

Adrian Hart BA, DipEdLaT, AssDipSalesRMIT,
PGradIntBus/FinRMIT

Mike Hulks MBusVicMelb, GradDipTrainDevVicMelb

Aron Lipson BEcMonash, DipEdMonash

Alex Manzoni BBSclat, GradDipEdMelbSCVH, AssRMIT(IndEng),
CertVWrkPlcAss, QualAssAuditor, NSCTrainer, AssANZAM

Robert Mackenzie BASwin, DipEdHTC, CertIVAss&WrkplcTr

Mark Mossuto Dip VET, GradDipTertEdVicMelb,
CertIVAss&WrkplcTrVicMelb

Feargus Niall MBusMktgMonash, BEcLondon

Sophie Osborne BSc, DipEd

Keith Richardson BBusMktg, GradCertTertEd,
CertIVAss&WrkplcTr

Timothy Silcock BEdDeakin, MEdMelb, DipTeaching,
CertIVTourism, CertVWrkplcAss

Karen SimpsonNikakis BEd, PhDVicMelb, MEd,
GradDipEd(ESL), GradDipEd(Literacy)

Lucy Vannata BA(Hons)Deakin, DipEdMelb, GradDip-
MrktgVicMelb, CertIVAss&WrkplcTrVicMelb

Heather Venn BAAdelaide, GradCert-T&LVicMelb,
DipBusHRVicMelb, AdvCertProfWritngEditingVicMelb,

CertIVAss&WrkplcTrVicMelb

Deborah Vidovic DipEdMTC, CertLawRMIT,
Barrister&SolicitorSupremeCourtVictoria

Administrative Officers

Kay Bishop-Kulyk CertOff&SecStudies,
AdvCertOffAdminVicMelb

Michael Giunta DipBusAdminVicMelb

Shirley Lim CertComprBusAppVicMelb, CertOff&SecStudWI

DEPARTMENT OF PERSONAL SERVICES*Head of Department*

Jann Fullerton BEdMelb, DipTechTeaching,
GradCertLdrshpEd&TrgMgrrsVicMelb

Program Managers

Christine Beros BEdLaT, AdvCertHrdressg, VETAssr,
DipTrain&AssSysVicMelb, GradCertLdrshpEd&TrgMgrrsVicMelb

Pam Boyle DipTech, GradDipStudiWfare, AdvCertHrdressg
DipTrain&AssSysVicMelb, GradCertLdrshpEd&TrgMgrrsVicMelb

Elaine Gillespie DipBThC&G London, DipBThHBC,
CertIVAssmt&Wrkplc Train

Kevin Skillen DipHSc

Teachers

Denise Appleton TTIC, CertIVAssmt&Wrkplc TrainVicMelb

Karen Atkins BScHonMelb, GradDipEduTrgMelb,
CertIVAssmt&WrkplcTrain

Sheila Ball BEdLaT, CertIVHrdressg, DipTeachTrngHIEA,
WrkplcAssr2, CertWrkplcLdrshp, RPLAssr, VETAssr,
CertIVAssmt&WrkplcTrainVicMelb

Anne Barry DipBTh, SRNBritain

Robert Belter DipEd, TTRIC, AdvCertHrdressg, CertIV
Assmt&WrkplcTrainVicMelb

Helga Biezen BEd, AdvCertHrdressg, Wrkplc Assr&IIVicMelb

Anna Boca BALaT, CertIIHrdressg

Patricia Bradley BASocSc, DipEd. BEd, GradCertEdStuds(TESOL),
PGradCertArtsComs, PGradESL, CertIVAssmt&WrkplcTrainVicMelb

Pat Ciancio DipTechTeachHIEA, AdvCertHrdressg, CertIIHrdressg,
WrkplcAssr&IIVicMelb

Christine Clais DipBusAdm, DipHSc, DipAdvNail
Donald Connop BEdLaT, AdvCertHrdressg,
 GradCertLdrshpEd&TrgMgrs, WrkplcAssrl&II VicMelb
Wendy Fitzpatrick DipTechTeach, CertIIIIHrdressg
Les Gannon DipTechTeach, AdvCertHrdressg
John Govan DipTechTeach, AdvCertHrdressg
Judith Guantai DipTechTeach, AdvCertHrdressg
Sally Harrop BEd, Workplace & Assessor Train
Siobhan Hudson AssDipHlthSc, DipTechTeach,
 CertIVAssmt&WrkplcTrain
Rosemary John DipTechTeach, CertIIIIHrdressg,
 WrkplcAssrlVicMelb
Louise Moss DipTechTeach, DipNatAesthsts, AssDipHlthSc(Beauty)
Jenny Northam
Lynne Rapinett DipTAFETeach, CertIIIIHrdressg, WrkplcAssrl&II
Janette Scott GradCertTerEd
Leonie Scott DipTechTeach, AdvCertHrdressg, WrkplcAssrl,
 CertWrkplcLdrshpVicMelb
Margaret Trudgen CertTechTeach, AdvCertHrdressg
Dylan Webb BSc, MSc, DipEd
Leeanne White WrkplcAssr
Lina Wittingslow DipHSc, CertIVAssmt&WrkplcTrain
Garry Wright DipTechTeach, AdvCertHrdressg
Lorraine Yarnton DipTechTeach, CertIIIIHrdressg,
 AdvCertHrdressg, VETAssr, WrkplcAssrl&II VicMelb
Karin Zafir BSc(Hons), DipEd, WrkplcAssr,
 GradCertMgmtDevelopment(Ed&Train) VicMelb,
 CertIVAssmt&WrkplcTrain

Administrative Officers

Ruby Burtcher BADeakin, GradDipInfoServRMIT
Joe Monitto AssDipArtsGraphicArts, AdvCertArt&Design WMIT,
 CertIVAssmt&WrkplcTrainVicMelb
Glenda Vадnjal DipFrontlineMgtVicMelb

LEADERSHIP AND SMALL BUSINESS

Head of Department

Dr Damira Lopes PhDMoscow, GradDip, BASwinburne,
 CertIVAssmt&WrkplcTrngVicMelb

Program Manager

Elaine Egan DipTechTeachingHIE, GradCertEnterpriseMgmtSwin
Maree Polglaise BEd(Primary), DipTeach(Primary),
 CertIVAssmt&WrkplcTrain, CertIVRetailMgmtVicMelb, GradCert
 EdLdrshpVicMelb

Teachers

Chris Jackson GradDipAppSciDeakin, DipMgmtVicMelb
Judi McGrath CertIIIIHrdressg, GradCertLeadershipDev, Cert
 IVMakeUpArtistryParis, DipTechTeach, CertIIVWrkplc AssrVicMelb
Virginia Wiggins DipVocEd&Train,
 CertIVAssmt&WrkplcTrngVicMelb, DipRetailMgmtVicMelb
Oscar Yildiz DipEd, BA, CertIIVWrkplcAssr
Beth Graham CertSmallBusMgtWMIT, WrkplcTrainI WMIT,
 CertIVSmBusFacilVicMelb, WrkplcAssr
Nik Zakula CertIVSmBusFacilVicMelb, DipAccVicMelb

Administrative Officers

Larissa Gatt DipBusAdminVicMelb
Shirley Lim CertComprBusAppVicMelb, CertOff&SecStud WI
Wendy Milne

SCHOOL OF ENGINEERING, CONSTRUCTION & INDUSTRIAL SKILLS

Associate Director/Head of School

Dianne Williams DipTechTeach, GradCertLdrshpEd& TrgMgrs,
 VicMelb

School Executive Officer

Caroline Simic BBusVicMelb, AdvCertOffAdminVicMelb

Industry Consultants

David Akers C&GShipbldgUK, DipTechTeach, CertTechTeach,
 AssDipShipbldg, AdvCert Shipbldg
Tony Ellul PGradDipEdAdmin, PGradDip(Student Welfare), BEd,
 DipTechTeach, TTIC

INDUSTRIAL SKILLS TRAINING

Head of Department

Graeme Barry TTIC, DipTechTeach, HigherTeachCert(Prod),
 CertToolMakg], MERS, ITAB, WrkplcAssr, GradCertLshpDev,
 TradeCertF&M

Program Manager – Operations

George Barclay CertIVAssmt&WrkplcTrainVicMelb

Project Manager

George Messih CertIVAssmt&WrkplcTrainVicMelb,
 DipVETVicMelb

Project Manager

Andree Weavers CertIVAssmt&WrkplcTrainVicMelb,
 DipVETVicMelb, BAartsLat

Co-ordinator – Driver Education

Allen Black CertIIIMVDriverInst, CertIVAssmt& WrkplcTrainVicMelb

Co-ordinator Resources

Edward Williamson CertIVAssmt&WrkplcTrainVicMelb

Instructors

Annette Barberoglou CertIIIMVDriverInst, CertIVAssmt&
 WrkplcTrainVicMelb, DipVETVicMelb, Grad DipTertEdVicMelb
Michael Barberoglou CertIVAssmt&WrkplcTrain,
 CertIIIMVDriverIns, Cert III Trans&DistVicMelb
Bruce Bradley CertIVAssmt&WrkplcTrainVicMelb
Ian Coppen MEd, CertIVAssmt&WrkplcTrainVicMelb, BEng(Civil)
Rod Dalley CertIVAssmt&WrkplcTrainVicMelb, BEdMelb
Martyn Davies CertIIIMVDriverInst, CertIVAssmt& WrkplcTrain,
 Cert III Trans & DistVicMelb
Don Dobson CertIVAssmt&WrkplcTrain, CertIIITrans& DistVicMelb
Ian Domoney CertIVAssmt&WrkplcTrainVicMelb
Conrad Grant CertIVAssmt&WrkplcTrainVicMelb
Hans Vandermost CertIVAssmt&WrkplcTrain, CertIIIMVDriverIns,
 Cert IIITrans&DistVicMelb
David Houlihan CertIVAssmt&WrkplcTrainVicMelb
Andrew O'Neill CertIVAssmt&WrkplcTrainVicMelb, Cert III Trans
 & Dist. (Road)
David Tucker Dip Train&AssSystems, CertIVAssmt& WrkplcTrain,
 Cert IIITrans&Dist(Warehousing) VicMelb, Wplace First Aid Level 3
Rick Puchala Dip Train&Ass Systems, CertIVAssmt& WrkplcTrain,
 CertIIITrans&DistVicMelb
Scott Minniece DipTrain&AssSystems, CertIVAssmt& WrkplcTrain,
 CertIIIFoodProcessingVicMelb, CertIIITrans&Dist(Road), Wplace First
 Aid Level 3
Tas Papasimeon CertIVAssmt&WrkplcTrainVicMelb,
 BCommDeakin

Brad Pratt CertIII Trans&Dist (Rail Ops),
Assmt&WrkplcTrainVicMelb CertIVAssmt&WrkplcTrainVicMelb
Anne Willshire CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Helen Barclay
Danielle Carpinteri
Patricia Martin CertOffAdminVicMelb,
DipBus(Frontline Mgmt)VicMelb
Rose Williams CertOffAdminVicMelb

DEPARTMENT OF BUILDING AND CONSTRUCTION

Head of Department

Alan Hill DipTechTeach, AdvCertBld&Construc, GradCertEdLdrshp,
BuildTeachCert, TradeCert, DipBuild,
CertIVWrkplcAssmt&TrainVicMelb

Program Manager

John McLeod DipTechTeach, TradeTeachCert, TradeCert,
CertIVWrkplcAssmt&TrainVicMelb
Greg Radville DipTechTeach, TradeCert, CertIVWrkplc
Assmt&TrainVicMelb
George Stefanidis BEng(Civil), CertIVWrkplc
Assmt&TrainVicMelb

Teachers

John Andrusiw WrkplcTrainVicMelb, TradeCert
Paul Ashley TradeCert, CertIVAssmt&WrkplcTrainVicMelb
Daniel Bonnici TradeCert, AssDipBuildConst, CertIV
Assmt&WrkplcTrainVicMelb
Bill Boyack DipTechTeach, CertTechTeach, TradeCert,
CertIVAssmt&WrkplcTrainVicMelb
Norm Colling WrkplcTrainVicMelb, TradeCert
Robert Collins WrkplcTrainVicMelb, TradeCert
Nick Del Grosso AdvCertBldInsp, TradeCert, CertIV
Assmt&WrkplcTrainVicMelb
William Emerson DipTT, TradeCert, CertIV Assmt&Wrkplc
TrainVicMelb
Frank Fornal TradeCert, CertIVAssmt&WrkplcTrainVicMelb
John Goates TradeCert, CertIVAssmt&WrkplcTrainVicMelb
Rob Greaves TradeCert, CertIVAssmt&WrkplcTrainVicMelb
Alan Hughes TradeCert, CertIVAssmt&WrkplcTrainVicMelb
John Kear DipEd, TradeCert, AssDipBldCons, AssDipBldIns,
AssDipDraft, AdvCertBldCons, CertIVAssmt&WrkplcTrainVicMelb
Tim Malberg WrkplcTrainVicMelb, TradeCert
Robert Miles DipTechTeach, TradeCert, CertIVAssmt&
WrkplcTrainVicMelb
Neil Monitto COTArchDraft, AssDipApSc, CTT, DipTT, RBP,
CertIVAssmt&WrkplcTrainVicMelb
Antonio Mundz TradeCert
Alan Murrell DipTechTeach, TradeCert, CertIVAssmt&
WrkplcTrainVicMelb
Paul Nancarrow BldInspCert, DipTechTeach, TradeCert
Gary Smithett BldTechCert, DipTechTeach, TradeCert
Daryl Spalding BldTechCert, DipTechTeach, TradeCert,
CertIVAssmt&WrkplcTrainVicMelb
Mark Stone TradeCert, CertIVAssmt&WrkplcTrainVicMelb
Ross Smith WrkplcTrainVicMelb, TradeCert
Geoff Tack DipTechTeach, TradeCert,
CertIVAssmt&WrkplcTrainVicMelb
Peter Thomas TradeCert, DipBuild
Robert Verity DipTechTeach, TradeCert,
CertIVAssmt&WrkplcTrainVicMelb
Derek Walter WrkplcTrainVicMelb, TradeCert
Mark Webber TradeCert, CertIVAssmt&WrkplcTrainVicMelb

Colin Werrett WrkplcTrainVicMelb, TradeCert
Patrick White BldTechCert, TradeCert,
CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Irene Jablonski CertOffAdminVicMelb
Susan Marriot

DEPARTMENT OF ENGINEERING TECHNOLOGY

Head of Department

Dennis Batiste BEd, GradDipQualTech, CertProdEng, TTIC,
GradCertLshpDev, CertIVAssmt&WrkplcTrainVicMelb

Program Managers

SUNSHINE CAMPUS

Peter Doley TTRIC, DipTechTeach, CertToolmaking, WrkplcAssr,
AdvCertMaintenance, TradeCertF&M, GradCertLshpDev

FOOTSCRAY NICHOLSON CAMPUS

David Akers C&GShipbldgUK, DipTechTeach, CertTechTeach,
AssDipShipbldg, AdvCertShipbldg
Ray Ransome TechTrdelInstCert, DipTechTeach,
CertIVAssmt&WrkplcTrainVicMelb

SCHOOLS & COMMUNITY LIAISON

Joe Micallef TTRIC, DipTechTeach, CertToolmaking, WrkplcAssr,
TradeCertF&M

Teachers

Maurice Allen TTRIC, DipTechTeach, BEd, AppCertToolMaking,
CertProd&MechTech, CertIndSup, HighTechCert(Jig&ToolDes),
DipMechEng, CertIVAssmt&WrkplcTrainVicMelb
John Archer DipTechTeach, CertTechTeach, PosiTradeToolmaking,
AssDipMech(FluidPower), TradeCertF&M, WrkplcAssrVicMelb
Ken Barnett HNCMechEng, TeachCert, CertWrkplcLship,
AdvCertMgmtSkills, GradCertLshpDev, GradCertTech&LangFEd,
Cert.IV Assmt&WrkplcTrainVicMelb
Vic Burnett TechTrdelInstCert, DipTechTeach, CertIV
Assmt&WrkplcTrainVicMelb
Peter Cullen TechTrdelInstCert, DipTechTeach, CertIV
Assmt&WrkplcTrainVicMelb
Jim Edmonstone TTRIC, DipTechTeach(Toolmaking), BEd,
CertIVAssmt&WrkplcTrainVicMelb
Manny Evangelidis DipEng(Civil), GradDipEd, AssDipArch Draft,
CertIVAssmt&WrkplcTrainVicMelb
Nick Falzon TTRIC, TradeCertF&M
Kim Girdler DipTechTeach, COT(Mech), CertToolmaking,
AdvCertFluidPower, TradeCertF&M,
CertIVAssmt&WrkplcTrainVicMelb
Alan Griffiths TechTeachCert, HigherTeachCert(Prod),
CertIVAssmt&WrkplcTrainVicMelb
Barrie Hazledine TechTrdelInstCert, DipTechTeach,
CertIVAssmt&WrkplcTrainVicMelb
John Hearnden DipEng, AssDipAppMech, AssDip (NumControl),
DipEd&Trng, CertIVAssmt&WrkplcTrainVicMelb
Cheng Hooi DipMechEng, BSc(Mech.Eng)(Hon.), DipEd,
GradDipEd, CertIVAssmt&WrkplcTrainVicMelb
Paul Jenkins TTRIC. TechnCert(Prod), DipTechTeach
Ian Knight TechTrdelInstCert, DipTechTeach, BEd,
CertIVAssmt&WrkplcTrainVicMelb
Graeme Ladner BSci(Surveying), GradDipEd, BAppSci(Survey)
Percy Madawela FIMechEUK, MIEAust, GradDipEd, MIEC,
CertIVAssmt&WrkplcTrainVicMelb
Halina Norrison BEng(Civil), PGradDip(Proj. Mngt), PhDSUT
Geoffrey Powe DipTechTeach, CertTechTeach, WrkplcAssr,
AdvCertMaintenance, TradeCertF&M

Peter Saunders DipTechTeach, CertToolmaking, TechnCert(Prod), CertTechTeach, WrkplcAssr
Vic Salerno ElectronTechCert(Radio), CertIndElec, RadioTrCert, COT(Prod), DipTech.Teach, TradeCertF&M, CertIVAssmt&WrkplcTrain VicMelb
Joe Scicluna BEd, DipTechTeach, TTRIC, CertIVAssmt&WrkplcTrain VicMelb
Gabe Tirabassi TechTrdelInstCert, DipTechTeach, CertIVAssmt&WrkplcTrain VicMelb
Walter Voss COtech, DipTechTeach, CertTechTeach, GradDiplshpDev, ProdTechCert, CertToolMaking, TradeCertF&M
John Wade DipTechTeach, CertTechTeach, AdvCertFluidPower, ToolmakingCert, Jig&ToolDraftCert, ProdTechCert, TradeCertF&M, WrkplcAssr
Paul Wade GradDipGraphComEd, DipTechTeach, CertTechTeach, AdvCertFluidPower, ToolmakingCert, Jig&ToolDraftCert, ProdTechCert, TradeCert, CertIVAssmt&WrkplcTrain VicMelb

Administrative Officers

Irene Jablonski CertOffAdmin VicMelb
Antoinette O'Sullivan CertILOffAdmin, CertIVOffAdmin, DipBusAdmin VicMelb

DEPARTMENT OF BUILDING SERVICES & SPECIAL TRADES

Head of Department

Neville Penny ApprPlum&Gasftr, DipTechTeach, GradDipEd, WrkplcAssr, GradDiplshpDev

Program Managers

John Craddock CertProf, TradeCert, CertTechTeach, WrkplcAssr
Peter Turner TradeCert, DipTech(TAFE), GradDipEdAdmin

Teachers

Graeme Bendle TradeCert, CertIVAssmt&WrkplcTrain VicMelb
Brian Butler TradeCert, CertIVAssmt&WrkplcTrain VicMelb
Daryl Castles TradeCert, CertTechTeach,
Alan Conway TradeCert, CertEleWrkPfrms, CertIVVET,
Jeffrey Crole TradeCert,
Tony DePasquale TradeCert, CertIVAssmt&WrkplcTrain VicMelb
Leigh Griffiths TradeCert, CertPracDec, DipTech, CertEleWrkPfrms,
Dan Ives TradeCert, TTrIC, DipTechTeach
Norm Johnstone TradeCert, CertIVAssmt&WrkplcTrain VicMelb
John McCall TradeCert, TTrIC, DipTechTeach,
Kyle McKenzie TradeCert, CertIVAssmt&WrkplcTrain VicMelb
Chris Mitskinis TradeCert, DipTechTeach, CertPrjctConst
Tom Mulholland TradeCert, DipTechTeach, BEd, GradDipEd, CertPrjctConstr
Scott Robinson TradeCert, CertVVET, DipVET VicMelb
Alan Schumer TradeCert, CrtfmmCertPaint&Dec, CertEleWrkPfrms, TTrIC
Bob Smith TradeCert, TTrIC, DipTechTeach,
Wayne Tangee TradeCert, CertIV VET, DipVET VicMelb
Trevor Williamson TradeCert, CertIVAssmt&WrkplcTrain VicMelb, DipVocEdTrng VicMelb

Administrative Officers

Maria Kretiuk
Barbara Stewart

Storepersons

Victor Sacco
Laurie Chatterton

DEPARTMENT OF COMPUTER SYSTEMS & ELECTRONICS

Head of Department

Paul Lange BEng(Elec), GradDipEd, MIEEE

Program Managers

Peter Averill COTElectronics, DipTechTeach, CertIVAssmt&WrkplcTrain
Stan Borysiewicz TTRIC, AGradeElecMechLic, CertIVAssmt&WrkplcTrain
Colin Seymour DipTechTeach, CertTeach(Elect), DipEng(CommSp), AssocDipEng(Telecom), CertIVAssmt&WrkplcTrain

Teachers

Bill Aardoom BEd, DipTechTeach, CertIVAssmt&WrkplcTrain
Spiro Abela DipEd, TTRIC, AssDipElect, TechCertDigital, TechCertComms, TechCertTV, RadTradeCert(Comms), CertIVAssmt&WrkplcTrain
Stefan Batsas CertIVAssmt&WrkplcTrain, CertIV IT
Predrag Bradilovic DipElec, DipCompSys, DipTech(Prim), CertIVAssmt&WrkplcTrain
Peter Carter CertIVAssmt&WrkplcTrain, DipTechTeach, AgradeElecMech, CertIndElec
Ray Daniels Beng, DipEd, GradDipComp, AdvSkillsTeach, CertIVAssmt&WrkplcTrain
Anthony Davis CertBasicElec, AdvCertIndusElec, AssDipEng(Computer Systems), Wkplc Assessor, CertIVAssmt&WrkplcTrain
Tom Darrington CertIVAssmt&WrkplcTrain, A Grade ElecMech
David Duncan DipTechTeach, A Grade ElecMech, CertIVAssmt&WrkplcTrain
Arnold Gietelink, DipTechTeach, TTRIC, CertIVAssmt&WrkplcTrain
Chwee Lim BEng(Electronics), GradDipEd, DipElectronics, CertIVAssmt&WrkplcTrain
Adrian Meehan TTRIC, DipTechTeach, CertIVAssmt&WrkplcTrain
David McNish TechCert, BEd, DipTechTeach, CertTeachTrain, CertIVAssmt&WrkplcTrain
Adrian Meehan TTRIC, DipTechTeach, CertIVAssmt&WrkplcTrain
Rahamathulla Mohammad BEng(Electronics&Telcom), CertIVAssmt&WrkplcTrain
Kevin Norman DipTechTeach, CertIVAssmt&WrkplcTrain, AgradeElecMech
Alex Ritchens BEng(Comms), DipElect, DipElec, DipEd, AdvSkillsTeach CertIVAssmt&WrkplcTrain
Chris Tstotos CertIVAssmt&WrkplcTrain, CertIVElec, CertBasicElec
Paul Webster COT(Elect), DipTechTeach, CertIVAssmt&WrkplcTrain
Noel Whitford CertTechTeach, AgradeElecMech, ElectTechCert, CertIVAssmt&WrkplcTrain
Leigh Withington DipTechTeach, RAAFTech, AustellLic, CertIVAssmt&WrkplcTrain

Head of Maintenance Unit

Adam Miller COT(Electronics)

Maintenance Unit

Laki Mavridis COT(Electronics), CertIVAssmt&WrkplcTrain
Joseph Mihelcic COT(Electrical)

Store Person

Dean Eaton

Administrative Officer

Michael Cassar CertIVAssmt&WrkplcTrain, CertEngMech/Man, PTradeCertFluidPower

AUTOMOTIVE TECHNOLOGY UNIT*Program Managers*

David Halls DipTechTeach, CertTechTeach,
CertIVAssmt&WrkplcTrainVicMelb

Teachers

Brian Adams DipTechTeach, CertTechTeach, CertIVAssmt&
WrkplcTrainVicMelb

Mark Day DipTechTeach, CertTechTeach, CertIVAssmt&
WrkplcTrainVicMelb

Graham McKenzie CertTechTeach, CertIVAssmt&
WrkplcTrainVicMelb

Mal Rimmer CertTechTeach, CertIVAssmt& WrkplcTrainVicMelb

Andrew Scott DipTechTeach, CertTechTeach, CertIVAssmt&
WrkplcTrainVicMelb

Peter Smith DipTechTeach, CertTechTeach, CertIVAssmt&
WrkplcTrainVicMelb

Pat Vella CertTechTeach, WrkplcAssr

Robert Zuccolin DipTechTeach, CertTechTeach, CertIV
Assmt&WrkplcTrainVicMelb

Administrative Officers

Irene Jablonski CertOffAdminVicMelb

Susan Marriot

Jean Wilson

**SCHOOL OF FURTHER EDUCATION, ARTS AND
EMPLOYMENT SERVICES***Associate Director/Head of School*

Nel Cook BComDeakin, TTICHIAE

Acting School Executive Officer

Viviana Mastrantuono BA(Int/Trans)VicColl, GradDipEdICE,
CertTEFL(RSA)RMIT

Administrative Officer

Lorraine Dooley

Acting Administrative Officer

Downil Santipunpitak BBusAdmin Bangkok, MBusSysmsMonash

Senior Educator – Literacy

Lisa Bartels BA Melb, DipEd LaT, GradDip(TESOL&ALBE)Melb,
CertIVAssmt&WrkplcTrainVicMelb

Senior Educator – Language

Gwenda Lavender BA DipEd MSC, GradDip(MultiStd)ACU,
GradDipCompEd Melb, CertIVAssmt&WrkplcTrainVicMelb

Project Officer – Flexible Delivery Programs

Deborah Soccio DipEd(Teach)ACU, BEd Deakin, GradDip(TESOL)
SA, MEd(TESOL& Literacy) CertIVAssmt&WrkplcTrain
GradCertVETISImp GradCertLdrshpEd&TrgMgrsVicMelb

DEPARTMENT OF ACCESS PROGRAMS*Head of Department*

Virginia Saint-James BEd(TESOL) DipPhyEd Melb, HDSec
MelbCAE, GradCertLdrshpEd&TrgMgrsVicMelb

Program Manager

Dhammika Fernando BSc(Hons) SriLanka, Dip(TESOL) Canada,
GradDipTeach CertIVAssmt&WrkplcTrainVicMelb

Venny Smolich BSc DipEd LaT, CertIVAssmt&WrkplcTrain
VicMelb, GradDipCompEdMelb

Deborah Soccio DipEd(Teach) ACU, BEd Deakin,
GradDip(TESOL) SA, MEd(TESOL& Literacy)
CertIVAssmt&WrkplcTrain GradCertVETISImp
GradCertLdrshpEd&TrgMgrsVicMelb

Marie Williams CertTch CC DipTch Mercy, GradDip(TESOL&Lit)
CertIVAssmt&WrkplcTrainVicMelb

Teachers

Marie Armanasco BSciEd Melb, GradDipComp StMCAE,
CertIVAssmt&WrkplcTrainVicMelb

Valerie Astbury BA DipEd StateCollegeVic, BEd(TESOL) LaT,
MA(Appling) Melb, CertIVAssmt&WrkplcTrainVicMelb

Lisa Bartels BA Melb, DipEdLaT, PostGradDip(TESOL&ALBE)Melb,
CertIVAssmt&WrkplcTrainVicMelb

Anne Beales BEd, GradCert(TESOL) Melb,
CertIVAssmt&WrkplcTrainVicMelb

Carol Canty BSci DipEd GradDipMathSci Melb, GradDip(TESOL)
NewEngland, AdvDipEd MEdLondon, CertIVAssmt&WrkplcTrain
VicMelb

Ibrahim Diab BA, DipEdPrimary, GradDip(TESOL)

Madeline Ford BA GradDipEdMelb, MEd(TESOL)Deakin,
CertIVAssmt&WrkplcTrainVicMelb

Marita Getlins BADipEd BSpEdMelb, CertIVAssmt&WrkplcTrain
VicMelb

Fiona Graham BAMelb, DipEdLaT, AdvCertEngWrkplc Deakin,
CertIVAssmt&WrkplcTrainVicMelb

Anne Jorgensen BAMelb, DipEdMelbSC, GradDip(Careers)
VicColl, GradDipEd(TESOL)Melb

Con Karavarsamis DipElecEngRMIT, DipEd GradCert(TESOL)
HawthInst, CertIVAssmt&WrkplcTrainVicMelb

Gwenda Lavender BA DipEd MSC GradDip(MultiStd) ACU,
GradDipCompEdMelb, CertIVAssmt&WrkplcTrainVicMelb

Jenny Lees BEd Tas, DipTeach RivCAE, GradDip(ESL&Literacy),
CertIVAssmt& WrkplcTrainVicMelb

Bruno Lettieri BA DipEdMelb, CertIVAssmt& WrkplcTrainVicMelb

Julie Porter BA DipEdLaT, BFineArtsRMIT,
CertIVAssmt&WrkplcTrainVicMelb

Sonja Rolton BASwin, GradDipEd(TESOL/LOTE) MEdMonash,
CertIVAssmt&WrkplcTrainVicMelb

Patricia Sabey BALaT, DipEdHIAE, GradDipMultiCultStudUNE,
CertESLProgDesWMIT, CertIVAssmt&WrkplcTrainVicMelb

Padmini Samarawickrama BSci SriLanka, DipEd

CertIVAssmt&WrkplcTrainVicMelb

Maria Scaringi BA DipEd Melb, GradCertVocEd&Tmg
CertIVAssessWkplTrainingVicMelb

Christine Thiel DipEd, BEd, GradDipTESOL,
CertIVAssmt&WrkplcTrainVicMelb

Frank Zarosinki BA DipEd Mon, GradDipTESOL&Lit
CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Jane Duffy

Josephine Farrugia

Ursula Rybarczyk

Dianne Wilson

DEPARTMENT OF EMPLOYMENT AND TRAINING SERVICES*Head of Department*

Maree Wheelens BA DipEdLaT

Manager, Community Initiatives Program

Ruth Gadsby DipYouthWrk CertSmallBus
CertIVAssmt&WrkplcTrainVicMelb

Manager, Youth Transitions

Michelle O'Brien BEdArts PostGradCertEdStudies
CertIVAssmt&WrkplcTrainVicMelb

Manager, Consortium & Business Services, Jobs Plus NAC

Robin Jolley AdvDipBus(PR) VicMelb

Contract & Quality Manager, Jobs Plus NAC

Michael Welch DipPublicAdminRMIT

Marketing Manager, Jobs Plus NAC

Naomi Dempsey CertIVAssmt&WrkplcTrain
GradCertLdspEd&TrngVicMelb

Client Services Manager, Jobs Plus NAC

Glenda Fry

Manager, Finance & Resources

Dani Santomartino BEdMCAE,
CertIVAssmt&WrkplcTrainVicMelb

Program Manager, Work Education

Leon Cox DipTeach Burwood, GradDipSpEd GradDipCrimMelb,
GradCertMgmtDev[Ed&Trg] CertIVAssmt&WrkplcTrainVicMelb

Co-ordinator, Community Work Projects, Community Initiatives Program

Charlie Pagano CertIVVET CertHort CertIVAssmt&WrkplcTrain
VicMelb

Co-ordinator, Client Services, Community Initiatives Program

Helen Mounas

Co-ordinator, POEM Program

Simone White BA BSW DipEdLaT

Co-ordinator, Information Technology Business Services

Sarang Pradhan BElecEng AdvDipCompEdic UK, MBAVicMelb

Co-ordinator, Training & Projects

Paul Borovac CertIVAssmt&WrkplcTrainVicMelb

Project Officer, Training, Employment & Community Building

Wendy Grant BAppSci AdCertHort GradCertEd&Trg
CertIVAssmt&WrkplcTrain DipVETVicMelb

Community Initiatives Program

David Batistella CertLndscpGrdng, CertHort NMIT,
CertIVAssmt&WrkplcTrainVicMelb

Wayne Cramp CertFab&Eng CertIVAssmt&WrkplcTrain VicMelb

Sarah Farrugia CertOffAdmin

Joseph Ferlazzo, CertConfinedSpEmrgncyCare CFA,
CertPermaculture CERES, AssDipAgric Deakin, CertAgriculture
DipSystemsTech DipJavaProg CertIVAssmt&WrkplcTrain VicMelb

Peter Giles DipArts(GraphicDesign) RMIT, CertDirectMktg ADMA,
CertSalesMgmt DipBusMktg CertIVAssmt&WrkplcTrng VicMelb

Robert Gorczynski

Sandra Kemives CertOffSkills&SecretarialStud VicMelb

Julie Micallef CertIllBusOffAdmin, CertIllInfoTech

Peter Montgomery BSW, CertIVAssmt&WrkplcTrain VicMelb

Susan Pearce CertGardeningNMIT CertIVAssmt&WrkplcTrain
VicMelb

Meridith Stott DipPriSchTeachMKTC, CertIVAssmt&WrkplcTrain
VicMelb

Paul Vella

Quang Vo DipComputerStudiesSftwrDev RMIT, BAppScVicMelb

Sean Whitehead, CertIT CertIVAssmt&WrkplcTrainVicMelb

Arthur Wright CertPubAdmn CertSportsAdmin WMIT,

CertIVAssmt&WrkplcTrainVicMelb

New Apprenticeships Services

Sandy Carzino

Elisa Chung

Annie Davies

Fiona Davies CertOfficeAdminVicMelb

Rana Elbelli CertIVInfoTechAdCertOffAdminVicMelb

Tim Harrington BADipEdMonash

Geoff Hosking CertIVAssmt&WrkplcTrainVicMelb

Bianca Johnston GradCertHumanRes Swin, BAMonash

Sue Madden CertOff&SecFCOT

John McGlenchy

Lauren McKelvie DipSportsAdminCertIVRecreation
CertIllSportsOpVicMelb

Anna Miroch BSciMelb, CertOffAdminVicMelb

Cameron Quinten BEd GradDipAppliedScience BSci(Hons)
Deakin

David Smith

Eric Smith

Mark Smith BC, PostGradAcc&Fin Monash

Trinh Truong CertIVBus(OfficeAdmin) CertIllOfficeAdminVicMelb

Peter Tuffley CertIllBusOffAdminQld

Mike Valentine DipCardioTech CertIVAssmt&WrkplcTrainVicMelb

Sandra Vander Scheer

Sharon Watson

Jerome West CertIVAssmt&WrkplcTrainVicMelb

Kris Wycherley DipSecretarialStudies, CertOfficeAdminVicMelb

Teachers

Julie Bourne AdvCertRACSRMIT, CertIVAssmt&WrkplcTrain
VicMelb

Kathy Dimitriou DipPriEd, GradDipSpEdMelb,
CertIVAssmt&WrkplcTrainVicMelb

Norman Dinsdale BALaT, AdvCertRACS, BEd, GradDipTertEd,
CertIVAssmt&WrkplcTrainVicMelb

Kelley Doyle BA Melb,DipEd CertIVAssmt&WrkplcTrain
CertIVBusSmlBusMgmtVicMelb

Despina Drakoulis BEdMelb, AdvCertBusRMIT,
CertIVAssmt&WrkplcTrainVicMelb

Naomi Evans BEdMelb, GradDipTESOL&Literacy
CertIVAssmt&WrkplcTrainVicMelb

Geoff Hennessy DipArts, DipEd, DipSpecEdCambridge,
CertIVAssmt&WrkplcTrainVicMelb

Mary Hurley DipTeach SCVC, GradDipInterEthnicStuds&EdMelb,
CertIVAssmt&WrkplcTrainAMES

Lyned Isaac BA(Hons)Melb, DipEdMelb, MAMonash,
CertIVAssmt&WrkplcTraiVicMelb

Pam Jones BA DipEdLaT, BEd(SpEd)Melb,
CertIVAssmt&WrkplcTrainVicMelb

Christine Jumpertz BEdMelb, GradDipTESOLRMIT,
CertIllInteractiveMultimedia KB, CertIVAssmt&WrkplcTrainVicMelb

Paul Kinna BAMonash, DipEdMelb,

CertIVAssmt&WrkplcTrainRMIT

Tammy Matthews-Prosser BBScLaT, PGradPsych(Adult&Child)
GradDipEdTAFEMelb, MEd&Train CertIVAssmt&WrkplcTrain
VicMelb

Krina McFarlane BALaT, Diplib DipEd MCAE, DipMathsEd
HawthornInst, Dip(TESOL&Lit) CertIVAssmt&WrkplcTrainVicMelb

Richard Milligan CertIllMtrMechs, DipEd&Trng
CertIVAssmt&WrkplcTrainMelb

Tim Molyneux BASwin, GradDipSecEdVicMelb, MEdMonash,
CertIVAssmt&WrkplcTrainVicMelb

Peter Newnham BAHons, DipEdTESOL LaT,
CertIVAssmt&WrkplcTrainVicMelb

Margi Petzke DipTeach(Pri)LaT, CertHortBurnley, CertTEFL
IntHouseLondUK, CertIVAssmt&WrkplcTrainVicMelb

Erin Ritchie BA DipEd Monash, CertIVAssmt&WrkplcTrain VicMelb
Maree Sargeant TTIC, GradDipEdMelb,
 CertIVAssmt&WrkplcTrain VicMelb
Magda Smrdelj DipPrimTeachPIT, BEdPIT, GDSE(SpecEd)Melb,
 CertIVAssmt&WrkplcTrain VicMelb
Sandra Thorn DipTeachMCAE, BEdDeakin, GradDipSpEd
 GradDipAppSci(Hort)Melb, CertIVAssmt&WrkplcTrain VicMelb

Senior Administrative Officer

Melanie Phillips DipSportsAdm CertIVRecr CertIIISprtsOps
 VicMelb

Administrative Officer, Youth Transitions

Faye Hadden

Administrative Officer, Work Education

Tom Simic

DEPARTMENT OF FURTHER EDUCATION PROGRAMS

Head of Department

Jacinta Richards BEd GradDipEd(AdultEd/TESOL)Deakin,
 CertIVAssmt&WrkplcTrain GradCertLdrshpEd&TrgMgrrs VicMelb

Program Managers

Damyanti Mani BA DipEd UniSthPacific, MEd(Applied Linguistics)
 RMIT, CertIVAssmt&WrkplcTrain GradCertLdrshpEd&TrgMgrrs
 VicMelb

Rebecca Neophitou BADipEd LLB LLMMonash, CertPractTrng
 LeoCussenInstitute, Barrister and Solicitor of the Supreme Court of
 Victoria, CertIVAssmt&WrkplcTrainGradCertLdrshpEd&TrainMgrrs
 VicMelb

Theresa Wyborn BA(Hons) PhD(Hist)Melb, GradCertTertTeach
 CertIVAssmt&WrkplcTrain VicMelb

Teachers

Paul Ashton BA(Hons) BASwin, AssocDipAdminServices
 CertIVAssmt&WrkplcTrain VicMelb

Maggie Bryant TrainedPrimTeachCert BASOCswin, BEdSOC
 MA(Prelim)SOCLaT, CertIVAssmt&WrkplcTrain
 GradCertWomensStuds VicMelb

Graham Carbery BJMonash, DipEdHIEA

Lynne Carolan DipEdMelbSC, BAGradCertEdStuds(TESOL &
 IOTE)Melb, MEd CertIVAssmt&WrkplcTrain VicMelb

Susheel Chand BBMonash, MACctgSthQld, DipAcc ICS,
 CertTrainTrainerDeakin, CertTeachUniSthPacific,
 CertIVAssmt&WrkplcTrain VicMelb, MNIA, PNA

Karen Charman BA MALaT

Bridget Foley BAMonash, DipEdHIEA, GradDipIntEthicStudMelb,
 CertIVAssmt&WrkplcTrain VicMelb

Christine Griffiths BADipEd Monash, CertIVAssmt&WrkplcTrain
 VicMelb

Kirsten Hutchison BA, DipEd MEdPrelimLang&LitLaT,
 GradDipWomStuds, MEdLang&LitDeakin, CertIVAssmt&WrkplcTrain
 VicMelb

Patricia Lisle BAMonash, DipEdMelbSC,
 GradDipEdTESOL(Adult)Melb

Marianne Montalti BAppSciSwin, PhDAppSciUniSA, GradDipEd
 Melb, CertIVAssmt&WrkplcTrain VicMelb

Peter Moraitis BA DipEdLaT, CertIVAssmt&WrkplcTrain VicMelb

Sujit Sen Gupta BEngRMIT, GradDipBusSci, GradDipEd
 CertIVAssmt&WrkplcTrain VicMelb

Paul Shanahan BAMelb, GradDipEdLaT,
 CertIVAssmt&WrkplcTrain VicMelb

Rodney Solin BA(Hon) DipEdLaT, CertIVAssmt&WrkplcTrain
 VicMelb

David Thompson BScMelb, BEdDeakin, MedMelb,
 EntreprenTchgCrss CertIVAssmt&WrkplcTrain VicMelb, DEdMelb
Peter Tilley BA(Hons) BL(Hons) DipEdMelb, AdvCertApplyingRMIT,
 CertIVAssmt&WrkplcTrain VicMelb

Administrative Officers

Gemma Pantaleo

Sean O'Hearn

DEPARTMENT OF MUSIC

Head of Department

Jennifer Turner BEd(Music)Melb, GradDipArts(Music)VCA,
 CertIVAssmt&WrkplcTrain VicMelb, MEdLdrshp&Mgt RMIT

Program Manager and Co-ordinator, Technical Production

Adam Hutterer BEdMelb, GradDipContMusTechLaT,
 CertIVAssmt&WrkplcTrain VicMelb

Co-ordinator, Music Business & Technical Production

Neil Goudge BA, DipAudioEng Cert IVMultimediaSCU,
 CertIVAssmt&WrkplcTrain DipVETVicMelb

Co-ordinator, Music Performance

Stephen Rando BMusVCA, CertIVAssmt&WrkplcTrain VicMelb

Co-ordinator, Music Business

Greg Aronson BAMonash, DipMusVicMelb, PostGradDipEdLaT,
 CertIVAssmt&WrkplcTrain VicMelb

Technical Support

Vacant

Administrative Officers

Polly Probert CertIIIBusOffAdm VicMelb

DEPARTMENT OF VISUAL ART, DESIGN & MULTIMEDIA

Head of Department

John Barmby DipFinArt RMIT, DipEdHIEA

Program Manager – Graphic Art

Lucy Miceli, BAVisCommRMIT, GradDipEdMel,
 CertIVAssmt&WrkplcTrain VicMelb

Program Manager – Multimedia

Mark O'Rourke BSc(Hons)Melb, AdvCertArt&DesPIT,
 AdvDipArtsElecDes&IntMediaSwin,
 CertIVAssmt&WrkplcTrain VicMelb

Teachers

Tony Aszodi AssDipGraphArtChisholm, CertIVAssmt&WrkplcTrain
 VicMelb

Paul Borg BAFinArt VCA, CertIVAssmt&WrkplcTrain VicMelb

Peter Burke BA(FineArts)RMIT, DipEdMelb,
 CertIVAssmt&WrkplcTrain VicMelb

David Cahill CertIVAssmt&WrkplcTrain VicMelb

Chris Capetanakis BAGraphDesignPIT,
 CertIVAssmt&WrkplcTrain VicMelb

Lisa Cianci BAFinArtVCA, GradDipInfoMgmtMelb,
 AdvDipArtsElecDes&InteractiveMediaCertIVAssmt&WrkplcTrain
 VicMelb

Maureen Fitzgerald AssDipGraphArtChisholm, DipEd HIEA,
 CertIVAssmt&WrkplcTrain VicMelb

Greg Giannis BElecEngChisholm, MA(MediaArts)RMIT,
 CertIVWrkplcTrainSUT

Janet McDonald DipArtGold&Silvsmith RMIT, GradDipEdMelb,
 AssDipArtGraphArtWMIT, CertIVAssmt&WrkplcTrain VicMelb

Meghan Moorhead BAdesSwin, GradDipEducTrainMelb
 CertIVAssmt&WrkplcTrain VicMelb

Ben Northcote DipArtsMultiMediaTorrensValleyIT, AdvCertArtDes, AssDipGraphicArtWMIT, CertIVAssmt&WrkplcTrainVicMelb

Alan Morgans DipArt&DesignPIT, AdvDipArtsElctrnDes&InteractiveMedia, CertIVAssmt&WrkplcTrainVicMelb

Julie Patey BA(FineArts) PIT, GradDipEdMelb, CertIVAssmt&WrkplcTrainVicMelb

Stefan Schutt BAEngLangAdelaide, AdvDipProfWrtgRMIT, CertIVAssmt&WrkplcTrainVicMelb

Julie Stewart BAVisComRMIT

Jonathon Walker AssDipFinArtRMIT

Client Support Officer

Fernando DeSousa DipGraphArtVicMelb

Administrative Officers

Marisa Stirpe DipSten&WrdPrsg

Kay Sampson DipAcctgKangan

DEPARTMENT OF VOCATIONAL EDUCATION PROGRAMS

Head of Department

Margaret Cook BA DipEdMelb, Dip(TESL) MA(TESOL)Deakin, CertIVAssmt&WrkplcTrainVicMelb

Self Access Centre Manager

Michael Lomas BA, DipEdLaT, MA(Hons)(Appling), Grad DipVET(IT)Melb, CertIVMicrocompTech, CertIVAssmt&WrkplcTrainVicMelb

Program Manager

Ian Rogers BEd(Lib)Melb, MEd(Sit)Monash, CertIVAssmt&WrkplcTrainVicMelb

Natalie Williams BScDipEdGradDipInterEthnicStudsMelb, AssDipEnvSc NRCAE, CertIVAssmt&WrkplcTrainVicMelb

Teachers

Angelina Borrelli BADipEd, BEngGradDip(TESOL &ALBE)Melb, CertIVAssmt&WrkplcTrainRMIT

Susanna Bryceson BTwn&RgnlPlanMelb

Mary Carroll CertCompApp, BEd(Lib)Melb, GradDipEd, MEd(Lit) CharlesSturt, CertIVAssmt&WrkplcTrainVicMelb

Sherry Clark BADeakin, CertIVAssmt&WrkplcTrainVicMelb

Paul Conroy BADeakin, DipEdMonash, CertIVAssmt&WrkplcTrainVicMelb

Avril Cooke BEd(TESL)LaT, CertTESL(RSA), CertIVAssmt&WrkplcTrainVicMelb

Tim Dolby BA(Hons)LaT, GradDipInfoManRMIT

Robert Keith BA ANU, GradDipEdBallarat, GradDip(TESOL) Deakin

Merrilee Moss BA MAPrelimANU, DipArts(ProfWrit)PahranCOT, CertIVAssmt&WrkplcTrainVicMelb

Susan Reynolds BEd(Lib)Melb, MLSSanJose, CertIVAssmt&WrkplcTrainVicMelb

Tracey Rolfe BAppSci RMIT, DipArts(PWE)Holmesglen, CertIVAssmt&WrkplcTrainVicMelb

Administrative Officers

Maxine Revere DipLibRMIT

Bev Stace

SCHOOL OF HUMAN SERVICES, SCIENCE & TECHNOLOGY

Associate Director/Head of School

Anne Jones DTP, GDSEMelb, MAPublicPolicyDeakin, GradDipPublicPolicyDeakin, GradCertLdrshpEd&TrgMgrsVicMelb

School Executive Officer

Rosemary Irato AssDipOffAdmnVicMelb, DipFrontlineMgtVicMelb

Administrative Officers

Gael Ladson DipFrontlineMgtVicMelb CertOff&Sec, CertRec&OffPracVicMelb

Office Trainee

Leah Strautins

School Projects

Christine Cook BEdECH, DipTeachECH/ECD

DEPARTMENT OF SCIENCE AND BIOTECHNOLOGY

Head of Department

Peter Thomson B.App.Sc, DipEdVicMelb, CertIVAssmt&WrkplcTrainVicMelb

Program Managers

Steve Hammond BAppScChemFIT, GradDipEdHIAE, CertIVAssmt&WrkplcTrainVicMelb

Sylvia Travaglia BscEdMelb, CertIVAssmt&WrkplcTrainVicMelb

Teachers

Ian Baglieri BEdSecEdMelb, AssDipEngFIT, CertIVAssmt&WrkplcTrainVicMelb

John Banjanin BAppScMathsRMIT, DipEd

Roz Cook BEngChemRomania, DipEdVicMelb, CertIVAssmt&WrkplcTrainVicMelb

Kim Hauser AssDipAppScAnimalTechFIT,

CertIVAssmt&WrkplcTrainVicMelb

Greg Gordon BAppScCanberra, AssDipAnimalTechBox Hill,

CertIVAssmt&WrkplcTrainVicMelb

Carin Grant BScMonash, DipEdMonash,

CertIVAssmt&WrkplcTrainVicMelb

Paul Gysslink DipEdMelb, BPharmVCPharm, BECoMonash, GradDipEcoStdsMonash, PostgraduateDipHlthEco&EvalMonash, CertIVAssmt&WrkplcTrainVicMelb

Veluppilai Packiyasothy BScSriLanka, MScSriLanka, CertIVAssmt&WrkplcTrainVicMelb

Stephen Pehm DipEdSecEdVicMelb, MAppSci(FdTech)UniNSW, BAppSci(AppChem)UTSyd, CertIVAssmt&WrkplcTrainVicMelb

Francesca Peluso BVSc(Hons)Melb

Gail Sanders BAppScChemSwin, DipEdHIAE, CertIVAssmt&WrkplcTrainVicMelb, GradCertLdrshpEd&TrgMgrsVicMelb

Carol Scarpaci BSc, BSc(Hons)VicMelb,

CertIVAssmt&WrkplcTrainVicMelb

Peter Saroff BEng(Mech)UniNSW,

CertIVAssmt&WrkplcTrainVicMelb

Kaye Widdowson CertIVAssmt&WrkplcTrgVicMelb, GradDipEd(TESOL & Literacy)ACU, GradDipEd(Biol, Sci)LaT, BSci(BiolSci)LaT

Laboratory Technicians

Bronwyn Duncan AssDipAnimalTechFIT, AssDipLabTechFIT, CertIVAssmt&WrkplcTrainVicMelb

Ian Johnson AssDipAppScAnimalTechFIT, AssDipLabTechFIT, DipHealthMedTechRMIT

Anne Luxford

Administrative Officers

Clare Smith CertIVAssmt&WrkplcTrainVicMelb
Nik Mavrommatis CertIVAssmt&WrkplcTrainVicMelb

DEPARTMENT OF INFORMATION TECHNOLOGY*Head of Department*

Sharon Brown BAMelb, GradDipCompEduMelb,
 GradDipEdMelbStColl, CertIVAssmt&WrkplcTrainVicMelb

Program Manager

Janusz Dutka BSc JagCrakow, GradDipCompMon,
 DipVETVicMelb, CertIVAssmt&WrkplcTrainVicMelb
Ian Hosken DipBusFIT, DipEdHawthorn, GradDipCompVicMelb,
 CertIVAssmt&WrkplcTrainVicMelb
Peter Snape BALaT, GradDipEdRusden, GradDipBusInfoTech
 Swin, CNA Netware Adm, CertIVAssmt&WrkplcTrainVicMelb

Teachers

Kevin Baker BScMelb, DipEdMelb, GradDipCompMelb,
 GradDipEdTechVicCol, CertIVAssmt&WrkplcTrainVicMelb
Ian Browne BScOtago, GradDipEdNedlands,
 GradDipCompScSwin, MEdWAust,
 CertIVAssmt&WrkplcTrainVicMelb
Tien Cavarra BCompScVicMelb, GradDipSecEdVicMelb, CNA
 Netware, MCP (VB), CertIVAssmt&WrkplcTrainVicMelb
Michael Chung BAppScRMIT, GradDipBusCompVicMelb,
 GradCertTertEdVicMelb, DipVETVicMelb,
 CertIVAssmt&WrkplcTrainVicMelb
Nick Cypreou BSc(CompSc)RMIT, GradDip(BusComp)VicMelb,
 GradCertEd&TrainVicMelb, CertIVAssmt&WrkplcTrainVicMelb
Ajith DeSilva BScPeradeniya, CertHrdwreMainCPTI,
 GradDipBITSwin, CNI Netware 5.1 Adm
Barry Flanagan DipAppScDeakin, GradDipCompMonash,
 GradDipEdHawthInst, CertIVAssmt&WrkplcTrainVicMelb
Graham Gleich AssDipBusVicMelb,
 CertIVAssmt&WrkplcTrainVicMelb, GradCertTertEdVicMelb
 DipVETVicMelb
Tony Jagla DipCompSysVicMelb, BAppScRMIT,
 CertIVAssmt&WrkplcTrainVicMelb
David Maher AssDipBus(MicroComp)VicMelb,
 GradDipEd(Sec)VicMelb, CertIVAssmt&WrkplcTrainVicMelb
Leanne Matheson BScMonash, DipEdLaT,
 GradCertDesignMonash, CertIVAssmt&WrkplcTrainVicMelb
Shane Mengaziol BBusVicMelb, GradDipEd(Sec)VicMelb,
 CertIVAssmt&WrkplcTrainVicMelb
Song Nguyen BEdMelb, CertIVAssmt&WrkplcTrainVicMelb
Gabriella Pretto BA, DipEd, GradDipComp, MEdMelb,
 CertIVAssmt&WrkplcTrainVicMelb
Chrys Spicer DipTeachAvondaleNSW, BAPacificUnion,
 MAAndrew, CertIVAssmt&WrkplcTrainVicMelb
Fred Tresise DipBusMonash, DipInfoProcMonash,
 GradDipTertEdVicMelb, CertIVAssmt&WrkplcTrainVicMelb
Uday Vaidya BPetrochemical EngIndia, PostGradDipSoftware
 EngIndia, MInfo TechSwin, CertIVAssmt&WrkplcTrainVicMelb,
 CNI Netware 5.1Adm

Administrative Officers

Debbie Stefanovski
Jessica Gregory

DEPARTMENT OF CHILD STUDIES*Head of Department*

Teresa Durka BSWMelb, BEdAdelaide, DipTeachAdelaide,
 GradCertLdrship&MgtVicMelb, CertIVWrkplcAssrVicMelb

Program Manager

Adie Carson NationalTeachersDipSthAfrica, Secretarial
 DipSthAfrica, CertIVWrkplcAss &TrngSandy BeachCommCentre
Sharon Jordan CertAppSocScFCOT, DipArtsIECD, BEdNE,
 GradDipEd&TrngVicMelb

Teachers

Jennifer Aitken DipTeachEDHPhillip, DipTeachPriBendigoCAE,
 GradCert TertiaryEdVicMelb CertIVAssmt& WrkplcTrainVicMelb
Dury D'Cruze MCDIndia, GradDipHIEA, CertIVAssmt&
 WrkplcTrainVicMelb
Susan Emmett BEd, DipTeach(ECD)Melb, CertIVMgtSwin,
 GradDipTertiaryEdVicMelb, GradCertLdrship&MgtVicMelb,
 CertIVAssmt&WrkplcTrainVicMelb
Janette Hunt M Ed (Deakin) BEdECDMelb, GradDipAdvStudsECD,
 DipKindergartenTeachMKTC CertIVAssmt& WrkplcTrainVicMelb
Julie McCarthy BEdECH/ECD, GradDipEdMelb, CertIVAssmt&
 WrkplcTrainVicMelb
Gracie Munari AssDipCCWMIT, BEdECMelb, CertIVWrkplcAss &
 TrainVicMelb
Elizabeth Roy BEd(HomEco), HighDipTeach(Sec)Rusden
 CertIVAssmt&WrkplcTrainVicMelb
Eve Salter DipTeach, GradDipSpEd/ECD, GradDipVocEd&Trg,
 CertIVAssmt& WrkplcTrainVicMelb
Maureen Thorp BA(ECE)VicMelb, AssDipCCWMIT,
 PreSchMcraftNurseCertDeptHealth, McraftNurseCertStJosephs,
 CertIVAssmt& WrkplcTrainVicMelb
Catherine Tighe DipTeachMelb, DipCCWMIT, CertIVAssmt&
 WrkplcTrainVicMelb

Administrative Officers

Kathleen Day DipFrontlineMgtVicMelb, CertIVBus(Admin)VicMelb
 CertIIIOffAdmnVicMelb
Lucy McConville DipFrontlineMgtVicMelb,
 CertIVBus(Admin),TOP(Sec)FTC

DEPARTMENT OF HEALTH SERVICES*Head of Department*

Sue Philpott RegNurseDiv1 AustinHosp,
 BAppSc(Education)Lincoln Inst, GradCertLdrship&Mgt

Program Manager

Wayne Lynch RegNurseDiv1, BAppSciPhillipInst, BEd,
 GradDip(Counselling), MHumanSerLaT

Teachers

Stuart Tyler RegNurseDiv1RCH, BHlthSci,
 GradCert(Tertiary Ed)VicMelb

Administrative Officer

Mirjana Drvoderic DipFrontlineMgtVicMelb,
 CertIVBus(Admin)VicMelb

Office Trainee

Cyrelle Henare CertIIIBus(Admin)VicMelb

DEPARTMENT OF SOCIAL AND COMMUNITY STUDIES

Head of Department

Wayne Butson BAFIT, GradDipEd(Tert)Melb,
GradCertMgtDevVicMelb

Program Managers

Angela Duns-Lowe BAMelb, BSWMelb, MSWMon,
DipVocEdGordon

Trish McCluskey RNBelfast, BAAuck, GradCertMenHlthAuck,
CertAdlt&TerEdAuck,WrkplcAssrMITN

Kerry Ryan DipAppSc, BaN(RNDiv1), GradCertPalliative Care,
MaNClinicalMgt&Prac, GradCertTertEd&Trng,
CertlVWrkplcAssrVicMelb

Teachers

Glenys Adams BA(Youth Affairs)PIT, GradDipEd, Blitt(Hons)Melb,
CertlVAssmt&WrkplcTrainVicMelb

Anne Attard BAMon, BSWMon, GradDipEdMelb,
CertlVAssmt&WrkplcTrainVicMelb

Karen Baker Div-2RN, CertlVAssmt&WrkplcTrainVicMelb

Lynne Bell CertlVAssmt&WrkplcTrainVicMelb

Joan Broughan BEdVicMelb, GradDipWelfareMonash,
AdvDipResCoMSerOuterEast, CertlVAssmt&WrkplcTrainBrd,
DipJustHomesglen

Melinda Brown BappSc, CertlVAssmt&WrkplcTrain,
DipBusFrontlineMgmtVicMelb

Kirsty Clark BachApplScRMIT, CertlVAssmt&WrkplcTrainVicMelb

Robert Cugno BA(Hons), MA(Crim)LaT, WrkplcAssrVicMelb

Mary Dankert BA(Hons), MA

Leanne Glover-Richards BA, CertlVWrkplcAssrVicMelb

Viviane Golan BSWUniNSW, WrkplcAssrVicMelb

Wilma Grant BSScWIAE, GradDipEd, AdvCertRACS

Lyn Hannah BachSWMon, GradDipFamTherapyLaT,
CertlVWrkplcAssessor&TrainingVicMelb

Catherine Healion BAHonsUniNewEngland,
CertlVWrkplcAssrVicMelb, GradCertVETVicMelb

Gerard Hogan BEd, BA

Lyn Hogan

Jenny Harrison BSSc, GradDipPsychLaT,
CertlVWrkplcAssr&TrainVicMelb, CertVocTrnRMIT, GestaltGI

Dave Kerin CertlVWrkplcAssr&Train

Marg Leser DipWfare, DipTeach, CertlVWrkplcAssr&TrainVicMelb

Helen McGregor SEN, GradCert(PallCare),
CertlVAssmt&WrkplcTrainVicMelb

Heather McLean BA, LLBLaT

Robert Miller BAMelb,GradDipEdMelb,

CertlVAssmt&WrkplcTrainVicMelb

Sarah Palmer BAPsych/Soc, CertlVAssmt&WrkplcTrainVicMelb

Maryanne Panucci BALat, BachBevScienLaT,
CertlVAssmt&WrkplcTrainVicMelb

Jenny Pitkin DipApplScLincoln, CertlVAssmt&WrkplcTrainVicMelb

Di Shillabeer RNDiv1 RoyalMelb, BBusMonash,
GradDipSecondary, CertlVAssmt&WrkplcTrainVicMelb

Rita Sidlauskas DipYouthWkPIT, BEdLaT

Lynda White BJ/LLB, GradDipEd&Train(Hons)

Helen Young BAYthVicMelb

Administrative Officer

Mary Crook CertlVAssmt&WrkplcTrainVicMelb

Jodie Portelli

Kim Mouser BEdVicMelb

Elis Hobbs

Nasrin Aidivandi

Office Trainee

Christine Cook

DEPARTMENT OF SPORT, RECREATION AND PERFORMANCE

Head of Department

Jane McLennan BAppScVicMelb,
CertlVAssmt&WrkplcTrainVicMelb

Program Managers

Michael Collins BEdVicCollege, DipFrtlineMgt,
CertlVAssmt&WrkplcTrainVicMelb

Teachers

Oliver Allan BRecMgtVicMelb, CertlVAssmt&WrkplcTrainVicMelb

Bruce Davis CertlVAssmt&WrkplcTrainVicMelb

Wenda Donaldson BAppScSwin, GradCertACEAIS,

GradCertBusMgtMonash, CertlVAssmt&WrkplcTrainVicMelb

Rachel Fantuzzo BAppSci, BEdVicMelb,

CertlVAssmt&WrkplcTrainVicMelb

Monica Fly MScHlthScPhiladelphia, BSceHlth&PELockHaven,
AArtsNewtown

Anna Gibney BSS VicMelb, Grad Dip EdHawthInst,

GradDipExRehabLincoln, Cert Massage,

CertlVAssmt&WrkplcTrainVicMelb

Lisa Laidlaw CertlVAssmt&WrkplcTrainVicMelb

Koya Marney BAppScHumMvmntVicMelb, GradDipSecEd,

CertlVAssmt&WrkplcTrainVicMelb

Rob McPhail DipRec, BAppScVicMelb,

CertlVAssmt&WrkplcTrainVicMelb

Michelle Pain, PhD, MEd, DipEdMonash,

CertlVAssmt&WrkplcTrainVicMelb

Daryl Pellizzer BEdRusden, CertlVAssmt&WrkplcTrainVicMelb

Kathy Roberts BScMinnesota, CertlVAssmt&WrkplcTrainVicMelb

David Spark GradDipRec&SportMgt,

CertlVAssmt&WrkplcTrainVicMelb

Robert Utber BAPhillip, CertlVAssmt&WrkplcTrainVicMelb

Administrative Officers

Laura Conroy CertlISport&Rec, CertlISport&RecVic Melb

Chantelle Linnett

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. Students with a disability should contact Disability Services and ascertain what assistance may be available to them. Moondani Balluk offers a range of support for Indigenous Australian students. For further details visit Victoria University's web site: www.vu.edu.au/equity or contact the Equity and Social Justice Branch on (03) 9919 2193. E-mails can be sent, as appropriate, to equity@vu.edu.au, disability@vu.edu.au or moondani.balluk@vu.edu.au

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) 9919 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 by attending a scheduled enrolment session or via mail (if applicable). Further information about enrolment processes can be obtained from respective Departments or at www.vu.edu.au/Services/Student_Administration.

NEW APPRENTICESHIPS AND TRAINEESHIPS

Information regarding Apprenticeships and Traineeships is available from the New Apprenticeship Centre, Footscray Nicholson Campus, Telephone: (03) 9919 8533.

PORTFOLIO PARTNERSHIP PROGRAM

The Portfolio Partnership Program (PPP) is an alternative entry program to Victoria University's most popular courses. It requires applicants to submit a portfolio of evidence about themselves and for their schools to provide a recommendation of the applicants.

This alternative entry scheme is only available to students attending a Victoria University partnership school in the Western Metropolitan Region, City of Hume, Macedon Ranges and Moorabool Shire. Applications are limited to 10 per cent of the Year 12 students in each partnership school.

LEARNING PATHWAYS

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) 9919 4110.

TAFE FEES & CHARGES

TAFE TUITION FEE AND UNIVERSITY GENERAL SERVICES FEE

It is anticipated for 2006, the structuring of fees may change. Check the website for further information prior to enrolment. TAFE Tuition fees for 2005 were, a tuition contribution of \$1.28 per enrolled hour to a maximum of \$819. In addition to the tuition fee, a University General Services Fee also applies at a rate of \$0.361 per enrolled hour. A minimum General Service Fee of \$18.00 applies to all TAFE course enrolments up to a maximum of \$300.00 for 720+ enrolled hours. Fee Concessions are available to all Commonwealth Health Care Card, Pensioner Concession Card, Indigenous students and Veteran's Gold Card Holders. For additional information refer to the TAFE Enrolment and Fees Information brochure available from Student Administration (03) 9919 1900 or www.vu.edu.au/Services/Student_Administration/Enrolment_and_Fee_Information/ or the campus closest to your home or work.

MATERIAL AND ANCILLARY FEES

Some TAFE Departments may charge material fees for providing goods and materials that are retained by the student. Some TAFE Departments may also charge an ancillary fee for non-tuition goods and services provided in support of tuition. Further information about material fees can be obtained from respective Departments.

FULL-FEE-PAYING AWARD COURSE FEES

Full-fee-paying award course fees are set annually. Details can be obtained from the respective Department. Fee concessions do not apply to full-fee-paying award courses.

REFUNDS

TAFE TUITION FEE AND UNIVERSITY GENERAL SERVICES FEE

TAFE tuition and General Service fees will be fully refunded to students who withdraw from the course/semester within four weeks of course commencement in order to take up a place at another tertiary institution (proof required). Students who withdraw in writing from a course within four weeks of course/semester commencement for other reasons will be entitled to a refund minus the administrative fee of \$69. No refunds will be given for withdrawal after four weeks of course/semester commencement. 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.

MATERIAL AND ANCILLARY FEES

Materials and ancillary fees may be refunded to students who withdraw from the course within four weeks of course/semester commencement less an administrative fee of up to \$20 where materials, goods and services are returned to the department and able to be redistributed. Request for refund of materials/ancillary fees after this date must be submitted in writing to the Head of Department for approval. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid materials and ancillary fees will remain outstanding and be carried over to future enrolments.

FULL-FEE-PAYING AWARD COURSE FEES

Students who withdraw from a full-fee-paying award course in writing within five working days prior to the commencement of the course/semester will receive a refund less a \$100 administrative charge. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid materials and ancillary 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 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 the University's Recognition Policy, Victoria University will recognise Qualifications and Statements of Attainment issued by a 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 'credit granted' 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

Victoria University TAFE 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

Study skill support is available to all TAFE students through the Program of Concurrent Assistance. Qualified teachers support students in studying for exams, preparing, researching and writing assignments and language, literacy and numeracy skills. Concurrent Assistance is available through computer-equipped study labs, or through individual appointments. Phone (03) 9919 7049 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) 9919 7049 to assist in discipline related matters.

APPEALS AND COMPLAINTS PROCEDURES

Appeals and complaints 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) 9919 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 community. These include academic support, personal and vocational counselling, welfare and guidance, help with finance, housing and health services. Sports and recreation services are also provided. For further details regarding University services visit our web site: www.vu.edu.au.

HOW TO APPLY

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) 9919 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.

INTERNATIONAL STUDENTS

For specific information relating to courses available and application procedures for prospective international students, please access www.vu.edu.au/international or contact the International Branch via email at international@vu.edu.au

Alternatively you can telephone: 61 3 9919 1164

VICTORIA UNIVERSITY TAFE COURSES IN 2006

STAFF LEARNING AND EDUCATIONAL DEVELOPMENT

Course in ICT Skills for Teachers 21335VIC
Certificate IV in Training and Assessment TAA40104
Diploma of Training and Assessment TAA50104
Certificate IV in Vocational Education and Training 15559VIC
Diploma of Vocational Education and Training 15560VIC
Graduate Certificate in Vocational Education and Training 21205VIC

SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

ADMINISTRATIVE AND LEGAL STUDIES DEPARTMENT

Certificate III in Business Administration BSB30201
Certificate IV in Business Administration BSB40201
Diploma of Business Administration BSB50201
Certificate III in Business BSB30101
Certificate IV in Business BSB40101
Advanced Diploma of Business (Legal Practice) 21618VIC
Certificate III in Business (Legal Administration) BSA30200
Certificate IV in Business (Legal Services) BSA40200
Diploma of Financial Services (Conveyancing) FNB50601
Advanced Diploma of Financial Services (Conveyancing) FNB60301
Certificate III in Local Government LGA30104
Certificate IV in Local Government LGA40104
Certificate IV in Local Government Administration LGA40204
Certificate IV in Government (Court Services) PSP40404
Diploma of E-Business BSB51101

FINANCIAL SERVICES DEPARTMENT

Diploma of Accounting FNB50202
Advanced Diploma of Accounting FNB60202
Certificate IV in Financial Services FNS40104
Diploma in Financial Services FNS50104
Advanced Diploma in Financial Services FNS60104
Course in Property (Agent's Representative) 21524VIC
Certificate IV in Property (Real Estate Agency Practice) 21525VIC
Certificate IV in Training and Assessment TAA40104
Diploma of Training & Assessment TAA50104

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 II in Tourism (Operations) THT20502
Certificate III in Tourism (Retail Travel Sales) THT30202
Certificate III in Tourism (International Retail Travel Sales) THT30302
Certificate III in Tourism (Tour Wholesaling) THT30502
Certificate III in Tourism (Visitor Information Services) THT30602
Certificate III in Tourism (Guiding) THT30902
Certificate III in Tourism (Operations) THT31002
Certificate IV in Tourism (Sales & Marketing) THT40102
Certificate IV in Tourism (Operations) THT40202
Certificate IV in Tourism (Guiding) THT40302

Diploma of Tourism (Marketing and Product Development) THT50102

Diploma of Tourism (Operations Management) THT50302

Advanced Diploma of Tourism Management THT60102

LEADERSHIP AND SMALL BUSINESS DEPARTMENT

Certificate II in Security Operations PRS20103

Certificate III in Security Operations PRS30103

Certificate III in Investigative Services PRS30303

Diploma of Business Facilitation 21542VIC

Certificate III in Business (Frontline Management) BSB30504

Certificate IV in Business (Frontline Management) BSB41004

Diploma of Business (Frontline Management) BSB51004

Certificate I in Funeral Services WRS10202

Certificate III in Funeral Services (Funeral Operations) WFS30202

Certificate IV in Funeral Services WFS40102

Certificate II in Small Business (Operations/Innovation) 21530VIC

Certificate IV in Business (Small Business Management) BSB40401

Certificate II in Retail Cosmetic Sales WRB20304

Certificate II in Retail Operations WRR20102

Certificate III in Retail Supervision WRR30102

Certificate III in Retail Operations WRR30202

Certificate IV in Retail Management WRR40102

Diploma of Retail Management WRR50102

Certificate II in Wholesale Operation WRW20101

Certificate III in Wholesale Operations WRW30101

Certificate IV in Wholesale Management WRW40101

Diploma of Wholesale Management WRW50101

Graduate Certificate in Management 21365VIC

Graduate Certificate in Leadership in Education and Training 21554VIC

MANAGEMENT AND MARKETING DEPARTMENT

Certificate III in Business (Sales) BSB30301

Certificate III in Business BSB30101

Diploma of Business BSB50101

Certificate IV in Business (Advertising) BSB40601

Diploma of Business (Advertising) BSB50601

Advanced Diploma of Business (Advertising) BSB60501

Certificate IV in Business Development BSB40501

Diploma of Business Development BSB50501

Advanced Diploma of Business Development BSB60401

Certificate IV in E-Business BSB41201

Diploma of E-Business BSB51101

Advanced Diploma of E-Business BSB60701

Certificate IV in Business (Human Resources) BSB40801

Diploma of Business (Human Resources) BSB50801

Advanced Diploma of Business (Human Resources) BSB60301

Certificate III in Business (International Trade) BSB32004

Certificate IV in Business (International Trade) BSB42004

Diploma of Business (International Trade) BSB52004

Advanced Diploma of Business (International Business) 21613VIC

Certificate IV in Business Management BSB41101

Diploma of Business Management BSB50401

Advanced Diploma of Business Management BSB60201

Certificate IV in Business (Marketing) BSB40701

Diploma of Business (Marketing) BSB50701

Advanced Diploma of Business (Marketing) BSB60601

Certificate IV in Business (Public Relations) 21639VIC

Advanced Diploma of Business (Public Relations) 21640VIC

Certificate III in Customer Contact ICT30102

Certificate IV in Unionism BSB41804

Diploma of Unionism BSB51804

PERSONAL SERVICES DEPARTMENT

Certificate III in Beauty Services WRB30104

Certificate IV in Beauty Therapy WRB40104

Diploma of Beauty Therapy WRB50104

Certificate II in Hairdressing WRH20100 [Pre-Apprenticeship]

Certificate III in Hairdressing WRH30100
 Certificate IV in Hairdressing WRH40100
 Diploma of Hairdressing Salon Management WRH50100
 Certificate II in Make-up Services WRB20204
 Certificate IV in Make-up CUF40203
 Diploma in Make-up CUF50203
 Certificate IV in Massage HLT40302
 Diploma of Remedial Massage HLT50302
 Certificate II in Modelling 21456VIC
 Certificate II in Nail Technology WRB20104
 Certificate III in Nail Technology WRB30204
 Advanced Diploma of Naturopathy HLT60502

SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

AUTOMOTIVE TECHNOLOGY UNIT

Certificate II in Automotive Manufacturing (Various Streams) AUM20100
 Certificate II in Automotive Technology Studies 21560VIC
 Certificate I in Automotive AUR10105
 Certificate II in Automotive Vehicle Servicing AUR20505
 Certificate II in Automotive Vehicle Body AUR20905
 Certificate III in Automotive Mechanical Technology AUR30405
 Certificate III in Automotive Specialist AUR30605
 Certificate III in Automotive Vehicle Body AUR30805
 Certificate IV in Automotive Technology AUR40205

BUILDING AND CONSTRUCTION DEPARTMENT

Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship] MEM20198
 Certificate II in Engineering - Production Technology [Boatbuilding – Traineeship] MEM20298
 Certificate III in Marine Craft Construction [Apprenticeship] MEM30603
 Certificate II in Building and Construction (Bricklaying) [VCE/VCAL VET In Schools] 21393VIC
 Certificate II in Building and Construction (Bricklaying – Pre-Apprenticeship) 21393VIC
 Certificate III in General Construction (Bricklaying/Blocklaying) [Apprenticeship] BCG30698
 Diploma of Building SA3475
 Certificate IV in Building SA3477
 Advanced Diploma of Building Design and Project Administration 40355SA
 Diploma of Building Design and Technology 40356SA
 Certificate IV in Residential Drafting 40357SA
 Diploma of Building Surveying BCG50103
 Advanced Diploma of Building Surveying BCG60103
 Certificate II in Building and Construction (Carpentry – Pre-Apprenticeship) 21393VIC
 Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) [Apprenticeship] BCG30798
 Certificate II in Furnishing (Pre-Apprenticeships in Cabinet Making/ Wood Machining/ Furniture Polishing) 21278VIC
 Certificate III in Furniture Making LMF30302
 Certificate III in Furniture Making (Cabinet Making) LMF30402
 Certificate III in Furniture Making (Wood Machining) LMF30502
 Certificate IV in Applied Design (Furniture) 21528VIC
 Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-Apprenticeship) 21533VIC
 Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) BCF30200

BUILDING SERVICES AND SPECIAL TRADES DEPARTMENT

Certificate II in Building and Construction (Painting and Decorating – Pre-Apprenticeship) 21393VIC
 Certificate III in General Construction (Painting & Decorating) [Apprenticeship] BCG30498
 Certificate II in Drainage BCP20103
 Certificate III in Plumbing BCP30103
 Certificate II in Sign Writing 21398VIC
 Certificate III in Off-Site Construction (Sign Writing/Computer Operations) BCF30700
 Certificate IV in Sign Technology 21399VIC

ELECTROTECHNOLOGY AND COMPUTER SYSTEMS DEPARTMENT

Certificate I in Electrotechnology [Engineering] UTE10102
 Certificate II in Electrotechnology [Shared Technology] 21583VIC
 Certificate II in Electrotechnology Servicing [Computer Assembly] UTE20504
 Certificate II in Electrotechnology Servicing [Security Systems] UTE20504A
 Certificate III in Electrotechnology Communications [Broadcast] UTE30402
 Certificate III in Electrotechnology Computer Systems [Networks] UTE30599

Certificate III in Electrotechnology Entertainment and Servicing [Video] UTE30702
 Certificate III in Electrotechnology Systems Electrician UTE31199
 Certificate IV in Electrical Motor Control] 2406ANC
 Certificate IV in Electrotechnology Computer Systems UTE40499
 Advanced Diploma of Computer Systems Engineering UTE60199
 Advanced Diploma of Electronic Engineering [Analogue and Digital] UTE60399

ENGINEERING TECHNOLOGY DEPARTMENT

Certificate II in Engineering Studies 21566VIC
 Certificate III in Engineering Studies 21565VIC
 Certificate I in Engineering MEM10198
 Certificate II in Engineering - Production MEM20198
 Certificate II in Engineering - Production Technology MEM20298
 Certificate III in Engineering - Production Systems MEM30198
 Certificate III in Engineering - Mechanical Trade MEM30298
 Certificate III in Engineering - Fabrication Trade MEM30398
 Certificate III in Engineering - Technician MEM30598
 Certificate IV in Engineering MEM40103
 Diploma of Engineering Technology 21621VIC
 Advanced Diploma of Engineering Technology 21622VIC
 Certificate III in Competitive Manufacturing MCM30104
 Certificate IV in Competitive Manufacturing MCM40104
 Diploma of Competitive Manufacturing MCM50104
 Certificate IV in Logistics and Supply Chain Principles 21638VIC
 Certificate III in Marine Craft Construction MEM30603
 Certificate IV in Design Technology (Marine Vessels) 21467VIC
 Diploma of Design Technology (Marine Vessels) 21465VIC
 Advanced Diploma of Design Technology (Marine Vessels) 21463VIC
 Certificate IV in Construction and Repair Technology (Marine Vessels) 21468VIC
 Diploma of Construction and Repair Technology (Marine Vessels) 21466VIC
 Advanced Diploma of Construction and Repair Technology (Marine Vessels) 21464VIC

INDUSTRIAL SKILLS TRAINING CENTRE

Certificate III in Motor Vehicle Driver Trainer (Car) 21370VIC
 Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicle) 21381VIC
 Certificate III in Civil Construction (Plant) BCC30198
 Certificate III in Civil Construction (Road Construction & Maintenance) BCC30298
 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 III in Transport and Distribution (Mobile Cranes Operations) TDT30902
 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) TDT40402
 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
 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 (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
 Certificate IV in Logistics and Supply Chain Principles 21638VIC
 Diploma of Logistics Management TDT51002

SCHOOL OF FURTHER EDUCATION, ARTS AND EMPLOYMENT SERVICES

ACCESS PROGRAMS DEPARTMENT

Certificate I in ESL (Entry) 21496VIC
 Certificate I in ESL (Access) 21497VIC
 Certificate II in ESL (Access) 21498VIC
 Certificate III in ESL (Access) 21499VIC
 Certificate IV in ESL (Access) 21500VIC
 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
 Certificate I in General Education for Adults (Introductory) 21249VIC
 Certificate I in General Education for Adults 21250VIC
 Certificate II in General Education for Adults 21251VIC
 Certificate III in General Education for Adults 21252VIC
 Certificate I in Information Technology ICA10101
 Certificate II in Information Technology ICA20199

EMPLOYMENT AND TRAINING SERVICES DEPARTMENT

Certificate I in ESL (Access) 21497VIC
 Certificate II in ESL (Access) 21498VIC
 Certificate III in ESL (Access) 21499VIC
 Certificate I in Horticulture RTF10103
 Certificate II in Horticulture RTF20103
 Certificate I in Music Industry (Foundation) CUS10101
 Certificate II in Music Industry (Foundation) CUS20101
 Certificate II in Retail Operations WRR20102
 Certificate I in Transition Education 15494VIC
 Certificate I in Vocational Preparation 21625VIC
 Certificate I in Vocational Studies (Media) 21263VIC
 Certificate I in Work Education 21108VIC
 Course in Workforce Re-entry Skills 21364VIC
 Victorian Certificate of Applied Learning (Foundation) 21352VIC
 Victorian Certificate of Applied Learning (Intermediate) 21353VIC
 Victorian Certificate of Applied Learning (Themed) 21353VICA

FURTHER EDUCATION PROGRAMS DEPARTMENT

Diploma of Further Education 21015VIC
 Certificate IV in Further Education 21014VIC
 Diploma of Liberal Arts 21220VIC
 Certificate IV in Liberal Arts 21219VIC
 Victorian Certificate of Education 2200LZV
 Certificate III in ESL (Further Study) 21501VIC
 Certificate IV in ESL (Further Study) 21502VIC
 Course in Preparation for Tertiary Studies (Arts) 21380VIC

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 ART, DESIGN AND MULTIMEDIA DEPARTMENT

Advanced Diploma of Arts (Graphic Design) 12862VIC
 Diploma of Arts (Graphic Arts) 12861VIC
 Diploma of Arts (Visual Art) 12857VIC
 Certificate IV in Design CUV40303
 Advanced Diploma of Multimedia [Streams in Interactive Media and Games Development] CUF60501
 Diploma of Multimedia CUF50701
 Certificate IV in Multimedia CUF40801
 Certificate III in Multimedia CUF30601
 Certificate II in Multimedia CUF20601

VOCATIONAL EDUCATION PROGRAMS DEPARTMENT

Course in Gateway to Nursing and Health Sciences 21379VIC
Certificate III in ESL (Employment) 21503VIC
Certificate IV in ESL (Access) 21500VIC
Certificate IV in ESL (Further Study) 21502VIC
Certificate IV in ESL (Professional) 21505VIC
Certificate II in Library/Information Services CUL20104
Certificate III in Library/Information Services CUL30104
Certificate IV in Library/Information Services CUL40104
Diploma of Library/Information Services CUL50104
Advanced Diploma of Library/Information Services CUL60104
Certificate IV in Professional Writing and Editing 21123VIC
Diploma of Arts (Professional Writing and Editing) 21124VIC

SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

CHILD STUDIES DEPARTMENT

Certificate III in Children's Services CHC30402
Certificate IV in Out of School Hours Care CHC40402
Diploma of Out of School Hours Care CHC50202
Diploma of Children's Services CHC50302
Advanced Diploma of Children's Services CHC60202
Diploma of Community Services Management CHC51602
Advanced Diploma of Community Services Management CHC60402
Advanced Diploma of Community Services Work CHC60302

HEALTH SERVICES DEPARTMENT

Certificate IV in Health (Nursing) 21358VIC
Course in Medication Administration for Division 2 Registered Nurses in Victoria 21506VIC
Course in First Aid Level 1 - Emergency Life Support 21592VIC
Course in First Aid Level 2 - Provide First Aid 21593VIC
Certificate IV in Training and Assessment TAA40104

INFORMATION TECHNOLOGY DEPARTMENT

Certificate I in Information Technology ICA10101
Certificate II in Information Technology ICA20199
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 21488VIC
Certificate IV in Information Technology (Network Management) ICA40399
Certificate IV in Information Technology (Client Support) ICA40199
Certificate IV in Information Technology (Technical Support) ICA40599
Diploma of Information Technology (Computer Science) 21378VIC
Diploma of Information Technology (Software Development) ICA50299
Diploma of Information Technology 21489VIC
Dual Diploma of Information Technology (Website Development) ICA50601 and
Diploma of Information Technology (Internetworking) ICA50701

SCIENCE AND BIOTECHNOLOGY DEPARTMENT

Certificate IV in Science 21239VIC
Certificate II in Animal Studies RUV20104
Certificate III in Animal Technology RUV30104
Certificate III in Captive Animals RUV30204
Certificate III in Companion Animal Services RUV30304
Certificate IV in Veterinary Nursing RUV40404
Diploma of Animal Technology RUV50104
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 PML30104
Diploma of Laboratory Technology PML50104
Certificate III in Local Government LGA30104

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 I in Food Processing FDF10103
 Certificate II in Food Processing FDF20103
 Certificate III in Food Processing FDF30103
 Certificate IV in Food Processing FDF40103
 Diploma of Food Processing FDF50103
 Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) HLT31402
 Certificate IV in Occupational Health and Safety BSB41604
 Diploma of Occupational Health and Safety BSB51604
 Advanced Diploma of Occupational Health and Safety BSB61004
 Certificate II in Racing (Stablehand) RGR20102

SOCIAL AND COMMUNITY STUDIES DEPARTMENT

Certificate III in Home and Community Care CHC30202
 Certificate III in Aged Care Work CHC30102
 Certificate IV in Aged Care Work CHC40102
 Certificate IV in Service Co-ordination (Ageing and Disability) CHC40202
 Certificate III in Disability Work CHC30302
 Certificate IV in Disability Work CHC40302
 Advanced Diploma of Disability Work CHC60102
 Certificate IV in Alcohol and Other Drugs Work CHC41702
 Diploma of Alcohol and Other Drugs Work CHC51102
 Certificate IV in Justice 21212VIC
 Diploma of Justice 21213VIC
 Advanced Diploma of Justice 21214VIC
 Certificate IV in Community Services (Lifestyle and Leisure) CHC41602
 Diploma of Community Services (Lifestyle and Leisure) CHC50802
 Certificate IV in Marriage Celebrancy CHC41502
 Certificate III in Community Services Work CHC30802
 Diploma of Community Development CHC51402
 Diploma of Community Welfare Work CHC50702
 Certificate III in Youth Work CHC30602
 Certificate IV in Youth Work CHC40602
 Diploma of Youth Work CHC50502
 Foundations of Counselling 3113QB0104
 Certificate III in Ambulance Communications (Call Taking) HLT31902
 Certificate III in Non-emergency Patient Transport HLT30202
 Certificate IV in Basic Emergency Care HLT41002
 Certificate IV in Ambulance Communications (Despatch) HLT41102
 Diploma of Paramedical Science (Ambulance) HLT50402

SPORT, RECREATION AND PERFORMANCE DEPARTMENT

Certificate III in Visual Arts & Contemporary Craft CUV30103
 Diploma of Arts (Small Companies and Community Theatre) 21052VIC
 Certificate III in Arts Administration CUV30403
 Certificate IV in Arts Administration CUV40503
 Certificate III in Fitness SRF30204
 Certificate IV in Fitness SRF40204
 Diploma of Fitness SRF50204
 Certificate II in Sport (Career Orientated Participation) SRS20203
 Certificate III in Sport (Career Orientated Participation) SRS30203
 Certificate IV in Sport (Development) SRS40503
 Diploma of Sport (Development) SRS50503
 Certificate II in Sport and Recreation SRO20103
 Certificate III in Sport and Recreation SRO30103
 Certificate IV in Sport and Recreation SRO40103
 Diploma of Sport and Recreation SRO50103
 Diploma of Community Recreation SRC50201
 Diploma of Event Management THT50202
 Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) 21237VIC

COURSE DETAILS – VICTORIA UNIVERSITY

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 has a proud record of achievement in awards for students, 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.

Professor John McCallum

Deputy Vice-Chancellor (Education Programs) and Director TAFE

TEACHING AND LEARNING SUPPORT

Teaching and Learning Support's purpose is to support the building and improving of learning, teaching, career development and work experiences for students, and professional and career development of staff of Victoria University, with particular emphasis on its diverse and cross sectoral nature, through:

- enhancing students' learning capabilities and English language skills;
- supporting the staff of the University through professional development, and building VU's educational processes;
- strengthening the interface between the University's students, the world of work and building and supporting opportunities for the University's graduates;
- using research to improve learning and teaching and providing support for practitioner led research into learning and teaching.

The Teaching and Learning Support Charter commits TLS to providing excellence in teaching and learning support services that add value to the University community.

We are committed to providing excellent support services for teaching and learning for the University community and its clients by:

- responsive innovative practice;
- continual evaluation and improvement of our services;
- acknowledgement of and respect for diversity;
- working together to achieve optimal outcomes.

The TLS comprises of the following four Centres:

- Postcompulsory Education Centre;
- Student Career Services;
- Staff Learning and Education Development;
- Student Learning Services.

The Teaching and Learning Support can be contacted by phone: (03) 9919 5256 or email: tls@vu.edu.au or website:

<http://tls.vu.edu.au>

Belinda McLennan

Pro Vice-Chancellor (Teaching and Learning Support)

POSTCOMPULSORY EDUCATION CENTRE (PEC)

The Postcompulsory Education Centre (PEC) was established in January 2005 to provide a University-wide focus for educational research, particularly that related to the area of cross-sectoral and postcompulsory education.

The mission of PEC is to:

- conduct research into aspects of postcompulsory education, with an emphasis on cross-sectoral educational policy and practice;
- support practitioner-led research with the aim of developing the scholarship of learning and teaching across the University;
- co-ordinate research into postcompulsory education across the University; and
- contribute to the development of University educational policies that are informed by practice-based research.

PEC has an explicitly cross-sectoral focus, with a particular emphasis in the VET-higher education interface. Its research focus is substantially internal, although it will also seek external grants for more wide-ranging studies.

The Postcompulsory Education Centre can be contacted by phone: (03) 9919 5455.

Professor Roger Gabb

Director, Postcompulsory Education Centre

STUDENT CAREER SERVICES (SCS)

Student Career Services (SCS) provides services to the university and its community designed to maximise career outcomes for students.

These include:

- careers education and employment opportunities for VU students and graduates;
- work placement arrangements and exposure to VET programs for senior secondary students in the western suburbs of Melbourne;
- support for Learning in the Workplace activities;
- recruitment services on behalf of employers.

The Student Career Services can be contacted by phone: (03) 9919 4052.

Joanne Tyler

Director, Student Career Services

STAFF LEARNING AND EDUCATIONAL DEVELOPMENT (SLED)

The Centre for Staff Learning and Education Development (SLED) comprises seven Units structure as three functional groupings. Each Functional grouping has a core focus being:

- the Staff College (comprising Quality Teaching and Innovation Unit; Educational Professional Development Unit; and Staff Career and Professional Development Unit);
- online technologies and flexible delivery (comprising Flexible Learning Unit and Educational Technology Support Unit); and
- educational products and curriculum services (comprising Courses and Pathways Unit).

The Staff Learning and Educational Development can be contacted by phone: (03) 9919 8455.

Tess Demediuk

Director, Staff Learning and Educational Development

STUDENT LEARNING SERVICES (SLS)

The Centre for Student Learning Services (SLS) aims to enhance students' learning capabilities and English language skills by providing:

- English language and academic skills support for students from Certificate 1 to postgraduate including classes, workshops, drop-in times, self-access & online materials, team teaching, guest lectures, tutorials and individual appointments;
- English language preparatory courses for international students on and off shore;
- English language testing for international students on and off shore;
- assistance and advice for VU staff in developing and implementing strategies for supporting students, including NESB and international students;
- advice on policy development in such areas as student learning support, English language and communication issues, academic transition and academic peer mentoring.

The Student Learning Support can be contacted by phone: (03) 9919 4744.

Dr Amanda Pearce

Director, Student Learning Support

Course Codes

TAA40104	Certificate IV in Training and Assessment
15560VIC	Diploma of Vocational Education and Training
21205VIC	Graduate Certificate in Vocational Education and Training

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAA40104

The Certificate IV in Training and Assessment TAA40104 replaces the Certificate IV in Assessment and Workplace Training BSZ40198.

COURSE LOCATION

Newport Campus.

CAREER OPPORTUNITIES

The Certificate IV in Training and Assessment (TAA40104) is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

To develop competencies to enter into a career as a trainer and/or assessor.

ENTRY REQUIREMENTS

No specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (eg. TAFE, other RTO or workplace). Some assessment must take place in the workplace (eg. Classroom, office, factory).

SELECTION PROCEDURES/SELECTION CRITERIA

Not applicable.

COURSE DURATION

Training Package: 255 – 305 nominal hours.

Average duration is 14 weeks @ 1 day per week.

Evening/Weekend courses are also available.

DELIVERY STRUCTURE

The Educational Professional Development Unit offers three options/courses of study from the Training and Assessment Training Package to meet individual needs.

Participants have the option of choosing one of the three following courses:

OPTION ONE: CERTIFICATE IV IN TRAINING AND ASSESSMENT

The Educational Professional Development Unit offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study) over 14 days either one whole day a week or over 28 evenings between 5:30–9:30pm. In addition to attending training students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

Core Units of Study

Unit of Study Code		Nominal hours
TAAASS401A	Plan and organise assessment	10
TAAASS402A	Assess competence	15
TAAASS403A	Develop assessment tools	30
TAAASS404A	Participate in assessment validation	20
TAADES401A	Use Training Packages to meet client needs	20
TAADES402A	Design and develop learning programs	40
TAADEL401A	Plan and organise group-based delivery	20
TAADEL403A	Facilitate individual learning	15
TAADEL404A	Facilitate work-based learning	15
TAAENV401A	Work effectively in vocational education and training	10
TAAENV402A	Foster and promote an inclusive learning culture	10
TAAENV403A	Ensure a healthy and safe learning environment	10

Elective Units of Study

Select 2 elective units. Both electives can be selected from the list of units below.

Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.

The * denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment. All other electives can be acquired through RPL/Credit Transfer.

Unit of Study Code		Nominal hours
BSBAUD402A	Participate in a quality audit	40
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present research information	40
BSBCMN409A	Promote products and services	20
BSBMKG406A	Build client relationships	50
TAAASS301A	Contribute to assessment	10
TAADEL301A	Provide training through instruction and demonstration of work skills	40
TAADEL402A	Facilitate group-based learning*	20
TAADEL405A	Co-ordinate & facilitate distance-based learning	30
TAAENV404A	Develop innovative ideas at work	35
TAAALLN401A	Address language, literacy and numeracy issues within learning and assessment practice	30
TAATAS401A	Maintain information requirements of training and/or assessment organizations*	40

OPTION TWO: UPGRADE TO THE CERTIFICATE IV IN TRAINING AND ASSESSMENT

This program is aimed at students who hold the BSZ40198 Certificate IV in Assessment & Workplace Training and are currently involved in training and want to upgrade to TAA40104 Certificate IV in Training & Assessment. The upgrade course involves training in the five units of competence listed below, over five days either one whole day a week or over 5 consecutive days. In addition to attending training for these units, students will be required to undertake research and project work plus attend an interview with an assessor to present an RPL portfolio for the remaining nine units of the Certificate IV in Training and Assessment.

Unit of Study Code		Nominal hours
TAAENV401A	Work effectively in Vocational Education and Training	10
TAAENV402A	Foster and promote an inclusive learning culture	10
TAAENV403A	Ensure a Healthy and Safe Learning Environment	10
TAADES401A	Use Training packages to meet Client needs	20
TAATAS401A	Maintain Information requirements of training and/or assessment organisations	40

The RPL process will cover the remaining units.

OPTION THREE: TRAINING AND ASSESSING IN THE WORKPLACE

This program is aimed at students who have a limited role in training and assessing *in the workplace*. A minor part of their job may involve providing training through instruction and demonstration of work skills and/or contributing to the assessment process. These students may be new entrants or currently involved in training and wish to increase their skills and knowledge about training/assessment approaches.

This program would be offered over 4 days one day a week or nine evenings. In addition to attending training students will be required to undertake research and project work.

Unit of Study Code		Nominal hours
TAADEL403A	Facilitate individual learning	15
TAADEL404A	Facilitate work-based learning	15
TAADEL301A	Provide training through instruction and demonstration of work skills	40
TAADEL401A	Plan and Organise Group-based Delivery	10
TAAASS301A	Contribute to Assessment	10

This program will not lead to a qualification but will result in a statement of attainment in the units assessed as competent.

DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING

Course Code: 15560VIC

COURSE LOCATION

Newport

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 four-day block plus two three-day blocks during term breaks and one night a week during the terms.

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 the Certificate IV in Assessment and Workplace Training or equivalent, 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 three 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.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
VBH777	Assess Learning Needs of Individuals & 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 & 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 of Study

All of the following elective units:

VBH784	Develop and Customise Learning Resources	25
TAALLN401A	Address language, literacy and numeracy issues within learning and assessment practice	30
CHCYTH1C	Working Effectively with Young People	40

VBH791	Evaluate Learning Programs and Resources	40
VBH787	Integrate Technology in Teaching and Learning	25
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

Course Code: 21205VIC

COURSE LOCATION

Newport

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:

- 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
- 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 of Study (120 nominal hours)

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

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

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

SHORT COURSE CENTRE

The Short Course Centre of Victoria University offers a variety of short courses to the general public as well as to business and industry. Comprising some 11 campuses across Melbourne, including three in the Melbourne CBD, with customised state-of-the-art facilities and industry-leading facilitators, Victoria University Short Courses will help to:

- upgrade business and computer skills;
- gain credits for next qualification;
- take the first step towards a new job;
- have fun learning a new hobby.

Victoria University also provides customised learning and development workshops to meet organisations' specific requirements. These courses can be presented at our facilities, or in-company at your workplace. We deliver courses such as:

- Business Writing;
- Project Management;
- Conflict Management;
- Risk Management;
- Negotiation;
- Presentation Skills;
- Training Needs Analysis;
- Occupational Health and Safety;
- Effective Debt Collection.

plus many others.

To learn more about tailored learning and development solutions for business, contact the Manager of the Short Course Centre on (03) 9919 7920.

Short courses on offer include:

BUSINESS/MANAGEMENT

ACCOUNTING/BOOKKEEPING

- MYOB: Introduction & Advanced
- Bookkeeping: Basic & Advanced
- Quickbooks: Introduction
- Introduction to Tax Planning and Preparing Tax Returns
- Advanced Tax Planning and Preparing Tax Returns

MANAGEMENT

- Demystifying Project Management
- The New Supervisor
- Performance Management

SMALL BUSINESS

- Getting into Exports
- Understanding Your Small Business

COMMUNICATIONS

- Business Writing Skills
- Delivering Professional Presentations
- Effective Negotiation Skills

INVESTMENT FINANCIAL PLANNING

- Introduction to Successful Property Investment
- Introduction to the Stock Market & Investment

CAREER DEVELOPMENT

FOOD SAFETY

- Food Hygiene Level 1: Basic
- Food Hygiene Level 2 & 3 Supervisor

HOSPITALITY

- Responsible Serving of Alcohol
- Responsible Serving of Gaming
- Bar Operations
- Coffee Making: The Long and Short of It
- Wine Appreciation – Basic Where to Start

POLICE ENTRANCE EXAMS

- Preparation for Police Entrance Exam Program
- Victoria Police Entrance Exam

OFFICE PROFESSIONAL

- Medical Office Introduction
- Medical Terminology Introduction

MASSAGE

- Introduction to Massage

BEAUTY AND MAKE-UP

- Beauty Therapy Orientation
- Make-Up Basics (Core Unit)
- Bridal Make-Up
- Fashion / Photographic Make-Up

PERSONAL CAREER DEVELOPMENT

- Resumes that Work
- Preparing for a Job Interview
- Changing Your Career – Taking a Fresh Look
- The Essentials of Selling Skills
- Key Account Management Skills
- Customer Service Management – The Key to Maximising Your Profits
- Marketing Skills for Business – The Key to Maximising Your Profits
- Strategic Planning Skills

ELECTRICAL

- Test and Tagging of Portable Electrical Appliances

COMPUTING**INTERNETWORKING**

- Cisco CCNA Module 1
- Cisco CCNA Module 2
- Cisco CCNA Module 3
- Cisco CCNA Module 4

WORD PROCESSING

- Computer Keyboarding and Basic Word Processing

INTRODUCTION TO COMPUTING

- Introduction to Computers: Level 1
- Introduction to Computers: Level 2

MS OFFICE

- Introduction to MS Office – Word
- Introduction to MS Office – Excel

WEB DESIGN

- Creating Your Own Web Page

DIY AND LEISURE

- Painting
- Airbrushing – Beginners, Intermediate and Advanced
- Airbrushing Special FX – Flames Class, Automotive Class, Portraiture Class
- Photography
- Photography
- Writing
- Criminology for Crime Writers

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Phone: (03) 9919 7920, fax: (03) 9919 7927 or visit our website at: www.vu.edu.au/shortcourses.

SCHOOL OF BUSINESS AND SERVICE INDUSTRIES

The School of Business and Service Industries provides a diversity of course choices through six Departments:

- Administrative and Legal Studies;
- Financial Services;
- Hospitality and Tourism;
- Leadership and Small Business;
- Management and Marketing;
- Personal Services.

The School has two main focuses. The first is to offer industry relevant courses to ensure up to date training and increase graduate employment outcomes. The departments do that by involving industry in both the delivery and the endorsement of the courses. Examples of industry involvement include Fuji Xerox as a sponsor of the Virtual Xerox practice firm; industry specific reference committees to provide the teaching areas with advice and industry involvement in student assessment projects.

Formal study is undertaken in excellent learning spaces with the latest information technology and library facilities. Classrooms, computer laboratory spaces, restaurants and salons are fully equipped to facilitate training to the highest industry standards. Flexible and online delivery is available in some courses and includes the TAFE Virtual Campus (TAFEVC) and Victoria University's Online Student Courses and Resources (OSCAR) facility.

The second focus, is a valuing of life long learning by offering education to people from 16 to 50-plus. The school is actively delivering programs with secondary colleges in the Western region via Vocational Education and Training in Schools (VETiS) and Victorian Certificate of Applied Learning (VCAL). Programs offered on campus range from Certificate II to Advanced Diploma programs. Many of these programs provide credit transfer or entry into undergraduate degrees offered by Victoria University's higher education faculties.

You will find the School active on the the Footscray Nicholson, St Albans, Melton, Werribee, City King and Sunbury campuses. as well as in the workplace offering customised training for businesses The School has approximately 1800 students studying programs with partners in overseas locations.

Departments of the School of Business and Industry Services work closely with business on a number of projects including Arts in Business; Women in Business Networks; Youth Small Business Program; Mentors in Business Planning; Training for Business Consultants and Advisors Australia wide; Certificate IV in Business (Small Business Management); and the Virtual Business programs). Frontline Management and Business Leadership programs are also delivered in enterprises.

The School's mission is to involve the student in education and training that is engaging and experiential and to involve the individual in a process that stretches their belief and confidence in themselves and their learning capacity.

Kathy Whye

Associate Director, School of Business and Service Industries

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	
BSB30201	Certificate III in Business Administration
BSB40201	Certificate IV in Business Administration
BSB50201	Diploma of Business Administration
BSB30101	Certificate III in Business
BSB40101	Certificate IV in Business
21618VIC	Advanced Diploma of Business (Legal Practice)
BSA30200	Certificate III in Business (Legal Administration)
BSA40200	Certificate IV in Business (Legal Services)
FNB50601	Diploma of Financial Services (Conveyancing)
LGA30104	Certificate III in Local Government
LGA40104	Certificate IV in Local Government
LGA40204	Certificate IV in Local Government Administration
PSP40404	Certificate IV in Government (Court Services)
PSP40104	Certificate IV in Government

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 ADMINISTRATION

Course Code: (BSB30201)

COURSE LOCATION

Footscray Nicholson, St Albans.

CAREER OPPORTUNITIES

Administrative Assistant, Clerical Officer, Administrative Officer, Accounts Payable/Receivable Clerk

SCOPE OF DELIVERY

Part-time, Flexible delivery, Traineeship.

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 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.

COURSE DURATION

Contact department for details.

COURSE STRUCTURE

BSBCMN311A Maintain workplace safety 40

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

Unit of Study 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
BSAMED301A	Use advanced medical terminology	30
BSAMED302A	Prepare and process medical accounts	30

a minimum of two 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

Four units (together totalling at least 150 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 than the aforesaid Level;

which units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in –

SB01 Business Services Training Package, Australian National Training Authority, 2001;

any other relevant training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS ADMINISTRATION

incorporating

CERTIFICATE IV IN BUSINESS ADMINISTRATION**CERTIFICATE III IN BUSINESS**

Course Code: BSB50201 Diploma

Course Code: BSB40201 Certificate IV

Course Code: BSB30101 Certificate III

COURSE LOCATION

Footscray Nicholson, St Albans, Werribee, Flexible Education.

CAREER OPPORTUNITIES

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

SCOPE OF DELIVERY

Diploma of Business Administration is offered full time, or part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

COURSE OBJECTIVE

The Business 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 is a three-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/CERTIFICATE IV IN BUSINESS ADMINISTRATION

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 is required.

CERTIFICATE III IN BUSINESS

To qualify for admission to the Certificate III in Business, applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or 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 Victoria University may also be used as ranking in the case of over-subscribed groups.

COURSE DURATION

The Diploma of Business Administration is offered on a full-time basis over 2 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 III in Business	15–20 weeks
Stage 2	Certificate IV in Business Administration	15–20 weeks
Stage 3	Diploma of Business Administration	15–20 weeks

CERTIFICATE III IN BUSINESS

Course Code: BSB30101

COURSE LOCATION

Footscray Nicholson, St Albans, Werribee.

CAREER OPPORTUNITIES

Receptionist, Administrative Officer, Word Processor.

SCOPE OF DELIVERY

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 Victoria University 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 345–635 nominal hours or part-time equivalent.

COURSE STRUCTURE

The course consists of 12 units as follows:

A minimum of eight units from the Common Business Units listed below, including BSBCMN311A Maintain Workplace Safety.

Core Units of Study

Unit of Study 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
BSBMED302A Prepare and process medical accounts	30
Plus a minimum of three units from the Common Business units listed below, including the unit BSBCMN311A Maintain workplace safety.	
BSBCMN301A Exercise initiative in a business environment	20
BSBCMN302A Organise personal work priorities and development	40
BSBFLM303A Contribute to effective workplace relationships	40
BSBCMN304A Contribute to personal skill development & 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
BSBCMN314A Utilise a knowledge management system	50
BSBCMN315A Work effectively with diversity	30
BSBCMN316A Process customer complaints	30
BSBCMN317A Meet customer needs and expectations	35
BSBCMN318A Write simple documents	30
BSBCMN319A Apply advanced first aid	30
BSBCMN320A Maintain first aid equipment and resources	20

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS ADMINISTRATION

Course Code: BSB40201

COURSE LOCATION

Footscray Nicholson, St Albans, Flex Ed.

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 Victoria University 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 ten units – a minimum of four units from the Specialist Administration Domain listed below:

Unit of Study 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
plus a minimum of three Common Business units listed below:		
Unit of Study Code		
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 two 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.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS ADMINISTRATION

Course Code BSB50201

COURSE LOCATION

Footscray Nicholson, St Albans, Flex Ed.

CAREER OPPORTUNITIES

Receptionist, Administrative Officer, 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 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 Victoria University 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 or part-time equivalent.

COURSE STRUCTURE

The course requires the completion of eight units as follows:

A minimum of five units from the Specialist Administration Domain below:

Unit of Study 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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS

Course Code: BSB40101

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Administrative Assistant, Clerical Officer, Administrative Officer, Accounts Payable/Receivable Clerk.

SCOPE OF DELIVERY

Flexible delivery, Traineeship.

COURSE OBJECTIVE

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

ENTRY REQUIREMENTS

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

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

COURSE DURATION

Contact department for details.

COURSE STRUCTURE

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

Unit of Study 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	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

Six units (together totalling at least 205 nominal hours) of which:

- (i) a minimum of two units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and
- (ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

which units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the 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.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE)

Course Code: 21618VIC

COURSE LOCATION

Melton (full-time) and City King (Flexible Delivery).

CAREER OPPORTUNITIES

A career with a diverse range of career paths in the legal industry including law clerk, litigation officer, trainee court registrar and legal assistant.

SCOPE OF DELIVERY

Full-time, Flexible delivery.

COURSE OBJECTIVE

The course aims to cater for the training needs of para professionals in the legal industry. The legal knowledge gained in the course equips graduates to fulfil an industry need for legally informed support staff.

ENTRY REQUIREMENTS

To qualify for admission to this course students must generally have successfully completed Year 12 or equivalent, or be mature age and be assessed by the department as being capable of completing the course. The entry requirement for the course is National Reporting System Level 4.

Recognition of prior learning may be available based on 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

VTAC ENTER Scores.

COURSE DURATION

Curriculum document – Nominal hours: 1233

Average duration for a full time student is two years.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
VBM894	Law of Torts	51
VBM895	Law of Contract	51
VBM896	Property Law	51
VBM897	Law of Evidence	51
VBM898	Legal Process	51
VBM899	Commercial Law	51
VBJ207	Practise in a Legal Environment	68
VBM900	The Conveyancing Process	51
VBM901	Family Law	51
VBM906	Probate and Administration	51
VBM907	Civil Procedure	51
VBM909	Criminal Law	51

Elective Units of Study

- (a) Students must complete a minimum four electives units of study from the following list:

Unit of Study Code		Hours
VBM903	Land Contracts	51
VBM904	Mortgages Leases and Building Contracts	51
VBM905	Consumer Protection Law	51
VBM908	Administrative Law	51
VBM912	Law of Marketing	51
VBM913	Legal Research Method	51
VBM910	Corporations Law	51
VBP160	Employment Law	51

Elective Units of Study

- (b) a minimum of 200 to a maximum of 400 nominal hours from the following list: Communication, customer service, team work & problem solving

BSBCMN305A	Organise workplace information	30
BSBCMN310A	Deliver and monitor a service to customers	35
BSBEBUS301A	Search and assess online business information	30
BSBMKG407A	Make a presentation	30
BSBCMN420A	Write complex documents	50
BSBEMS401A	Develop and implement business development strategies to expand client base	50
LGADMIN421A	Participate in negotiations	25
BSBFLM503B	Manage effective workplace relations	60
BSBFLM512A	Ensure team effectiveness	60
BSBMGT614A	Develop and implement diversity policy	60
BSBMGT602A	Contribute to the development and implementation of strategic plans	60
TECHNOLOGY & E-BUSINESS		
BSBCMN108A	Develop keyboard skills	40
BSBCMN205A	Use business technology	30
BSBCMN214A	Create and use simple spreadsheets	20
BSBCMN306A	Produce business documents	80
BSBADM303A	Produce text from audio transcription	30
BSBADM304A	Design and develop text documents	120
BSBADM305A	Create and use databases	20
BSBADM402A	Produce complex business documents	100
BSALPP401A	Prepare and produce complex legal documents	80
BSBADM506A	Manage business document design and development	60
SELF MANAGEMENT, PLANNING & ORGANIZING		
BSBFLM501B	Manage personal work priorities and professional development	60
OH&S, FINANCE & MISCELLANEOUS		
BSBCMN311A	Maintain workplace safety	40
BSALF401A	Maintain trust accounts	50
BSBADM504A	Plan or review administration systems	50

CERTIFICATE III IN BUSINESS (LEGAL ADMINISTRATION)

Course Code: BSA30200

CAMPUS

Footscray Nicholson, St Albans.

CAREER OPPORTUNITIES

Legal support staff.

SCOPE OF DELIVERY

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

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 Victoria University 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 of Study

Unit of Study 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 of Study

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (LEGAL SERVICES)

Course Code: BSA40200

CAMPUS

Footscray Nicholson, St Albans.

CAREER OPPORTUNITIES

Legal administration officer.

SCOPE OF DELIVERY

This course is offered on a full-time basis and via flexible delivery.

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).

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 of Study**

Unit of Study 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 of Study

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 of Study

Four units must be selected. In the case of full-time students, the Department of Administrative Studies will determine the Unit of Study 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 Units of Study 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
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Financial Services Functional Stream

FNAMERC03B	Serve legal process	40
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Other Units of Study

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

**DIPLOMA OF FINANCIAL SERVICES
(CONVEYANCING)**

Course Code: FNB50601

COURSE LOCATION

Footscray Nicholson

CAREER OPPORTUNITIES

Conveyancers

SCOPE OF DELIVERY

This is a fee-for-service course.

COURSE OBJECTIVES

The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.

ENTRY REQUIREMENTS

Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to previous industry and educational experience.

SELECTION PROCEDURES

A direct entry application form must be completed and forwarded to the Administrative and Legal Studies Department. Applicants may be required to attend an interview.

COURSE DURATION

The course is delivered part-time over two years.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBFLM501B	Manage personal work priorities and professional development	60
FNBCNV01A	Take instructions in relation to a transaction	120
FNBCNV02A	Obtain and analyse all information for the transaction	60
FNBCNV03A	Liaise with clients, other professionals and third parties	60
FNBCNV05A	Prepare and execute documents	100
FNBCNV06A	Establish, manage and administer trust accounts	50
FNBCNV07A	Finalise transactions	30
FNBCNV18A	Implement client service strategy	30

Elective Units of Study

Plus a minimum of two electives selected by the Department and will be dependent upon the availability of suitable teaching resources. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN LOCAL GOVERNMENT

Course Code: LGA30104

COURSE LOCATION

Workplace.

CAREER OPPORTUNITIES

Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government

SCOPE OF DELIVERY

This is an industry-based course, offered in the workplace only.

COURSE OBJECTIVE

The Certificate III in Local Government reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints. (LGA04, ANTA, 2004)

ENTRY REQUIREMENTS

The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of Department, Administrative & Legal Studies that they are capable of successfully completing the qualification.

COURSE DURATION

Purchasing Guide nominal hours 440–520

Fulltime Trainees – up to 18 months maximum.

Part-time Trainees – up to 36 months maximum.

COURSE STRUCTURE**Common Units of Study:**

A minimum of five units from those listed below. It is compulsory that LGACORE102B be included in the selection if it has not been previously undertaken. It is recommended that LGACORE104B also be included in the selection if it has not been previously undertaken.

Unit of Study Code		Hours
LGACORE101B	Access learning and career development opportunities	40
LGACORE102B	Follow defined OHS policies and procedures	30
LGACORE103B	Provide service to local government customers	20
LGACORE104B	Work effectively in local government	60
LGACORE105B	Work with others in local government	40
LGAGOVA303B	Co-ordinate production of communication materials	60
LGACOMP007A	Participate in policy development	30
LGACOMP008A	Apply conflict resolution strategies	40
LGACOMP009A	Implement effective communication techniques	40

Elective Units of Study

Seven units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN LOCAL GOVERNMENT

Course Code: LGA40104

COURSE LOCATION

Industry Only.

CAREER OPPORTUNITIES

Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government at a level that includes evaluation and analysis, establishing criteria for improvement and the provision of leadership and guidance to others. (LGA04, ANTA 2004)

SCOPE OF DELIVERY

This is an industry based course, offered in the workplace only.

COURSE OBJECTIVE

The Certificate IV in Local Government reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills. (LGA04, ANTA, 2004).

ENTRY REQUIREMENTS

The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of Department, Administrative & Legal Studies that they are capable of successfully completing the qualification.

COURSE DURATION

Purchasing guide nominal Hours: 425–640

Full-time Trainees – up to 24 months maximum.

Part-time Trainees – up to 48 months maximum.

COURSE STRUCTURE

Common Units of Study:

A minimum of four units from those listed below

Unit of Study Code	Hours
LGACORE102B	30
LGACORE104B	60
LGACORE105B	40
LGACORE501B	40
LGACORE601B	40
LGACORE602B	60
LGACORE603B	40
LGACOM403B	40
LGACOM404B	15
LGACOM405B	20
LGACOM407B	40
LGACOM501B	50
LGACOM502B	40
LGACOM503B	40
LGACOM602B	40
LGACOM603B	60
LGAGOVA410B	50
LGACOMP024A	50
LGACOMP025A	60
LGACOMP026A	40

Elective Units of Study

Eight units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN LOCAL GOVERNMENT ADMINISTRATION

Course Code: LGA40204

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government at a level that includes evaluation and analysis, establishing criteria for improvement and the provision of leadership and guidance to others. (LGA04, ANTA 2004).

SCOPE OF DELIVERY

This is an industry based course, offered in the workplace only.

COURSE OBJECTIVE

The Certificate IV in Local Government Administration reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills. (LGA04, ANTA, 2004).

ENTRY REQUIREMENTS

The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of Department, Administrative & Legal Studies that they are capable of successfully completing the qualification.

COURSE DURATION

Purchasing Guide nominal hours 350–710

Fulltime Trainees – up to 24 months maximum.

Part-time Trainees – up to 48 months maximum.

COURSE STRUCTURE

Common Units of Study

Four units from those listed below:

Unit of Study Code	Hours
LGACORE102B	30
LGACORE104B	60
LGACORE105B	40
LGACORE501B	40
LGACORE601B	40
LGACORE602B	60
LGACORE603B	40
LGACOM403B	40
LGACOM404B	15
LGACOM405B	20
LGACOM407B	40

LGACOM501B	Develop and organise public education programs	50
LGACOM502B	Devise and conduct community consultations	40
LGACOM503B	Prepare a budget	40
LGACOM602B	Co-ordinate and facilitate a change process	40
LGACOM603B	Develop, implement and review policies and procedures	60
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation	50
LGACOMP024A	Develop community relations	50
LGACOMP025A	Manage a local government project	60
LGACOMP026A	Provide team leadership	40
Elective Units of Study		
A minimum of five units from the following:		
Unit of Study Code		Hours
LGACOM401A	Administer contracts	60
LGACOM402A	Arrange contracts	20
LGACOM409A	Prepare tender documentation	60
LGACOM410A	Prepare response to tenders	20
LGAGOVA401B	Administer the electoral roll	30
LGAGOVA402A	Allocate property address	10
LGAGOVA403A	Arrange and supervise polling places	30
LGAGOVA404B	Establish purchasing networks to ensure council is resource effective	30
LGAGOVA405A	Implement debt recovery procedures	25
LGAGOVA406A	Implement marketing plan	50
LGAGOVA407A	Implement rehabilitation systems	40
LGAGOVA408B	Implement systems to promote a safe and healthy environment for the public and employees	50
LGAGOVA409A	Maintain property rates and records	40
LGAGOVA411A	Prepare accounts for rates	40
LGAGOVA412A	Prepare council for legal proceedings	60
LGAGOVA413A	Promote and maintain positive employee relations	40
LGAGOVA505B	Prepare rate notice forms	20
LGADMIN417A	Conduct community consultations	40
LGADMIN419A	Implement and facilitate community development strategies and programs	80
LGADMIN420A	Contribute to policy development	50
LGADMIN421A	Participate in negotiations	25
LGADMIN422A	Develop and maintain supplier relationships	30
LGADMIN423A	Provide induction and orientation for new employees	50
LGADMIN424A	Provide staff development programs	60
LGADMIN425A	Develop a communication plan	60

Elective Units of Study

A minimum of three units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN GOVERNMENT (COURT SERVICES)

Course Code: PSP40404

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Clerk of Court, Court Administrator, Court Registrar

SCOPE OF DELIVERY

Workplace delivery.

COURSE OBJECTIVE

This specialist qualification covers the competencies required by those providing services to the court.

ENTRY REQUIREMENTS

Entrants to this qualification have been selected by the Joint Board of Studies set up by VU and the Department of Justice and are new or existing employees of the DOJ – Court Services.

COURSE DURATION

Purchasing Guide Nominal hours: 395

Two years full time

Four years part time

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30

Elective Units of Study

Unit of Study Code		Hours
PSPCRT501B	Perform court duties	25
PSPCRT403B	Handle exhibits and documents tendered	20
PSPCRT408A	Provide court registry and information services	30
PSPCRT407A	Undertake court listings	30
BSBCMN420A	Write complex documents	50
PSPGOV411A	Deal with conflict	30
PSPOHS401B	Implement workplace safety procedures and programs	35
PSPCRT409A	Administer court fines and debt management	25

Three electives may be chosen from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards alternatively, one of these three Electives may be drawn from units of competency packaged at Certificate III level.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN GOVERNMENT

Course Code: PSP40104

For further information regarding this course contact the Department of Administrative and Legal Studies on (03) 9919 8804.

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

FNB50202	Diploma of Accounting
FNB60202	Advanced Diploma of Accounting
FNS40104	Certificate IV in Financial Services
FNS50104	Diploma in Financial Services
FNS60104	Advanced Diploma in Financial Services
21524VIC	Course in Property (Agent's Representative)
21525VIC	Certificate IV in Property (Real Estate Agency Practice)
TAA40104	Certificate IV in Training and Assessment
TAA50104	Diploma of Training and Assessment

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

incorporating

DIPLOMA OF ACCOUNTING

Course Code: FNB60202 Advanced Diploma

Course Code: FNB50202 Diploma

CAMPUS

Footscray Nicholson, St Albans, Werribee.

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 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 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 bookkeepers, 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 the Diploma of Accounting), Level 5 (for the Advanced Diploma of Accounting) or equivalent.

SELECTION PROCEDURES/SELECTION CRITERIA

VTAC Applicants: To qualify for admission to the Diploma of Accounting 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.

Email accounting@vu.edu.au for further details.

COURSE DURATION

The Advanced Diploma of Accounting may be offered on a full-time basis over one year or part-time equivalent. Students commence this course after completion of the Diploma of Accounting.

The Diploma of Accounting may be offered on a full-time basis over one year or part-time equivalent.

Part-time programs are normally conducted in the evenings.

COURSE STRUCTURE

The Advanced Diploma of Accounting consists of two stages.

Stage 1: Diploma of Accounting

Pre-Requisite Units of Study

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

Core Unit of Study Standards

Unit of Study 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 Unit of Study Standards

A minimum of three units.

A minimum of one from:

Unit of Study Code		Hours
FNBACC01B	Provide Financial and Business Performance Information	60
FNBACC05B	Establish and maintain accounting information systems	60

A minimum of two units, selected by the student with the approval of the Head of Department, at Certificate IV, Diploma and Advanced Diploma level from the Financial Services Training Package or any relevant Training Package endorsed by Australian National Training Authority.

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting FNB60202.

Stage 2: Advanced Diploma of Accounting**Core Units of Study**

Unit of Study Code		Hours
FNBACC11B	Monitor Corporate Governance	60

Elective Unit of Study Standards:

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
BSBFLM512A	Ensure Work Team Efficiency	60

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN FINANCIAL SERVICES**DIPLOMA IN FINANCIAL SERVICES**

Course Code: FNS40104

Course Code: FNS50104

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

FNS40104: Branch Manager within Credit Unions, Building Societies and Mortgage Organisations. Team Leader in the Retail Financial Services sector.

FNS50104: Branch Manager

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery

COURSE OBJECTIVES

The Certificate IV in Financial Services (FNS40104) provides students with the knowledge and skills to work in banking or retail financial services environment promoting customer/client service, administering financial applications and monitoring compliance, leading a team, performing the duties of a first line supervisor and performing the duties of a senior or technical officer.

The Diploma of Financial Services (FNS50104) is designed to develop workplace knowledge and skills in managing customer/client service, managing financial and business processes, managing a branch or section within retail financial services, and managing advisory or distribution services within the financial services sector.

ENTRY REQUIREMENTS

FNS40104: Successful completion of Year 12 or equivalent, or be of mature age and be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

FNS50104: Successful completion of Certificate IV in Financial Services FNS40104 or equivalent or be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

SELECTION PROCEDURES/SELECTION CRITERIA

To be advised by department.

COURSE DURATION

FNS40104: Training Package - Nominal hours: 340–1075.

One semester full time study or equivalent (18 weeks).

FNS50104: Training Package - Nominal hours: 375–775.

One semester full time study or equivalent (18 weeks).

COURSE STRUCTURE**Certificate IV in Financial Services****Core Units of Study**

Unit of Study Code		Hours
FNSICIND401A	Apply principles of professional practice to work in the financial services industry	30
FNSICGEN301A	Communicate in the workplace	30
FNSICGEN302A	Use technology in the workplace	50
FNSICGEN304A	Apply health and safety practices in the workplace	25

Elective Units of Study

Nine units of study must be selected as follows:

- all nine units of study must be selected from the list of electives in the Financial Services Training Package FNS04;
- up to one elective unit may be chosen from Certificate III level and up to two of the nine elective units may be chosen from Diploma level;
- up to three elective units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification;
- the choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet;
- if Tier 2 ASIC compliance is sought, the ASIC aligned units FNSASIC301A and FNSASIC302A must be selected. These two units are aligned to AQF levels III and IV.

Diploma of Financial Services**Prerequisite Units of Study**

Several of the core units listed above are common to Certificate III and Certificate IV qualifications from the Financial Services Training Package. Those who have previously gained a Certificate III or Certificate IV will have had all or some of these units assessed. If these core units have not been previously assessed they will need to be demonstrated prior to awarding of a Diploma qualification.

Core Units of Study

Unit of Study Code	Hours
FNSICGEN301A Communicate in the workplace	30
FNSICGEN302A Use technology in the workplace	50
FNSICGEN304A Apply health and safety practices in the workplace	25
FNSICIND401A Apply principles of professional practice to work in the financial services industry	30

Elective Units of Study

Eight elective units of study must be selected as follows:

- all eight units may be selected the list of electives in the Financial Services Training Package FNS04;
- up to two units from Certificate IV level and up to 2 units at Advanced Diploma level may be included in this qualification;
- up to two units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification;
- the choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.

For further information regarding these courses, contact the Department of Financial Services at financialservices@vu.edu.au.

ADVANCED DIPLOMA OF FINANCIAL SERVICES

Course Code: FNS60104

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Financial Services professional, including role of Manager

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery

COURSE OBJECTIVES

Aims to develop skills and knowledge for employees who work across the entire financial services spectrum with substantial business unit responsibility or professional expertise. This may include managing financial businesses or being a retail financial services professional.

ENTRY REQUIREMENTS

Successful completion of the Diploma of Financial Services (FNS50104) or equivalent.

SELECTION PROCEDURES/SELECTION CRITERIA

To be advised by department.

COURSE DURATION

Training Package - Nominal hours: 375–1005.
One year full time study or equivalent (36 weeks)

COURSE STRUCTURE**Prerequisite Units of Study**

Several of the core units listed above are common to Certificate III, Certificate IV and Diploma qualifications from the Financial Services Training Package. Those who have previously gained a Certificate III, Certificate IV or Diploma will have had all or some of these units assessed. If these core units have not been previously assessed they will need to be demonstrated prior to awarding of an Advanced Diploma qualification.

Core Units of Study

Unit of Study Code	Hours
FNSICGEN301A Communicate in the workplace	30
FNSICGEN302A Use technology in the workplace	50
FNSICGEN304A Apply health and safety practices in the workplace	25
FNSICIND401A Apply principles of professional practice to work in the financial services industry	30

Elective Units of Study

Eight elective units of study must be selected as follows:

All eight units may be selected the list of electives in the Financial Services Training Package FNS04.

- at least six units must be selected from the list of electives in the Financial Services Training Package FNS04;
- at least six units must be at the Advanced Diploma level;
- up to two units may be at the Diploma level if they are needed to achieve the desired workplace outcomes;
- up to two units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification;
- the choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.

COURSE IN PROPERTY (AGENT'S REPRESENTATIVE)

Course Code: 21524VIC

COURSE LOCATION

Footscray Nicholson, Sunbury, Werribee campuses and by Flex Ed.

CAREER OPPORTUNITIES

Agents' Representative.

SCOPE OF DELIVERY

Part-time evening course run over 7 weeks and flexible education.
This is a full-fee-for-service course.

COURSE OBJECTIVES

The course provides participants with the knowledge and skills required for employment as an Agent's Representative. The aim of the course is to provide participants with training in how the Property Industry operates, including the legal principles relating to property sales and management and the skills to complete documents required for sale and leasing of property.

ENTRY REQUIREMENTS

Applicants will be required to have basic literacy and numeracy skills and be assessed by the School as being capable of completing the course. This course is suitable for persons employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

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 Property (Agents' Representatives) is offered on a part-time basis over seven weeks. Part-time programs are normally conducted in the evening or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

COURSE STRUCTURE

The Course in Property (Agents' Representatives) consists of the following three compulsory units of study:

Unit of Study Code		Hours
VBN723	Work effectively in the real estate industry	16
VBN724	Address legal and ethical requirements of property sales	30
VBN725	Address legal and ethical requirements of property management	24

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

**CERTIFICATE IV IN PROPERTY
(REAL ESTATE AGENCY PRACTICE)**

Course Code: 21525VIC

COURSE LOCATION

St Albans campus and by Flex Ed.

CAREER OPPORTUNITIES

Many and varied within the industry e.g. operating your own business.

SCOPE OF DELIVERY

The Certificate IV in Property (Real Estate Agency Practice) is designed to be completed on a part-time basis over one or two years. 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. This is a full-fee-for-service course.

COURSE OBJECTIVES

The course provides participants with the knowledge and skills required to operate as a licensed Estate Agent. The aim of the course is to provide participants with training in areas related to the legal liability and responsibility of estate agents, real estate accounting requirements, the management of client and agency relationships, the listing and sale of properties, property leasing, the conduct of auctions, property management, property appraisals and risk management.

COURSE DURATION

The Certificate IV in Property (Real Estate Agency Practice) is designed to be completed on a part-time basis. This course can be completed over a 1-2 year time frame depending on current industry experience prior qualifications and individual time commitment.

ENTRY REQUIREMENTS

To qualify for admission to the Certificate IV in Property (Real Estate Agency Practice) 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) 9919 7037 or email realestate@vu.edu.au. Preference is given to those in the Real Estate Industry.

COURSE STRUCTURE**Prerequisite Units of Study**

Units of Study		Hours
VBN723	Work effectively in the real estate industry	16
VBN724	Address legal and ethical requirements of property sales	30
VBN725	Address legal and ethical requirements of property management	24

Core Units of Study

PRDRE08A	Manage efficient financial systems	50
PRDRE09A	Implement and monitor financial management systems	50
PRDRE10A	Manage agency risk	30
PRDRE11A	Provide property appraisal	35
PRDRE13A	Obtain property listings	40
PRDRE14A	Market property	20
PRDRE15A	Undertake property sale by private treaty	50
PRDRE16A	Monitor sales process	15
PRDRE18A	Lease property	40
PRDRE19A	Provide property management services	60
PRDRE22A	Present and explain property reports	25
PRDRE23A	Maintain agency/client relationship	25
PRDRE26A	Conduct property sale by auction	30
PRDRE28A	Maintain trust account	50

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAA40104

The Certificate IV in Training and Assessment TAA40104 replaces the Certificate IV in Assessment and Workplace Training (BSZ40198).

COURSE LOCATION

City King Campus.

CAREER OPPORTUNITIES

The Certificate IV in Training and Assessment is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

This course is aimed at people with some knowledge of training and assessment or people who work in the training and assessment environment.

A pre-course questionnaire is used to assist the assessment of client training needs and current competency.

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 to access to other learning resources.

During the course, activities will be designed and presented to stimulate the participants, to explore or debate with, and guidance in how to apply the information presented.

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

A self-paced flexible approach will be available for participants who currently hold the BSZ40198 Certificate IV in Assessment & Workplace Training and wish to upgrade to TAA40104 Certificate IV in Training and Assessment.

ENTRY REQUIREMENTS

No specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require the ability to read, examine and interpret written material. Ideally, all TAA candidates should be working in or have access to an operating training and assessment environment. It is recognised that TAA candidates will not always have access to an effective practice environment and options will be considered to support workplace practice opportunities. Some assessment will take place in the classroom. All participants are expected to complete a major project for presentation.

SELECTION PROCEDURES/SELECTION CRITERIA

Contact the Department on (03) 9919 7888 or email at taa@vu.edu.au.

COURSE DURATION

Training Package: 255–305 nominal hours.

This course is delivered in two parts over 6 days.

Core Units Of Study

Unit of Study Code	Hours
TAAENV401A Work effectively in vocational education and training	10
TAAENV402A Foster and promote an inclusive learning culture	10
TAAENV403A Ensure a healthy and safe learning environment	10
TAADES401A Use Training Packages to meet client needs	20
TAADES402A Design and develop learning programs	40
TAADEL401A Plan and organise group-based delivery	20
TAADEL403A Facilitate individual learning	15
TAADEL404A Facilitate work-based learning	15
TAAASS401A Plan and organise assessment	10
TAAASS402A Assess competence	15
TAAASS403A Develop assessment tools	30
TAAASS404A Participate in assessment validation	20

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF TRAINING & ASSESSMENT

Course Code: TAA50104

The Diploma of Training and Assessment specifies the competencies required to engage in advanced training and assessment practice which may also include competence in one or more of the following areas:

development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

Entrants to the Diploma must have the core units of the TAA40104 Certificate IV in Training and Assessment or be able to demonstrate equivalent competence.

The Diploma of Training and Assessment comprises 12 units of study packaged as 5 core units of study plus 7 elective units of study.

For further information regarding this course, contact the Department on (03) 9919 7888 or email at taa@vu.edu.au.

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)
THH11102	Certificate I in Hospitality (Kitchen Operations)
THH21802	Certificate II in Hospitality (Operations)
THH22002	Certificate II in Hospitality (Kitchen Operations)
THH31502	Certificate III in Hospitality (Commercial Cookery)
THH32902	Certificate III in Hospitality (Catering Operations)
THH33002	Certificate III in Hospitality (Operations)
THH42602	Certificate IV in Hospitality (Supervision)
THT50202	Diploma of Event Management
THH51202	Diploma of Hospitality Management
THH60202	Advanced Diploma of Hospitality Management
THT20502	Certificate II in Tourism (Operations)
THT30302	Certificate III in Tourism (International Retail Travel Sales)
THT30502	Certificate III in Tourism (Tour Wholesaling)
THT30602	Certificate III in Tourism (Visitor Information Services)
THT30902	Certificate III in Tourism (Guiding)
THT31002	Certificate III in Tourism (Operations)
THT40102	Certificate IV in Tourism (Sales and Marketing)
THT40202	Certificate IV in Tourism (Operations)
THT40302	Certificate IV in Tourism (Guiding)

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)

Course Code: THH11002

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Basic operations roles.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks under direct supervision.

ENTRY REQUIREMENTS

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

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

SELECTION PROCEDURES

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 over 152 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (85 nominal hours)

THHCOR01B	Work with colleagues and customers
THHCOR02B	Work in a socially diverse environment
THHCOR03B	Follow health, safety and security procedures
THHGHS01B	Follow workplace hygiene procedures
THHCO01B	Develop and update hospitality industry knowledge; and

Elective Units of Study

Units together totalling two selected by the student, with the approval of the Head of Department, having regard to the units in Food and Beverage, Housekeeping, in the Hospitality Training Package (THH02), Australian National Training Authority, 2002.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: THH11102

COURSE LOCATION

Industry based.

CAREER OPPORTUNITIES

Kitchen operations.

SCOPE OF DELIVERY

Industry.

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

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 over 137 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (131 nominal hours)

THHCOR01B	Work with colleagues and customers
THHCOR02B	Work in a socially diverse environment
THHCOR03B	Follow health, safety and security procedures
THHCO01B	Develop and update hospitality industry knowledge
THHGHS01B	Follow workplace hygiene procedures
THHBKA01B	Organise and prepare food
THHBKA02B	Present food
THHBKA03B	Receive and store kitchen supplies
THHBKA04B	Clean and maintain kitchen premises; and

Elective Units of Study

one unit selected by the student with the approval of the Head of Department, having regard to the units in any cookery related areas in Commercial Cookery (THHBCC01–10B), or Commercial Catering (THHBCT01–06B), in the Hospitality Training Package (THH02), Australian National Training Authority, 2002.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN HOSPITALITY (OPERATIONS)

Course Code: THH21802

COURSE LOCATION

Footscray Nicholson.

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

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 course 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 of Study

Unit of Study 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
THHGH01B	Follow workplace hygiene procedures	15
THHHCO01B	Develop and update hospitality industry knowledge	25

Elective Units of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: THH22002

COURSE LOCATION

Footscray Nicholson.

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

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 of Study

Unit of Study 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
THHGH01B	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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

Course Code: THH31502

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Assistant cook.

SCOPE OF DELIVERY

Apprenticeship only. 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

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 of Study

Unit of Study 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
THHCO01B	Develop and update hospitality industry knowledge	25
THHGS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHBCC02B	Prepare appetisers and salads	25
THHBCC03B	Prepare stocks, sauces and soups	35
THHBCC04B	Prepare vegetables, eggs and farinaceous dishes	45
THHBCC05B	Prepare and cook poultry and game	25

THHBCC06B	Prepare and cook seafood	30
THHBCC07B	Select, prepare and cook meat	50
THHBCC08B	Prepare hot and cold desserts	50
THHBCC09B	Prepare pastry, cakes and yeast goods	40
THHBCC10B	Plan and prepare food for buffets	25
THHBCC11B	Implement food safety procedures	25
THHBAT01B	Prepare foods according to dietary and cultural needs	70
THHBCC13B	Plan and control menu-based catering	30
THHGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGR01B	Coach others in job skills	20
THHCCH02A	Prepare, cook and serve food for menus (holistic unit)	80

Elective Units of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN HOSPITALITY (CATERING OPERATIONS)

Course Code: THH32902

COURSE LOCATION

Sunbury.

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

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 of Study

Unit of Study 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
THHCO01B	Develop and update hospitality industry knowledge	25
THHGH01B	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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN HOSPITALITY (OPERATIONS)

Course Code: THH33002

COURSE LOCATION

Footscray Nicholson, Sunbury.

CAREER OPPORTUNITIES

Food and beverage attendant in a gaming restaurant or hotel venue.

SCOPE OF DELIVERY

Traineeship only. 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

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 of Study

Units of Study 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
THHCO01B	Develop and update hospitality industry knowledge	25
THHGH01B	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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN HOSPITALITY (SUPERVISION)

Course Code: THH42602

COURSE LOCATION

Footscray Nicholson, Sunbury.

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

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 of Study

Unit of Study 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
THHCOO1B	Develop and update hospitality industry knowledge	25
THHGS01B	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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF EVENT MANAGEMENT

incorporating

DIPLOMA OF HOSPITALITY MANAGEMENT

(Dual Award)

Course Code: THT50202

Course Code: THH51202

COURSE LOCATION

Sunbury

CAREER OPPORTUNITIES

Conference, Events or Meetings 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 required of those in the role of event or meeting managers who are responsible for the overall organisation and management of events.

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.

Recognition of prior learning may be available based on 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

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

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 1293 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal hours
BSBCMN205A	Use business technology	30
BSBCMN213A	Produce simple wordprocessed documents	60
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGCS03B	Deal with conflict situations	20
THHGCS08B	Establish and conduct business relationships	60
THHGFA06A	Interpret financial information	60
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGGA09B	Manage projects	60
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety & security procedures	30
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure workplace	30
THHGLE08B	Lead and manage people	60
THHGLE11B	Manage quality customer service	30
THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30

THHGLE20B	Develop & maintain legal knowledge required for business compliance	80
THHGTR01B	Coach others in job skills	20

Stream Units of Study

Unit of Study Code		Nominal hours
THHGLE22A	Manage risk	60
THTFME02B	Provide on site even management services	60
THTFME03A	Develop and update event industry knowledge	25
THTFME04A	Develop and event concept	30
THTFME05A	Select event venues and sites	35
THTFME06A	Manage event contractors	40
THTFME07A	Organise & monitor infrastructure for outdoor events	40
THTFME08A	Integrate technology into the event management process	60
THTPPD08B	Plan and develop event proposals and bids	40
THTPPD09B	Develop conference programs	30
THTPPD10B	Develop and implement sponsorship plans	30

Elective Units of Study

At least eight units selected by the student, with the approval of the Head of Department from any relevant nationally endorsed Training Package.

DIPLOMA OF HOSPITALITY MANAGEMENT

Course Code: THH51202

COURSE LOCATION

Footscray Nicholson.

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

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 of Study**

Unit of Study 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 update the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE09B	Manage workplace diversity	60

Elective Units of Study

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.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

Course Code: THH60202

COURSE LOCATION

Footscray Nicholson.

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

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 of Study**

Unit of Study 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
THHGLE03B	Develop and implement operational plans
THHGLE04B	Establish and maintain a safe and secure Workplace
THHGLE05B	Roster staff
THHGLE11B	Manage quality customer service
THHGLE13B	Manage finances within a budget
THHGLE14B	Prepare and monitor budgets
THHGLE20B	Develop and update the legal knowledge required for business compliance
THHGCS08B	Establish and conduct business relationships
THHGLE09B	Manage workplace diversity
THHGLE15B	Manage financial operations
THHGLE16B	Manage physical assets
THHGLE19B	Develop and implement a business plan
THHGLE12B	Develop and manage marketing strategies
THHGLE06B	Monitor staff performance
THHGLE07B	Recruit and select staff

Elective Units of Study

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.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN TOURISM (OPERATIONS)

Course Code: THT20502

COURSE LOCATION

Traineeship – Industry.

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 five 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

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 of Study

Unit of Study 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 & update local knowledge	10
THTCOO01B	Develop & update tourism industry knowledge	25

Elective Units of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN TOURISM (INTERNATIONAL RETAIL TRAVEL SALES)

Course Code: THT30302

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

International Travel Consultant.

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 nine 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 an International Travel Consultant.

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

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.
- 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 of Study

Unit of Study 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
THTSOP20A	Construct normal international airfares	40
THTSOP21A	Construct promotional international airfares	40
THTCO01B	Develop & update tourism industry knowledge	25

Elective Units of Study

One unit (totalling 20 nominal hours) selected from the Tourism or Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant 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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN TOURISM (TOUR WHOLESALING)

Course Code: THT30502

COURSE LOCATION

Industry based.

CAREER OPPORTUNITIES

Wholesale operations role.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

The course aims to provide training and knowledge for staff working in domestic inbound or outbound tour wholesaling.

ENTRY REQUIREMENTS

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

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

SELECTION PROCEDURES

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 over 660 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (475 nominal hours)

Unit of Study Code	
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple wordprocessed documents
THHCOR01B	Work with colleagues and customers
THHCOR02B	Work in a socially diverse environment

THHCOR03B	Follow health, safety and security procedures
THHGCS03B	Deal with conflict situations
THHGGA01B	Communicate on the telephone
THHGGA02B	Perform office procedures
THTSOP02B	Source and provide destination information and advice
THTSOP03B	Access and interpret product information
THTSOP04B	Sell tourism products and services
THTSOP05B	Prepare quotations
THTSOP06B	Receive and process reservations
THTSOP07B	Book and co-ordinate supplier services
THTTCO01B	Develop and update tourism industry knowledge; and

Elective Units of Study

Units together totalling three selected by the student, with the approval of the Head of Department, having regard to the relevant units in:

- the Tourism or Hospitality Training Packages (THT02/THH02), Australian National Training Authority, 2002;
- any other Training Package endorsed by the Australian National Training Authority.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN TOURISM (VISITOR INFORMATION SERVICES)

Course Code: THT30602

COURSE LOCATION

Traineeship (Industry).

CAREER OPPORTUNITIES

Operations role in theme parks or attractions.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

The course aims to provide training and knowledge for staff working in the information services sector or who fulfil a dual information and 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

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 over 575 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study(430 nominal hours)**

Unit of Study Code

BSBCMN205A	Use business technology
BSBCMN213A	Produce simple wordprocessed documents
THHCOR01B	Work with colleagues and customers
THHCOR02B	Work in a socially diverse environment
THHCOR03B	Follow health, safety and security procedures
THHGCS01B	Develop and update local knowledge
THHGCS03B	Deal with conflict situations
THHGFA01B	Process financial transactions
THHGGA01B	Communicate on the telephone
THHGGA02B	Perform office procedures
THTSOP02B	Source and provide destination information and advice
THTSOP03B	Access and interpret product information
THTSOP04B	Sell tourism products and services
THTTCO01B	Develop and update tourism industry knowledge

Elective Units of Study

A minimum of four units (together totalling 145 nominal hours) selected by the student, with the approval of the Head of Department, comprising:

- a minimum of two units from the Tourism or Hospitality Training Packages (THT02/THH02), Australian National Training Authority, 2002; and
- units from any other Training Package endorsed by the Australian National Training Authority.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN TOURISM (GUIDING)

Course Code: THT30902

COURSE LOCATION

Traineeship Industry.

CAREER OPPORTUNITIES

Local guide, driver guide, coach captain.

SCOPE OF DELIVERY

Industry volunteers only. 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

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 of Study**

Unit of Study 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 & update tourism industry knowledge	25

Elective Units of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN TOURISM (OPERATIONS)

Course Code: THT31002

COURSE LOCATION

Traineeship – Industry.

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

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 of Study**

Unit of Study 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
THHGCS02B	Promote products and services to customers	40
THHGCS03B	Deal with conflict situations	20
THHGGA01B	Communicate on the telephone	10
THTTCO01B	Develop and update tourism industry knowledge	25

Elective Units of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN TOURISM (SALES AND MARKETING)

Course Code: THT40102

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Supervisor role with sales and marketing function.

SCOPE OF DELIVERY

Continuing students only. 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

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 of Study

Units of Study 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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN TOURISM (OPERATIONS)

Course Code: THT40202

COURSE LOCATION

Werribee.

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

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 of Study**

Unit of Study 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
THITCO01B	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 of Study

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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

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 over 874 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study (454 nominal hours)**

Unit of Study Code	
THHCOR01B	Work with colleagues and customers
THHCOR02B	Work in a socially diverse environment
THHCOR03B	Follow health, safety and security procedures
THHGS03B	Provide first aid
THTFTG01B	Work as a guide
THTFTG03B	Develop and maintain the general knowledge required by guides
THTFTG05B	Lead tour groups
THTFTG06B	Prepare and present tour commentaries or activities
THITCO01B	Develop and update tourism industry knowledge
THTFTG04B	Co-ordinate and operate a tour

Elective Units of Study

units together totalling seven selected by the student, with the approval of the Head of Department, having regard to the relevant units in any relevant training packages endorsed by the Australian National Training Authority, which selections must include units together totalling at least three from -

- Guiding,
- Tour Operations,

in the Tourism Training Package (THT02), Australian National Training Authority, 2002.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN TOURISM (GUIDING)

Course Code: THT40302

COURSE LOCATION

Industry.

CAREER OPPORTUNITIES

Team Guide or tour guide.

COURSE OBJECTIVES

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

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).

LEADERSHIP AND SMALL BUSINESS

The Leadership and Small Business Department is located at 213 Nicholson Street Footscray and is the centre of small business information and training.

The department 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 department 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

PRS20103	Certificate II in Security Operations
PRS30103	Certificate III in Security Operations
21542VIC	Diploma of Business Facilitation
BSB30504	Certificate III in Business (Frontline Management)
BSB41004	Certificate IV in Business (Frontline Management)
BSB51004	Diploma of Business (Frontline Management)
WFS10202	Certificate I in Funeral Services
WFS30202	Certificate III in Funeral Services (Funeral Operations)
WFS40102	Certificate IV in Funeral Services
21530VIC	Certificate II in Small Business (Operations/ Innovation)
BSB40401	Certificate IV in Business (Small Business Management)
WRB20304	Certificate II in Retail Cosmetic Services
WRR20102	Certificate II in Retail Operations
WRR30102	Certificate III in Retail Supervision
WRR30202	Certificate III in Retail Operations
WRR40102	Certificate IV in Retail Management
WRR50102	Diploma of Retail Management
WRW20101	Certificate II in Wholesale Operation
WRW30101	Certificate III in Wholesale Operations
WRW40101	Certificate IV in Wholesale Management
WRW50101	Diploma of Wholesale Management
21365VIC	Graduate Certificate in Management
21554VIC	Graduate Certificate in Leadership in Education and Training

Dr Damira Lopes

Head of Department, Leadership and Small Business

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 OPERATIONS

Course Code: PRS20103

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Entry level for licensing of crowd controllers and unarmed security guards.

COURSE OBJECTIVE

The aim of the course is to prepare participants for entry into the security industry. To qualify for a crowd control license further units of competency must be completed within 12 months of completing this course.

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 must attend an industry information session and undertake an entry level interview and assessment. 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.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 399 nominal hours or part-time equivalent.

COURSE STRUCTURE**Units of Study**

Unit of Study Code		Nominal Hours
PRSS0201A	Communicate effectively in the security industry	24
PRSS0202A	Maintain workplace safety	16
PRSS0203A	Work effectively in the security industry	40
PRSS0204A	Work as part of a team	12
PRSS0205A	Provide security services to customers	8
PRSS0206A	Provide first aid (first Aid Certificate)	16
PRSS0207A	Respond to security risk situation	40
PRSS0208A	Give evidence in court	4
PRSS0209A	Protect persons	16
PRSS0210A	Control access to and exit from premises	8
PRSS0211A	Monitor and control individual and crowd behaviour	20
PRSS0215A	Operate basic security equipments	16
PRSS0216A	Patrol Premises	10
PRSS0305A	Manage conflict through negotiation	16
THHBF09B	Provide responsible services of alcohol	3
(RSA Certificate) Within first 12 months of license, following units to be completed:		
TDTE701A	Use communication systems	20
PRSS0301A	Prepare and present security documentation and reports	30
BSBFLM302A	Support leadership in the workplace	40

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

SELECTION PROCEDURES/ SELECTION CRITERIA

Applicants must attend an industry information session and undertake an entry level interview and assessment. 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.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 348 nominal hours or part-time equivalent.

COURSE STRUCTURE**Units of Study**

Unit of Study Code		Nominal Hours
PRSSO301A	Prepare and present security documentation and reports	30
PRSSO302A	Maintain a safe workplace and environment	16
PRSSO303A	Determine response to security risk situation	40
BSBFLM302A	Support leadership in the workplace	40
PRSSO305A	Manage conflict through negotiation	16
PRSSO306A	Maintain effective workplace relationships	8
PRSSO308A	Co-ordinate a quality security service to customers	16
PRSSO309A	Maintain security of environment	40
PRSSO320A	Plan and conduct evacuation of premises	40
PRSSO321A	Provide for the safety of persons at risk	40
PRSSO323A	Lead small teams	20
PRSSO206A	Provide first aid	
PRSSO222A	Protect self and others using basic defensive tactics	24

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN SECURITY OPERATIONS

Course Code: PRS30103

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Person completing this course would find employment as crowd controllers at special cultural and sporting events, static guards at popular and highly sensitive venues or roving guards undertaking patrols and protecting property. Security personal work in co operation with other security services and potential graduates need to demonstrate a high level of common sense and people skills.

SCOPE OF DELIVERY

This course is delivered full time for short periods of time or part time or within the work place. Training activities are structured to reflect industry standards. Delivery is supported by guest speakers and experts form the industry.

COURSE OBJECTIVE

The aim of the course is to prepare participants for employment in the security industry and to meet the requirements for the issue of a relevant License by the Licensing Services Division of the Victoria Police.

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.

DIPLOMA OF BUSINESS FACILITATION

Course Code: 21542VIC

COURSE LOCATION

To be advised. Contact department for details (03) 9919 8910.

CAREER OPPORTUNITIES

The course is designed to meet the training needs of those who provide counselling to business owners, managers or operators, along with enhancing the essential components that contribute to business success.

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 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 (AQF) Level Five. Recognition of prior learning may be available based on 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 Leadership and Small Business 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 a minimum of 785 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBASSIM507A	Establish and maintain a strategic planning cycle	50
BSBATSIL503A	Manage conflict	60
BSBATSIM405A	Monitor financial management and budgets	40
BSBFLM501A	Manage personal work priorities and professional development	60
BSBFLM507A	Manage quality customer service	60
BSZ404A	Train small groups	30
CHCINF6A	Manage information strategically	90
FNBFIN70A	Prepare financial forecasts and projections	70
TD1598B	Market service and products to clients	40
UTGNGS321A	Co-ordinate & monitor implementation of risk management plan	80
VBN304	Apply professional ethics and standards	10
VBN336	Counsel small to medium sized businesses	140

Elective Units of Study

A minimum of two units selected by the student with the approval of the Head of Department from the list of relevant units detailed in the Diploma of Business Facilitation accredited curriculum document 1 January 2004–31 December 2006 and/or any other endorsed Training Package. Units must be at AQF Level Five.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
BSBCMN311A	Maintain workplace safety 40

Specialist Units

A minimum of three units selected by the student with the approval of the Head of Department.

Unit of Study Code		Hours
BSBFLM303B	Contribute to effective workplace relationships	40
BSBFLM305B	Support operational plan	40
BSBFLM312A	Contribute to team effectiveness	40
BSBFLM306B	Provide workplace information and resourcing plans	40
BSBFLM309B	Support continuous improvement systems and processes	40
BSBFLM311B	Support a workplace learning environment	40

A minimum of two units selected by the student with the approval of the Head of Department.

BSBCMN302A	Organise personal work priorities and development	40
BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN312A	Support innovation and change	40
BSBCMN419A	Manage Projects	60
BSBCMN416A	Identify risk and apply risk management processes	50
BSBEBUS403A	Communicate electronically	30
BSBEBUS409A	Lead and facilitate e-staff	40

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

**CERTIFICATE III IN BUSINESS
(FRONTLINE MANAGEMENT)**

Course Code: BSB30504

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

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

The course may be offered on a full-time basis over 225 nominal hours or part-time equivalent.

**CERTIFICATE IV IN BUSINESS
(FRONTLINE MANAGEMENT)**

Course Code: BSB41004

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

CAREER OPPORTUNITIES

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

SCOPE OF DELIVERY

Industry based; Flexible delivery.

COURSE OBJECTIVE

This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for 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 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**Core Units of Study**

Unit of Study Code	Hours
BSBCMN402A	Develop work priorities
BSBCMN411A	Monitor a safe workplace
BSBFLM403B	Implement effective workplace relationships
BSBFLM405B	Implement operational plan
BSBFLM412A	Promote team effectiveness

Specialist Units of Study

A minimum of one unit selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBFLM406B	Implement workplace information system
BSBFLM409B	Implement continuous improvement

Units of Study

A minimum of two units selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBCMN404A	Develop teams and individuals
BSBCMN410A	Co-ordinate implementation of customer service strategies
BSBCMN412A	Promote innovation and change
BSBCMN413A	Implement and monitor environmental policies
BSBCMN416A	Identify risk and apply risk management processes
BSBCMN419A	Manage projects
BSBEBUS403A	Communicate electronically
BSBEBUS409A	Lead and facilitate e-staff

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS (FRONTLINE MANAGEMENT)

Course Code: BSB51001

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

CAREER OPPORTUNITIES

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

SCOPE OF DELIVERY

Industry based; Flexible delivery, continuing students only.

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 STRUCTURE

Unit of Study Code	Hours
BSBFLM501A	Manage personal work priorities and Professional development
BSBFLM502A	Provide leadership in the workplace
BSBFLM503A	Establish effective workplace relationships
BSBFLM504A	Facilitate work teams
BSBFLM505A	Manage operational plan
BSBFLM506A	Manage workplace information systems
BSBFLM507A	Manage quality customer service
BSBFLM509A	Promote continuous improvement
BSBFLM510A	Facilitate & capitalise on change & innovation
BSBFLM511A	Develop a workplace learning environment
BSBMGT505A	Ensure a safe workplace

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN FUNERAL SERVICES

Course Code: WFS10202

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

CAREER OPPORTUNITIES

Funeral Operations.

SCOPE OF DELIVERY

To be advised. Contact the department on (03) 9919 8910.

COURSE OBJECTIVES

The 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.

Recognition of prior learning may be available based on 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 be advised. Contact the department on (03) 9919 8910.

COURSE DURATION

The course may be offered on a part-time basis over 140 nominal hours.

COURSE STRUCTURE**Core Units of Study (110 nominal hours)**

Unit of Study Code	
WFSCCR101A	Communicate appropriately with colleagues and clients
WFSCCR102A	Deal with grief and trauma
WFSPCS101A	Work effectively in the funeral services industry
WFSABO101A	Process funeral services industry documentation

Elective Units of Study (30 nominal hours)

Unit of Study Code	
WFSPCS103A	Carry out gravedigging and grounds maintenance OHS procedures

or

WFSPCS102A	Carry out general OHS procedures.
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Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN FUNERAL SERVICES (FUNERAL OPERATIONS)

Course Code: WFS30202

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Funeral operations.

SCOPE OF DELIVERY

To be advised. Contact the department on (03) 9919 8910.

COURSE OBJECTIVE

This course aims to develop the knowledge and skills of the student to undertake work in the Funeral Services industry. The qualification provides the opportunity to specialise in a specific area of Funeral operations.

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 (AQF) Level Three. Recognition of prior learning may be available based on 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 be advised. Contact the department on (03) 9919 8910.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 388 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	Hours
WFSCCR101A	Communicate appropriately with colleagues and clients 40
WFSCCR102A	Deal with grief and trauma 20
WFSCCR201A	Provide service to customers 20
WFSABO101A	Process Funeral Services Industry documentation 20
WFSPCS101A	Work effectively in the Funeral Service Industry 30
WFSPCS102A	Carry out general OHS procedures 30
WFSPCS201A	Carry out infection and contamination control practices 20

Specialist Units of Study

A minimum of three units from one stream, selected by the student with the approval of the Head of Department, drawn from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000:

- Funeral;
- Mortuary Administration.

Elective Units of Study

Seven units not already undertaken, with a minimum of six selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 2 or higher selected by the student with the approval of the Head of Department. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN FUNERAL SERVICES

Course Code: WFS40102

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

CAREER OPPORTUNITIES

Funeral operations.

SCOPE OF DELIVERY

To be advised. Contact the department on (03) 9919 8910.

COURSE OBJECTIVE

This course aims to develop the knowledge and skills of the student to undertake a leadership role in the Funeral Services 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 (AQF) Level Four. Recognition of prior learning may be available based on 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 be advised. Contact the department on (03) 9919 8910.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 421 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	Hours
BSXFM1411A	Contribute to the development of a workplace learning Environment 30
WFSCCR101A	Communicate appropriately with colleagues and clients 40
WFSCCR102A	Deal with grief and trauma 20
BSXFM1407A	Manage quality customer service 60
WFSPCS101A	Work effectively in the Funeral Service Industry 30
WFSPMG301A	Co-ordinate a team 20
WFSPMG401A	Supervise staff 35
WRRO.3A	Provide a safe working environment 36

Specialist Units of Study

One specialist from one stream, selected by the student with the approval of the Head of Department, drawn from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000:

- Funeral;
- Burials and Cremations;
- Building Ground and Maintenance.

Elective Units of Study

Six units not already undertaken, with a minimum of six selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 3 or higher selected by the student with the approval of the Head of Department. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)

Course Code: 21530VIC

COURSE LOCATION

To be advised. Contact the department on (03) 9919 8910.

COURSE OBJECTIVES

The aim of the course is to introduce learners to innovative small business operations and to enterprise and entrepreneurial aspects of 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

To be advised. Contact the department on (03) 9919 8910.

COURSE DURATION

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

COURSE STRUCTURE

Unit of Study Code	Hours
BSBCMN211A Participate in workplace safety procedures	20
VBN333 Demonstrate personal qualities appropriate in a small business environment	20
VBN337 Undertake basic market research for a small business product or service	25
VBN338 Promote and recommend a small business product or service	25
VBN339 Contribute to small business operations and innovation	40
VBN340 Participate in small business quality and change processes	25
VBN341 Contribute to small business planning	25
VBN342 Undertake workplace orientation in a small business	40
BSBCMN202A Organise and complete daily work activities	20
BSBCMN207A Prepare and process financial/business documents	40
CULMS207A Assist with the presentation of public activities and events	25
ICS2A Share ideas in the workplace	15

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (SMALL BUSINESS MANAGEMENT)

Course Code: BSB40401

COURSE LOCATION

Footscray Nicholson, Melton, Werribee.

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 Leadership and Small Business 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 the Small Business Domain

Unit of Study 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

Unit of Study 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 Co-ordinate business resources	30
BSBCMN408A Report on financial activity	30
BSBCMN409A Promote products and services	20
BSBCMN410A Co-ordinate 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN RETAIL COSMETIC SERVICES

Course Code: WRB20304

COURSE LOCATION

City King.

SCOPE OF DELIVERY

The Wholesale/ Retail Unit delivers this course on-campus only.

COURSE OBJECTIVES

The aim of the course is to provide participants with an entry-level qualification to begin a career in the Retail Cosmetic industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying makeup as well as retail, sales and merchandising.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager 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 a minimum of 401 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
WRBCS201B	Conduct financial transactions	25
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBCS203B	Provide services to clients	30
WRBFS201B	Demonstrate retail skin care products	25
WRBFS202B	Design and apply makeup	40
WRRCA1B	Operate retail equipment	21
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRR11B	Perform stock control procedures	36
WRRLP1B	Apply safe working practices	18
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRS1B	Sell products and services	18

Elective Units of Study

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

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services*	30
WRBBS202A	Apply gel nail enhancement*	30
WRBBS203A	Apply acrylic nail enhancement*	35
WRBCS204A	Apply knowledge of nail science to nail services	15
WRRM6A	Create a display for small business	36
WRBFS203B	Design and apply makeup for photography	30
WRBFS204B	Design and apply remedial camouflage	30
WRBSS201B	Pierce Ears	15
WRRER2B	Co-ordinate work teams	36
WRRLP2B	Minimise theft	21
WRRM5A	Monitor in-store visual merchandising display	36
WRR07A	Profile a retail market	36
WRR08A	Develop innovative ideas at work	36

BSBEBUS301A	Search and assess online business information	20
BSBSBM301A	Research business opportunities	30

*If WRBBS201B - Provide manicure and pedicure services, or WRBBS202A Apply gel nail enhancement, or WRBBS203A - Apply acrylic nail enhancement are selected then WRBCS204A - Apply knowledge of nail science to nail services, must also be selected.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN RETAIL OPERATIONS

Course Code: WRR20102

COURSE LOCATION

City King Campus

COURSE OBJECTIVE

This course has been designed as the standard entry level qualification for the retail industry. It applies to those wishing to develop the skills and knowledge to begin a career in the retail industry.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers a range of study options including on or off campus, traineeships and workplace delivery.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

For classroom based delivery at our City King Campus, there are on-going intakes throughout the year. The courses are run full-time over a 9 week period, including 3 weeks of work placement in a retail enterprise

Traineeships at this level are completed fully on-the-job over a 12 month period.

COURSE STRUCTURE

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

Core Units of Study

Unit of Study Code		Hours
WRRCS1B	Communicate in the Retail Workplace	50
WRRER1B	Work Effectively in a Retail Environment	40
WRRLP1B	Apply Safe Working Practices	18
WRRM2B	Perform Routine Housekeeping Duties	18
WRRCA1B	Operate Retail Equipment	21
WRRLP2B	Minimise Theft	21
WRRCS2B	Apply Point of Sale Handling Procedures	21
WRRCS3B	Interact with Customers	36
WRR11B	Perform Stock Control Procedures	36
WRRF1B	Balance the Register/Terminal	18

Elective Units of Study**GENERAL SELLING STREAM**

These three units plus one unit from the elective only units from Certificate 3 Retail Operations or Retail Supervision (some exemptions apply, refer to Training Package) OR, a product specific unit from Certificate 2 or 3 in another Training Package

Unit of Study Code		Hours
WRRS1B	Sell Products and Services	18
WRRS2B	Advise on Products and Services	27
WRRM1B	Merchandise Products	30

GENERAL FOOD SELLING STREAM

(*These two units are compulsory. Units from the same food areas must be taken together)

Unit of Study Code		Hours
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 Products	24
WRRFS6B	Advise on Seafood Products	21
WRRFM6B	Prepare and display fresh, frozen & live Seafood Products	24

CLERICAL/ADMINISTRATION STREAM

(These 3 units PLUS, one additional Clerical/Admin unit from Cert 2 or 3 in another Training Package)

WRRCA2B	Apply Retail Office Procedures	18
WRRCA3B	Apply Retail Office Keyboard Skills	36
WRRF2B	Perform Retail Finance Duties	27

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN RETAIL SUPERVISION

Course Code: WRR30102

COURSE LOCATION

Industry only [traineeship].

COURSE OBJECTIVE

This course has been designed to develop the skills and knowledge of those employees who wish to enter into a supervisory role and would be responsible for co-ordinating/supervising other staff.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

ENTRY REQUIREMENTS

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed WRR20102

Certificate 2 in Retail Operations or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

A workplace based traineeship at this level typically would be run over a 12–24 month period.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete the five core units and four elective units.

Core Units of Study

Unit of Study Code		Hours
WRRCS4B	Co-ordinate Interaction with Customers	36
WRRER2B	Co-ordinate Work Teams	36
WRRER3B	Maintain Employee Relations	36
WRRLP3B	Maintain Store Safety	36
WRR LP4B	Maintain Store Security	18

Elective Units of Study

A total of four units must be chosen. Up to two units may be taken from Recommend Products and Services in Cert 3 or, one product or service related unit from Cert 3 or 4 in another Training Package.

Note: the units marked * must be taken together and equate to one retail unit.

Unit of Study Code		Hours
WRRS3B	Co-ordinate Sales Performance	36
WRRCA4B	Co-ordinate Retail Office	36
WRRCA5B	Operate Retail Information Technology Systems	36
WRRISA	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
WRRM3B	Co-ordinate Merchandise Presentation	36
WRR07A	Profile a Retail Market	36
WRR08A	Develop Innovative Ideas at Work	36
WRRRP1A	Handle Customer Interview and Applications	36
WRRRP2A	Handle Mail which is received in retail environment	18
WRRRP3A	Deliver Mail in a Retail Environment	18
WRRRP4A	Process postal outlet Business Transactions	36

Recommend Products and Services (up to two units may be completed)

WRRSS20A	Recommend Specialised Products and Services	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 & Fit Footwear Products & Services	36
WRRSS3B	Recommend Jewellery Products and Services	36
WRRSS15B	Recommend Hair/Beauty/Cosmetic 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 & Advise on Reader 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 & Services	36
WRRSS7B	Recommend Hardware Products and Services	36
WRRSS17B	Recommend Toddler/Baby Products	36
WRRSS18B	Recommend Furnishings/Fabrics/Manchester/Haberdashery Products & Serv.	36

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN RETAIL OPERATIONS

Course Code: WRR30202

COURSE LOCATION

Industry only [traineeship].

COURSE OBJECTIVE

This course has been designed to develop the skills and knowledge of those employees who wishing to enter a more specialised role being responsible for advance selling and/or merchandising.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

ENTRY REQUIREMENTS

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course. Applicants should have completed WRR20102 Certificate 2 in Retail Operations or have sufficient and relevant retail employment experience to indicate likely success at this level and to the satisfaction of the Program Manager.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

A workplace based traineeship at this level typically would be run over a 12–24 month period.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete five of the six core units and four elective units.

Core Units of Study

Unit of Study Code	Hours
WRRS4B Build Relationships with Customers (adv. Selling)	36
WRR07A Profile a Retail Market	36
WRRLP5B Apply Store Security Systems and Procedures	36
WRR15A Maintain and Order Stock	36
WRRM5A Monitor in-store Visual Merchandising Display*	36
WRRM6A Create a Display for a Small Business*	36

* choose one only

Elective Units of Study

A total of four units must be chosen. Up to two units may be taken from Recommend Products and Services in Certificate 3 OR, one product or service related unit from Certificate 3 or 4 in another Training Package. Note: the units marked * must be taken together and equate to one retail unit. One of the units marked # may be taken if not already completed as a core unit.

Unit of Study 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
WRRM3B Co-ordinate Merchandise Presentation	36
WRRM5A Monitor in-store Visual Merchandising Display#	36
WRRM6A Create a Display for Small Business#	36
WRRLP3B Maintain Store Safety	36
WRR LP4B Maintain Store Security	18
WRR08A Develop Innovative Ideas at Work	36
WRRRP1A Handle Customer interviews and Application	36
WRRRP2A Handle mail which is received in a Retail Environment	18

WRRRP3A Deliver Mail in a Retail Environment	18
WRRRP4A Process Postal Outlet Business Transactions	36
Recommend Products & Services (up to two units may be completed)	
WRRS20A Recommend Specialised Products and Services	36
WRRF54B 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/Cosmetic 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 Reader Services	36
WRRSS13B Recommend Newsagency Products & Services	36
WRRSS14B Hire and Sell Video Products and Services	36
WRRSS19B Recommend Music/Audio Products & Services	36
WRRSS4B Recommend Electrical Products and Services	36
WRRSS5B Recommend Furniture Products	36
WRRSS6B Recommend Floor Covering Products & 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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN RETAIL MANAGEMENT

Course Code: WRR40102

SCOPE OF DELIVERY

The course is imbedded into the delivery of WRR50102 Diploma of Retail Management.

COURSE OBJECTIVES

The course aims to develop the first line management skills of retail industry staff who manage a small outlet or a department within a larger retail outlet.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must

- have successfully completed the core units of either the Certificate III in Retail Supervision(WRR30102) or Certificate III in Retail Operations(WRR30202); and
- have successfully completed either WRRM5A Monitor In-store Visual Merchandising Display or WRRM6A Create a Display For a Small Business; or
- have competencies equivalent to (i) and (ii); or
- have sufficient relevant retail employment experience to equate to (i) and (ii); or
 - demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

COURSE DURATION

The course may be offered on a full-time basis over 389–566 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study (216 nominal hours)**

Unit of Study Code	
WRR02B	Manage sales and services delivery
WRRPM1B	Administer human resources policy
WRRPL1B	Manage financial resources
WRRPM3B	Lead and manage people
WRR01B	Manage merchandise and store presentation
WRR03B	Provide a safe working environment;

Elective Units of Study

Six units (totalling 173–350 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the relevant units detailed on pages 46–47 of the Retail Training Package: WRR02 (V2), Australian National Training Authority, 2002.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF RETAIL MANAGEMENT

Course Code: WRR50102

COURSE LOCATION

City King and Footscray Nicholson Campus

COURSE OBJECTIVE

This course 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 being responsible for the management of a retail store.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers this course via classroom based, on-campus delivery and includes units from the WRR40102 Certificate 4 in Retail Management.

ENTRY REQUIREMENTS

Potential students need to have had previous experience in a retail environment possibly as a first line manager or as a manager of a small retail outlet, or a section/department within a larger retail store. Their job role would have involved the application of skill and knowledge in a wide range of contexts and included responsibility for their own outputs and some responsibility for the quality and output of others.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

This course is typically delivered via workshops and seminars after hours on a monthly basis throughout the year.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete the 10 Core units of study and 6 Elective units of study.

Core Units of Study

Unit of Study Code	Hours
WRR02B	Manage sales and service delivery
WRRPM1B	Administer human resources policy
WRRPL1B	Manage financial resources
WRRPM3B	Lead and manage people
WRR01B	Manage merchandise and store presentation
WRR03B	Provide a safe working environment
WRRINF1B	Analyse and communicate information
WRRPL2B	Set strategic plans

WRRPL3B	Initiate and implement change	150
WRR06B	Manage store facilities	27
Total number of hours for Core Units		547

Elective Units of Study

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 relate to the core function or role of the candidate's current or intended work environment.

Unit of Study Code	Hours
WRR14B	Buy merchandise
WRRPM2B	Recruit and select personnel
WRRF4B	Prepare payroll
WRR04B	Control store security/loss
WRR05B	Control inventory
WRR09A	Lead a team to foster innovation
WRR010A	Create an innovative work environment
WRR011A	Set up systems to support innovation
WRR012A	Select an e-business model
WRR013A	Adopt mobile commerce applications to improve sales and service
WRR014A	Manage retail brands online
WRR015A	Acquire and retain online customers
WRWPS504A	Develop purchasing strategies
WRWPL504A	Review product/service performance
WRWPL505A	Maximise product sales and market share
WRWPL507A	Forecast product performance
WRWMK506A	Manage promotional activities
BSBMGT502A	Manage people performance
BSBFLM505A	Manage operational plan
BSBFLM506A	Manage workplace information systems
BSBFLM509A	Promote continuous improvement
BSBFLM511A	Develop a workplace learning environment
BSBHR502A	Manage human resource management information systems
BSBHR506A	Manage recruitment selection and induction processes
BSZ501A	Analyse competency requirements
BSZ502A	Design and establish the training system
BSZ503A	Design and establish the assessment system
BSZ504A	Manage the training and assessment system
BSZ505A	Evaluate the training and assessment system
BSZ506A	Develop assessment procedures
BSZ507A	Develop assessment tools
BSZ508A	Design training courses
BSBMKG501A	Evaluate marketing opportunities
BSBMKG503A	Develop a marketing communications plan
BSBMKG505A	Review marketing performance

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN WHOLESALE OPERATIONS

Course Code: WRW20101

COURSE LOCATION

Industry only [traineeship].

COURSE OBJECTIVE

This course is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business. It may also apply to those working in related fields such as retail, call centres, business administration and transport and distribution.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the wholesale industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

Traineeships at this level are completed fully on-the-job over a 12 month period.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete the nine core units of study and two elective units of study.

Core Units of Study

Unit of Study 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
WRRCS1B	Communicate in the workplace	63
WRRM2B	Perform routine housekeeping duties	18
WRRLP1B	Apply safe work practices	18
WRRER1B	Work effectively in a retail environment	42
Total number of hours for Core Units:		278

Elective Units of Study

Students must select two 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 2 level.

Unit of Study Code		Hours
WRWPS201A	Process purchases	30
WRWMK201A	Provide marketing and promotion program support	30
WRWMK202A	Conduct telemarketing	36
WRWFN201A	Complete debtor processes	40
WRRCS3B	Interact with customers	36
WRRLP2B	Minimise theft	21
WRR11B	Perform stock control procedures	36
WRRM1B	Merchandise products	36
ICTTC202A	Use specific enterprise systems to satisfy customer requirements	40
ICTTC210A	Process sales of limited product/service from incoming calls	30

Upon successful completion of Certificate II in Wholesale Operations, students are eligible to apply for entry into Certificate III. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN WHOLESALE OPERATIONS

Course Code: WRW30101

COURSE LOCATION

Industry only [traineeship].

COURSE OBJECTIVE

This course allows learners to develop broader knowledge and skill for application to the Wholesale industry.

SCOPE OF DELIVERY

The Wholesale/Retail Unit offers this course as a traineeship only with workplace delivery.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the wholesale industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

Traineeships at this level are completed fully on-the-job over a 12-24 month period.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete 11 core units of study and seven elective units of study.

Students who have completed the Certificate II in Wholesale Operations are eligible to receive credit for nine of these 11 core units of study.[*]

Core Units of Study

Unit of Study 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
WRRCS1B	Communicate in the workplace*	63
WRRM2B	Perform routine housekeeping duties*	18
WRRLP1B	Apply safe work practices*	18
WRRER1B	Work effectively in a retail environment*	42
Total number of hours for Core Units:		344

Elective Units of Study

Students must select 7 elective competencies. At least three must come from the list below, however students may choose to select another two competency units from the Wholesale Training package at Certificate II level and two units from any other Training package at Certificate III level.

Students who have completed Certificate II are eligible to receive credit for two elective units of study but the remaining five units of study must be chosen from this level.

Unit of Study Code		Hours		
WRWPS302A	Administer supply into a business	40	WRWFN403A	Manage operations to budget
WRWI301A	Monitor inventory capacity to meet demand	22	WRWMK405A	Seize a business opportunity
WRWPL302A	Process product and service data	40	WRWOP402A	Maintain operational quality and productivity
WRWMK303A	Implement advertising and promotional activities	42	WRWOP403A	Monitor compliance with legal and legislative requirements impacting business operations
WRWSL304A	Optimise customer and territory coverage	36	WRWOP407A	Maintain workplace safety
WRWSL305A	Analyse and achieve sales targets	36	WRWWS403A	Develop business to business relationships;
WRWSL306A	Build sales of branded products	36		
WRWFN302A	Manage debtor processes	36	Elective Units of Study	
WRRM3B	Co-ordinate merchandise presentation	36	Eleven elective units (262–488 nominal hours)	
WRRM4A	Co-ordinate housekeeping	9	<ul style="list-style-type: none">• a minimum of six units, at Australian Qualifications Framework Level 4;	
WRRS3B	Co-ordinate sales performance	36	<ul style="list-style-type: none">• a maximum of three units, at Australian Qualifications Framework Level 3; selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the WRW01 Wholesale Training Package, Australian National Training Authority, 2001;	
WRRCS4B	Co-ordinate interaction with customers	36	<ul style="list-style-type: none">• a maximum of two units, at Australian Qualifications Framework Level 4, selected by the student, with the approval of the Head of Department, having regard to relevant units listed in any other training package endorsed by the Australian National Training Authority.	
WRRLP3B	Maintain store safety	36	Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.	
WRRLP5B	Apply store security systems and procedures	36		
WRRLP4B	Maintain store security	18		
WRRER2B	Co-ordinate work teams	36		
WRRER3B	Maintain employee relations	36		
ICTTC203A	Navigate and interrogate specific enterprise systems to satisfy customer requirement	40		
ICTTC211A	Process sales of complex product/service and where customer is unsure of available options	40		
ICTTC212A	Process sales which commit both customer and enterprise to considerable financial commitment	40		
PSPPROC301A	Procure goods and services	60		
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.				
DIPLOMA OF WHOLESALE MANAGEMENT				

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN WHOLESALE MANAGEMENT

Course Code: WRW40101

COURSE LOCATION

City King Campus

COURSE OBJECTIVE

The course aims to provide participants with the practical and theoretical knowledge required to work in a role that focuses on procurement in the wholesale industry.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager 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 and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

The course may be offered on a full-time basis over 814–1040 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (552 nominal hours)

Unit of Study Code	
WRRCS1B	Communicate in the workplace
WRRM2A	Perform routine housekeeping duties
WRWOP201A	Comply with legislative requirements impacting business activities
WRWPL201A	Access product and service performance data
WRWSL201A	Sell products and services to business Customers
WRWSL203A	Use computers as part of business to business and e-commerce processes
WRWWS201A	Confirm wholesale business practices;
WRWSL202A	Build sales relationships
WRWWS302A	Maintain business to business relationships

DIPLOMA OF WHOLESALE MANAGEMENT

Course Code: WRW50101

COURSE LOCATION

City King Campus

COURSE OBJECTIVE

The course aims to provide participants with the practical and theoretical knowledge required to work in a role that focuses on product management and marketing in the wholesale industry.

SCOPE OF DELIVERY

To be advised.

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the wholesale industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

Applications must be made directly to the Wholesale/Retail Unit by phoning Administration on (03) 9919 7932.

COURSE DURATION

The course may be offered on a full-time basis over 1355–1642 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (662 nominal hours)

Unit of Study Code	
WRRCS1B	Communicate in the workplace
WRRM2A	Perform routine housekeeping duties
WRWOP201A	Comply with legislative requirements impacting business activities
WRWPL201A	Access product and service performance data
WRWSL201A	Sell products and services to business customers
WRWSL203A	Use computers as part of business-to-business and e-commerce processes

WRWWS201A	Confirm wholesale business practices;
WRWSL202A	Build sales relationships
WRWWS302A	Maintain business-to-business relationships;
WRWFN403A	Manage operations to budget
WRWMK405A	Seize a business opportunity
WRWOP402A	Maintain operational quality and productivity
WRWOP403A	Monitor compliance with legal and legislative requirements impacting business operations
WRWOP407A	Maintain workplace safety
WRWWS403A	Develop business-to-business relationships;
WRWOP509A	Benchmark and continuously improve operational quality
WRWOP510A	Establish compliance with legal and legislative requirements;

Elective Units of Study

Sixteen elective units (693–980 nominal hours)

- a minimum of eight units, at Australian Qualifications Framework Level 5;
- four to eight units, at Australian Qualifications Framework Level 4;
- a maximum of two units, at Australian Qualifications Framework Level 3;

selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the WRW01 Wholesale Training Package, Australian National Training Authority, 2001;

- a maximum of two units, at Australian Qualifications Framework Level 5, selected by the student, with the approval of the Head of Department, having regard to relevant units listed in any other training package endorsed by the Australian National Training Authority.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

GRADUATE CERTIFICATE IN MANAGEMENT

Course Code: 21365VIC

COURSE LOCATION

Footscray Nicholson.

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 have:

- obtained an Advanced Diploma, bachelor or higher education qualification

or

- five years relevant work experience in a related industry area

Recognition of prior learning may be available based on 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**Core Units of Study**

Unit of Study Code	Hours
VBNO91	Management Industry Project
	100

Stream Units of Study

A minimum of 2 unitss from the following:

VBNO92	Leadership and Organisation	60
VBNO93	Strategic Business Planning	60
VBNO94	Business Ethics and Corporate Governance	50
VBNO95	People Management	60

A minimum of 100 nominal hours of Units of Study selected by the student, with the approval of the Head of Department not previously undertaken from the stream units or from the following

PSPPM601A	Direct Project Activities	50
VBMO69	Marketing – A Strategic Approach	51
VBNO96	Human Resource Management	50
VBNS32	E-Business	50
VBNS33	Managing in an International Environment	50

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING

Course Code: 21554VIC

COURSE LOCATION

TBA

CAREER OPPORTUNITIES

TBA

SCOPE OF DELIVERY

TBA

COURSE OBJECTIVES

This course aims to develop the knowledge and skills of the student to undertake wide-ranging leadership roles in organisations focusing on education and training.

ENTRY REQUIREMENTS

To qualify for admission to this course applicants must have:

- obtained an Advanced Diploma, Bachelor or higher education qualification;

or

- five years relevant work experience in a related industry area. For example, employment for a minimum of five years within a TAFE Institute or enterprise with responsibility for education and training operations, supervision and management of staff, programs and services;

Applicants work role must involve leadership for the duration of 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 a minimum of 430 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
VBN335	Education and training leadership project	80
VBN728	Strategic leadership in an education and training Environment	50
VBN729	Leading innovation and change in an education and training environment	50
VBN730	Leading in education and training environments	50
VBN731	Interpersonal skills for effective leadership	50
VBN732	Leadership, teams and empowering people	50

Elective Units of Study

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

Unit of Study Code		Hours
VBN733	Developing business strategies in an education and training environment	50
VBN734	Developing education and training markets	50
VBN735	Developing a learning culture within an education and training environment	50
VBN736	Financial management in organizations	50
VBN094	Business ethics and corporate governance	50
VBN096	Human resource management	50

OR

Any other training package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 7.

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	
BSB30301	Certificate III in Business (Sales)
BSB30101	Certificate III in Business
BSB50101	Certificate IV in Business
BSB50101	Diploma of Business
BSB40601	Certificate IV in Business (Advertising)
BSB50601	Diploma of Business (Advertising)
BSB60501	Advanced Diploma of Business (Advertising)
BSB40501	Certificate IV in Business Development
BSB50501	Diploma of Business Development
BSB41201	Certificate IV in E-Business
BSB40801	Certificate IV in Business (Human Resources)
BSB50801	Diploma of Business (Human Resources)
BSB60301	Advanced Diploma of Business (Human Resources)
BSB42004	Certificate IV in Business (International Trade)
BSB52004	Diploma of International Business
21613VIC	Advanced Diploma of Business (International Business)
BSB41101	Certificate IV in Business Management
BSB50401	Diploma of Business Management
BSB60201	Advanced Diploma of Business Management
BSB40701	Certificate IV in Business (Marketing)
BSB50701	Diploma of Business (Marketing)
BSB60601	Advanced Diploma of Business (Marketing)
21639VIC	Certificate IV in Business (Public Relations)
21640VIC	Advanced Diploma of Business (Public Relations)
BSB41804	Certificate IV in Unionism
BSB51804	Diploma of Unionism

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

Dale Williams

Head, Department of Management and Marketing–TAFE

CERTIFICATE III IN BUSINESS (SALES)

Course Code: BSB30301

COURSE LOCATION

Footscray Nicholson.

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

Unit of Study 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 two 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:	
<ul style="list-style-type: none"> 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 III IN BUSINESS

Course Code: BSB30101

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Entry level jobs in sales.

SCOPE OF DELIVERY

Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation. Industry only course.

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 Victoria University 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 345–635 nominal hours or part-time equivalent.

COURSE STRUCTURE

The course consists of 12 units as follows:

A minimum of eight units from the Common Business Units listed below, including BSBCMN311A Maintain Workplace Safety.

Core Units of Study

Unit of Study 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
BSBMED302A Prepare and process medical accounts	30
Plus a minimum of three units from the Common Business units listed below, including the unit BSBCMN311A Maintain workplace safety.	
BSBCMN301A Exercise initiative in a business environment	20
BSBCMN302A Organise personal work priorities and development	40
BSBFLM303A Contribute to effective workplace relationships	40
BSBCMN304A Contribute to personal skill development & 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
BSBCMN314A Utilise a knowledge management system	50
BSBCMN315A Work effectively with diversity	30
BSBCMN316A Process customer complaints	30
BSBCMN317A Meet customer needs and expectations	35
BSBCMN318A Write simple documents	30
BSBCMN319A Apply advanced first aid	30
BSBCMN320A Maintain first aid equipment and resources	20

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS

Course Code: BSB50101

COURSE LOCATION

International students only.

CAREER OPPORTUNITIES

Management.

SCOPE OF DELIVERY

This course is offered to international students 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.

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 –

Unit of Study 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	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

Six units (together totalling at least 205 nominal hours) of which –

- (i) a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and
- (ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;
 - which units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in –
 - 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.

DIPLOMA OF BUSINESS

Course Code: BSB50101

COURSE LOCATION

Footscray Nicholson and City King.

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (ADVERTISING)

Course Code: BSB40601

COURSE LOCATION

Footscray Nicholson.

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 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

Unit of Study 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 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 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS (ADVERTISING)

Course Code: BSB50601

COURSE LOCATION

Footscray Nicholson.

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. Applicants are 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:

Unit of Study Code	Hours
BSBADV501A Develop a creative concept	60
BSBADV502A Write persuasive copy	40
BSBADV503A Co-ordinate 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUSINESS (ADVERTISING)

Course Code: BSB60501

COURSE LOCATION

Footscray Nicholson.

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

Applicants are required to attend an interview. Course applicants are assessed and ranked against course selection criteria available from the Department.

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. Full-time students complete approximately 750 hours of study per year.

COURSE STRUCTURE

Units from the Advertising domain

Unit of Study 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS DEVELOPMENT

Course Code: BSB40501

COURSE LOCATION

Footscray Nicholson or St Albans.

CAREER OPPORTUNITIES

Sales, 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:

Unit of Study 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:

Unit of Study Code	Hours
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 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 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS DEVELOPMENT

Course Code: BSB50501

COURSE LOCATION

Footscray Nicholson or St Albans.

CAREER OPPORTUNITIES

Sales Manager, 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:

Unit of Study Code	Hours
BSBADV501A Develop a creative concept	60
BSBADV502A Write a persuasive copy	40
BSBADV503A Co-ordinate 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN E-BUSINESS

Course Code: BSB41201

COURSE LOCATION

St Albans and Footscray Nicholson.

CAREER OPPORTUNITIES

Positions in sales and marketing.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

The course aims to provide participants with appropriate skills to be able to work as an administrative support or purchasing officer or on-line business officer in an e-business environment.

ENTRY REQUIREMENTS

To qualify for admission 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 a minimum of 420 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

A minimum of five units from the following E-Business modules:

Unit of Study Code

BSBEBUS401A	Conduct online research
BSBEBUS402A	Implement e-correspondence
BSBEBUS403A	Communicate electronically
BSBEBUS404A	Trade online
BSBEBUS405A	Conduct online financial transactions
BSBEBUS406A	Monitor and maintain records in an online environment
BSBEBUS407A	Review and maintain the business aspects of a website
BSBEBUS408A	Implement and monitor delivery of quality customer service online
BSBEBUS409A	Lead and facilitate e-staff

Elective Units of Study

units together totalling a minimum of two Business Services Training Package units, and three units from the Business Services Training Package or any other endorsed training package with the approval of the Head of Department, having regard to the relevant units detailed in the Business Services Training Package V2, ANTA, 2002. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (HUMAN RESOURCES)

Course Code: BSB40801

COURSE LOCATION

Footscray Nicholson.

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

Unit of Study 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 totalling a minimum of 80 nominal hours) to be undertaken from the following Common

Business units

Unit of Study 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	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

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS (HUMAN RESOURCES)

Course Code: BSB50801

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Human Resource Officer.

SCOPE OF DELIVERY

Continuing students only. 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:

Unit of Study 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 & 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUSINESS (HUMAN RESOURCES)

Course Code: BSB60301

COURSE LOCATION

Footscray Nicholson.

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:

Unit 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (INTERNATIONAL TRADE)

Course Code: BSB42004

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Entry level or promotion in a range of international business careers.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVE

The course aims to provide an accredited program at AQF level 4 for students wishing to pursue a career in one of the aspects of International Trade and/or proceed to study in the same field at a higher level.

ENTRY REQUIREMENTS

In order to undertake this course, applicants will have to have a minimum English level of 5.0 IELTS.

Recognition of prior learning may be available based on 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

Duration of the qualification when offered on a full time basis – one semester.

SELECTION PROCEDURES

To be advised by department.

COURSE STRUCTURE**International Trade Domain Units of Study**

Four units from the following list:

Unit of Study Code		Hours
BSBINT401A	Research international business opportunities	20
BSBINT402A	Market goods and services internationally	70
BSBINT403A	Research international markets	50
BSBINT404A	Implement international client relationship strategies	30
BSBINT405A	Apply knowledge of import and export international conventions, laws and finance	30
BSBINT406A	Promote compliance with legislation	40
BSBINT407A	Prepare business advice on export Free on Board Value	30
BSBINT408A	Prepare business advice on the taxes and duties for international trade transactions	40
BSBINT409A	Plan for international trade	50

Common Business Units of Study

Three units from the following list:

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
BSBCMN414A	Undertake marketing activities	50
BSBCMN415A	Manage first aid policy	40
BSBCMN416A	Identify risk and apply risk management processes	50
BSBCMN417A	Co-ordinate customer service activities	30

BSBCMN418A	Address customer needs	50
BSBCMN419A	Manage projects	60
BSBCMN420A	Write complex documents	50
BSBFLM412A	Promote team effectiveness	50
BSBCMN421A	Assist with compliance with OHS and other relevant laws	40

Other Business Units of Study

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 Certificate IV qualification and one unit may be included from a Certificate III or Diploma 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.

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.

DIPLOMA OF INTERNATIONAL BUSINESS

Course Code: BSB52004

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Operational and management roles in International Trade businesses.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVE

The aims of the qualification are to provide training opportunities in the area of international business/ international trade at AQF level 5. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.

ENTRY REQUIREMENTS

In order to enter this course, students will need to have completed the requirements of the Certificate IV in Business (International Trade) BSB42004 and/or its equivalent.

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

COURSE DURATION

Full time - one semester.

SELECTION PROCEDURES

To be advised by department.

COURSE STRUCTURE**Pre-requisite Units of Study**

BSB42004 Certificate IV in Business (International Trade)

Units of Study

A minimum of five units from the International Business domain listed below.

Unit of Study Code		Hours
BSBINT501A	Profile International Markets	60
BSBINT502A	Analyse consumer behaviour for specific international markets	60
BSBINT503A	Analyse data from international markets	60
BSBINT504A	Forecast international market and business needs	60
BSBINT505A	Build international client relationships	50
BSBINT506A	Build international business networks	40

BSBINT507A	Report on finances related to international business	70
BSBINT508A	Promote products and services to international markets	70

Elective Units of Study

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 Diploma qualification, and 1 unit may be included from a Certificate IV or Advanced Diploma 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.

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.

VBP165	Research and report on an import and export venture	80
VBP166	Review the financial structures and processes in international business	80

Elective Units of Study

VBP167	Establish and maintain an effective trading relationship	90
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or

VBP168	Review the business culture and environment of a selected country or region	15
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plus

Language for a selected country or region# 100–120

Providers are to choose appropriate accredited language modules.

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS)

Course Code: 21613VIC

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Operational and management roles in International Trade businesses.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVE

The course aims to provide an accredited program at AQF level 6 for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education.

ENTRY REQUIREMENTS

To qualify for admission to this course, students must have completed all the Training Package qualifications [Certificate IV in Business (International Trade) BSB42004 and the Diploma of International Business BSB 52004] and/or their equivalent.

Applicants are required to have a minimum English level of 5.0 IELTS to enter 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

Curriculum document – Nominal hours: 470–515 hours (17 weeks).

SELECTION PROCEDURES

To be advised by department.

COURSE STRUCTURE**Pre-requisite Units of Study**

Successful completion of:

BSB42004	Certificate IV in Business (International Trade);
BSB52004	Diploma of International Business

Core Units of Study

Unit of Study Code		Hours
VBP162	Plan and implement a transport & logistics system for an international trade organisation	60
VBP163	Apply contract law to international business activities	80
VBP164	Manage business activities in an international environment	80

CERTIFICATE IV IN BUSINESS MANAGEMENT

Course Code: BSB41101

COURSE LOCATION

Footscray Nicholson.

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. Note: 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:		
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN407A	Co-ordinate business resources	30
BSBCMN410A	Co-ordinate 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 unit descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS MANAGEMENT

Course Code: BSB50401

COURSE LOCATION

Footscray Nicholson.

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.

A minimum of five units to be undertaken from the following Strategic Management domain:

Unit of Study Code	Hours
BSBMGT501A	Market services & concepts to internal customers
BSBMGT502A	Manage people performance
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
BSBMGT505A	Ensure a safe workplace
BSBMGT506A	Recruit, select and induct staff
BSBMGT507A	Manage environmental performance

Plus three 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 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUSINESS MANAGEMENT

Course Code: BSB60201

COURSE LOCATION

Footscray Nicholson.

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:

Unit of Study 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (MARKETING)

Course Code: BSB40701

COURSE LOCATION

Footscray Nicholson, St Albans.

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:

Unit of Study 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	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

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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BUSINESS (MARKETING)

Course Code: BSB50701

COURSE LOCATION

Footscray Nicholson, St Albans.

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

Unit of Study 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 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 V and the remaining unit may be from a lower or higher level qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUSINESS (MARKETING)

Course Code: BSB60601

COURSE LOCATION

Footscray Nicholson, St Albans.

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), Certificate IV and Diploma in Business (Marketing) 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 five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Marketing units:

Unit of Study 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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS)

Course Code: 21639VIC

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Employment as a Public Relations officer or PR consultant in a range of industries. Can gain employment in Integrated Marketing Communities.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVE

This course aims to provide an accredited program at AQF Level 4 for students wishing to pursue a career in Public Relations, Marketing Communications or a related field. It also aims to provide the basis for the Advanced Diploma of Business (Public Relations) 21613VIC, which could lead out into industry and/or on to higher study.

ENTRY REQUIREMENTS

Applicants will have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. Applicants may also be accepted on the basis of their experience in a relevant 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

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

COURSE DURATION

Curriculum document – Nominal hours: 625

If offered on a full-time basis, this qualification would take one year to complete.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
VBP335	Develop and apply knowledge of public relations industry	100
BSBADV502A	Write persuasive copy	40
BSBMKG402A	Analyse consumer behaviour	60
CUFWRT04A	Write presentation material	20
CUSGEN05B	Make presentations	35
BSBMKG408A	Conduct market research	80
ICAU3126A	Use advanced features of computer applications	40
ICPMM65DA	Create web pages with multimedia	50
THHGGA09B	Manage projects	60
CUFWRT05A	Write content and/or copy	50
BSBSBM403A	Promote the business	50

Elective Units of Study

One unit of study from the following:

Unit of Study Code		Hours
BSBCMN412A	Promote innovation and change	50
BSBMKG404A	Forecast market and business needs	60
BSBMKG405A	Implement and monitor marketing activities	40

For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.

ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS)

Course Code: 21640VIC

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Employment as a Public Relations officer or PR consultant in a range of industries.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVE

This course will provide training at AQF level 6 for students wishing to enter the field of Public Relations and/or Integrated Marketing, for students currently working in such an area, and for students wishing to articulate into the Bachelor of Communications (Public Relations) or its equivalent.

ENTRY REQUIREMENTS

Students will need to have satisfactorily completed the Certificate IV in Business (Public Relations) or its 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

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

COURSE DURATION

Curriculum document – Nominal hours: 640 [one year full time]

COURSE STRUCTURE**Pre-requisite Units of Study**

Successful completion of 21639VIC Certificate IV in Business (Public Relations).

Core Units of Study

Unit of Study Code		Hours
PUACOMO04A	Manage organisational communication strategies	25
VBP336	Develop strategic PR writing	50
BSBCMN420A	Write complex documents	50
CHCPOL5A	Manage research activities	75
PSPGOV504B	Co-ordinate research and analysis	40
CUSADM09A	Address legal and administrative requirements	50
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product	40
BSBFLM512A	Ensure team effectiveness	60
BSBMGT504A	Manage budgets and financial plans	60
BSBMGT611A	Develop risk management strategy	60
PSPGOV601B	Apply government systems	60
SRXFIN008A	Secure financial resources to support the organisation	20
CUEFIN03B	Obtain sponsorship	80
CUFSAF01A	Follow health, safety and security procedures	15
CUFGEN01A	Develop and apply industry knowledge	15

Elective Units of Study

Select two competencies from the following: (or relevant endorsed competencies at Diploma or Advanced Diploma level)

Unit of Study Code		Hours
BSBMKG604A	Develop and manage direct marketing campaigns	50
BSBADV602A	Develop an advertising campaign	100
CULLB510B	Develop and maintain community/stakeholder relationships	50

BSBADV506A	Evaluate and recommend 'below the line' media options	60	BSBCMN412A	Promote innovation and change	50
BSBMKG503A	Develop a marketing communications plan	50	BSBCMN413A	Implement and monitor environmental policies	40
CUFADM01A	Prepare a proposal	50	BSBCMN414A	Undertake marketing activities	50
or			BSBCMN415A	Manage first aid policy	40
BSBPM607A	Direct communications management of multiple projects/programs	40	BSBCMN416A	Identify risk & apply risk management processes	50
For further information regarding this course, contact the Department of Management and Marketing on (03) 9919 8686.			BSBCMN417A	Co-ordinate customer service activities	30
			BSBCMN418A	Address customer needs	50
			BSBCMN419A	Manage projects	60
			BSBCMN420A	Write complex documents	60
			BSBFLM412A	Promote team effectiveness	50

CERTIFICATE IV IN UNIONISM

Course Code: BSB41804

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Union organiser or a role as a Union shop steward.

SCOPE OF DELIVERY

Part-time, On the job.

COURSE OBJECTIVES

The course aims to provide an accredited program at Australian Qualifications Framework level 4 for students wishing to pursue a career as a Union organiser or shop steward.

ENTRY REQUIREMENTS

To qualify for admission to this course students must generally have successfully completed Year 12 or equivalent, or be of mature age and be assessed by the department as being capable of completing the course. Students must have a minimum English level equivalent to 5.0 IELTS to enter the course.

SELECTION PROCEDURES

Nomination by employer organizations only. Not available to the general public.

COURSE DURATION

Purchasing Guide Nominal hours: 330–600

One year full time or equivalent part time

COURSE STRUCTURE

Four units of study from the following:

Unit of Study Code		Hours
BSBUN401A	Develop and implement an organising plan	75
BSBUN402A	Empower members	55
BSBUN403A	Communicate with workers	55
BSBUN404A	Promote equal opportunity and fair treatment for all members	40
BSBUN405A	Promote the values, principles and policies of the union	90
BSBUN406A	Undertake bargaining	60
BSBUN407A	Provide advice to union members and undertake negotiations	50
BSBUN408A	Prepare cases for the union	20
BSBUN409A	Appear before tribunals and represent members	20

Three units of study from the following:

Unit of Study 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	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

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 Certificate IV qualification and one unit may be included from a Certificate III or Diploma qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF UNIONISM

Course Code: BSB51804

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Graduates may seek employment as a leader of Union organisers or a role as a Union shop stewards.

SCOPE OF DELIVERY

Part-time, On the job.

COURSE OBJECTIVES

The course aims to provide an accredited program at Australian Quality Framework level 5 for students wishing to pursue a career as a leaders of Union organisers or shop stewards.

ENTRY REQUIREMENTS

To qualify for admission to this course students must generally have successfully completed Year 12 or equivalent, or be of mature age and be assessed by the department as being capable of completing the course. Students must have a minimum English level equivalent to 5.0 IELTS to enter the course.

SELECTION PROCEDURES

Nomination by employer organizations only. Not available to the general public.

COURSE DURATION

Purchasing Guide Nominal hours: 395–580

1 semester full time or equivalent part time

COURSE STRUCTURE

Five units of study from the following:

Unit of Study Code		Hours
BSBUN501A	Develop, manage and review campaigns and projects	65
BSBUN502A	Represent the union in key forums	45
BSBUN503A	Co-ordinate case preparation and research	65
BSBUN504A	Advocate and present cases for members	80
BSBUN505A	Develop, implement and manage union policy	65
BSBUN506A	Co-ordinate research and analysis	65

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 Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.

Some Unit of Study descriptors are listed under the Unit of Study 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.

WRB30104	Certificate III in Beauty Services
WRB40104	Certificate IV in Beauty Therapy
WRB50104	Diploma of Beauty Therapy
WRH20100	Certificate II in Hairdressing [Pre-Apprenticeship]
WRH30100	Certificate III in Hairdressing
WRH40100	Certificate IV in Hairdressing
WRH50100	Diploma of Hairdressing Salon Management
WRB20204	Certificate II in Make-up Services
CUF40203	Certificate IV in Make-up
CUF50203	Diploma in Make-up
HLT50302	Diploma of Remedial Massage
21456VIC	Certificate II in Modelling
WRB20104	Certificate II in Nail Technology
WRB30204	Certificate III in Nail Technology
HLT60502	Advanced Diploma of Naturopathy

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 III IN BEAUTY SERVICES

Course Code: WRB30104

COURSE LOCATION

City King

CAREER OPPORTUNITIES

Beauty practitioner in a salon

SCOPE OF DELIVERY

This course is delivered on a full time basis during the day. Traineeships are also available.

COURSE OBJECTIVE

The Certificate III in Beauty Services is design to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

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 are required to submit an application form, sit a selection test and attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over 614 nominal hours.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services	30
WRBCS201B	Conduct financial transactions	25
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBCS203B	Provide services to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15
WRBCS305A	Apply knowledge of skin biology to beauty treatments	15
WRBCS306B	Advise on beauty services	30
WRBFS305B	Provide lash and brow treatments	15
WRBSS302B	Provide temporary epilation and bleaching treatments	95
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRRLP1B	Apply safe working practices	18
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRS1B	Sell products and services	18

Elective Units of Study

Six elective units of study from the following:

WRBBS202A	Apply gel nail enhancement	30
WRBBS203A	Apply Acrylic Nail Enhancement	35
WRBBS204B	Apply Nail Art	15
WRBBS305B	Use electrical equipment for nails	30
WRBBS306A	Apply air brushed nail art	15
WRBFS201B	Demonstrate retail skin care products	25
WRBFS202B	Design and apply make-up	40
WRBFS203B	Design and apply make-up for photography	30
WRBFS204B	Design and apply remedial camouflage	30
WRBSS201B	Pierce ears	15
WRRCA1B	Operate retail equipment	21
WRRER2B	Co-ordinate work teams	36
WRR11B	Perform stock control procedures	36
WRRLP2B	Minimise theft	21
WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for small business	36
WRRO3B	Provide a safe working environment	36
WRRO7A	Profile a retail market	36
WRRO8A	Develop innovative ideas at work	36
BSBEBUS301A	Search and assess online business information	20
BSBMKG404A	Forecast market and business needs	60
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business and legal requirements	50
BSBSBM403A	Promote the business	50
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor and manage business operations	50
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40
BSZ404A	Train Small groups	30

One elective may be chosen from another relevant Training Package, for example Retail and Business Services. The unit chosen may be selected from units packaged within a Certificate II, III or IV qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BEAUTY THERAPY

Course Code: WRB40104

COURSE LOCATION

City King

CAREER OPPORTUNITIES

Beauty therapist.

SCOPE OF DELIVERY

Traineeship only.

COURSE OBJECTIVES

Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty industry. It applies to those who are co-ordinating or managing the services within a small beauty salon, or a section or department within a larger store. It incorporates self-directed application of knowledge and skills.

ENTRY REQUIREMENTS

Selection is via aptitude and literacy tests followed by an interview.

SELECTION PROCEDURES

On-going enrolments.

COURSE DURATION

Training Package – Nominal hours: 1073 (3 years part-time)

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services	30
WRBCS201B	Conduct financial transactions	25
WRBCS203B	Provide services to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15
WRBCS305A	Apply knowledge of skin biology to beauty treatments	15
WRBBS306B	Advise on beauty services	30
WRBCS407A	Develop a treatment plan for beauty therapy treatments	30
WRBCS408A	Apply knowledge of anatomy and physiology to beauty therapy	60
WRBCS409A	Apply knowledge of skin science to beauty therapy treatments	50
WRBCS410A	Apply knowledge of electricity to beauty therapy treatments	20
WRBCS411A	Apply knowledge of nutrition to beauty therapy treatments	20
WRBCS412A	Apply knowledge of cosmetic chemistry to beauty therapy treatments	30
WRBFS202B	Design and apply make-up	40
WRBFS305B	Provide lash and brow treatments	15
WRBFS406B	Provide facial treatments	120
WRBFS407B	Provide advanced facial treatments	110
WRBSS302B	Provide temporary epilation and bleaching treatments	95
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRRLP1B	Apply safe working practices	18
WRRS1B	Sell products and services	18

Elective Units of Study

Six units from the following list:

One elective may be chosen from another relevant training package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.

Unit of Study Code		Hours
WRBBS202A	Apply gel nail enhancement	30
WRBBS203A	Apply acrylic nail enhancement	30
WRBFS204B	Design and apply remedial camouflage	30

WRBBS305B	Use electrical equipment for nails	30
WRBBS306A	Apply airbrushed nail art	15
WRBBS407B	Provide body treatments	100
WRBBS408B	Provide aesthetic aromatic massage	40
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBFS203B	Design and apply make-up for photography	30
WRBFS204B	Design and apply remedial camouflage	30
WRBSS201B	Pierce Ears	15
WRRCA1B	Operate retail equipment	21
WRRER2B	Co-ordinate work teams	36
WRR1B	Perform stock control procedures	36
WRRLP2B	Minimise theft	21
WRR03B	Provide a safe working environment	36
WRR07A	Profile a retail market	36
WRR08A	Develop innovative ideas at work	36
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRM6A	Create a display for small business	36
WRRS4B	Build a relationship with customers	36
BSBEBUS301A	Search and assess online business information	20
BSBMKG404A	Forecast market and business needs	60
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business and legal requirements	50
BSBSBM403A	Promote the business	50
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor and manage business operations	50
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF BEAUTY THERAPY

Course Code: WRB50104

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Beauty Therapist.

SCOPE OF DELIVERY

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

COURSE OBJECTIVE

The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

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.

Recognition of prior learning may be available based on 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 submit an application form and sit a selection test. Applicants may also be required to attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over 1326–1791 nominal hours or part-time equivalent

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services	30
WRBBS407B	Provide body treatments	100
WRBBS201B	Conduct financial transactions	25
WRBCS203B	Provide services to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15
WRBCS305A	Apply knowledge of skin biology to beauty treatments	15
WRBCS306B	Advise on beauty services	30
WRBCS407A	Develop a treatment plan for beauty therapy treatments	30
WRBCS408A	Apply knowledge of anatomy and physiology to beauty therapy	60
WRBCS409A	Apply knowledge of skin science to beauty therapy treatments	50
WRBCS410A	Apply knowledge of electricity to beauty therapy treatments	20
WRBCS411A	Apply knowledge of nutrition to beauty therapy treatments	20
WRBCS412A	Apply knowledge of cosmetic chemistry to beautytherapy treatments	30
WRBCS513B	Investigate new products and services	50
WRBFS202B	Design and apply make-up	40
WRBFS305B	Provide lash and brow treatments	15
WRBFS406B	Provide facial treatments	120
WRBFS407B	Provide advanced facial treatments	110
WRBSS302B	Provide temporary epilation and bleaching treatments	95
WRRC1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRRLP1B	Apply safe working practices	18
WRRS1B	Sell products and services	18

Elective Units of Study

Eight elective units of study from the following

WRBBS408B	Provide aesthetic aromatic massage	40
WRBBS509A	Plan the spa program	25
WRBBS510A	Provide the spa program	100
WRBBS511A	Apply aromatic plant oil chemistry to beauty therapy treatments	20
WRBBS512A	Blend a range of aromatic plant oils for beauty treatments	35
WRBBS513A	Use reflexology relaxation techniques in beauty treatments	30
WRBBS514A	Provide superficial lymph drainage massage	40
WRBSS503B	Provide permanent epilation**	145
WRBSS504B	Perform diathermy service**	50
WRBSS505B	Design and perform cosmetic tattooing/micropigmentation procedures**	110
WRBSS506A	Provide upper body piercing#	30
CUEMUP2A	Design, apply and remove period make-up	160
CUEMUP3A	Design, apply and remove specialised make-up	160
HLTREM6A	Provide the massage treatment	340
HLTREM7A	Plan the massage treatment	20

**The following units of study each will count as four units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units, and the requirements of Skin Penetration legislation:

WRBSS503B	Provide permanent epilation
WRBSS504B	Perform diathermy service

WRBSS505B Design and perform cosmetic tattooing/micropigmentation procedure

#The following units of study will count as 3 units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units and the requirements of Skin Penetration legislation:

WRBSS506A	Provide upper body piercing	
Two elective units of study from the following		
Unit of Study Code		Hours
WRBSS201B	Pierce Ears	15
WRBFS203B	Design and apply make-up for photography	30
WRRER3B	Maintain employee relations	36
WRBFS204B	Design and apply remedial camouflage	30
WRRCA1B	Operate retail equipment	21
WRRER2B	Co-ordinate work teams	36
WRR11B	Perform stock control procedures	36
WRRLP2B	Minimise theft	21
WRR03B	Provide a safe working environment	36
WRR07A	Profile a retail market	36
WRR08A	Develop innovative ideas at work	36
WRRPL3B	Initiate and implement change	150
WRRPM3B	Lead and manage people	36
WRRS4B	Build relationships with customers	36
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRB5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for small business	36
BSBEBUS301A	Search and assess online business information	20
BSBFLM505A	Manage operational plan	60
BSBFLM507A	Manage quality customer services	60
BSBFLM509A	Promote continuous improvement	60
BSBMKG404A	Forecast market and business needs	60
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business and legal requirements	50
BSBSBM403A	Promote the business	50
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor and manage business operations	50
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30

Note: Victoria University will offer several streams designed to address Industry needs. Each stream will incorporate a range of electives to meet the requirements of the Diploma of Beauty Therapy. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN HAIRDRESSING [PRE-APPRENTICESHIP]

Course Code: WRH20100

It is anticipated that the current courses will change to a National Training Packages to be delivered Australia wide, in 2006. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses in 2006.

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Hairdresser.

SCOPE OF DELIVERY

Full-time 3 days a week, 1 day a week for secondary schools.

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 (03) 9919 7892 for commencement dates.

COURSE STRUCTURE

Unit of Study 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
WRRS1A	Sell products and services	18

CERTIFICATE III IN HAIRDRESSING

Course Code: WRH30100

It is anticipated that the current courses will change to a National Training Packages to be delivered Australia wide, in 2006. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses in 2006.

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Hairdresser.

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. Offers training as:

- apprenticeship;
- full-time Training – full fee paying;
- feskilling;
- Australian Qualification/Trade Recognition Australia Skills Test;
- hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

COURSE OBJECTIVES

The course aims to provide training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults state-wide 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 through employer.

Full-time Training – application forms, interview.

Reskilling – application forms, interview, qualified hairdresser.

COURSE DURATION

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

COURSE STRUCTURE**Core Units of Study**

Unit of Study 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 hair and scalp conditions	10
WRH010A	Treat hair and scalp	10
WRH011A	Cut hair	170
WRH012A	Dress (style) hair	135
WRH013A	Perform permanent wave and chemical relaxation services	90
WRH014A	Colour hair	115
WRH015A	Co-ordinate salon team	36
WRRS1A	Sell products and services	18

Optional Unit of Study

WRH22A	Perform a face shave	20
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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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN HAIRDRESSING

Course Code: WRH40100

It is anticipated that the current courses will change to a National Training Packages to be delivered Australia wide, in 2006. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses in 2006.

COURSE LOCATION

City King.

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 form and interview process.

COURSE DURATION

The course may be offered on a part-time basis over 140–390 hours.

Call (03) 9919 7877 for commencement dates.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
BSZ402A Conduct assessment	15
BSZ407A Deliver Training Sessions	50

Elective Units of Study

Four units of study from any of the following elective streams:

Beauty Stream

Unit of Study Code	Hours
WRB14A Pierce ears	20
WRB15A Provide lash and brow treatments	20
WRB16A Provide temporary epilation and bleaching treatments	100
WRB17A Provide manicure and pedicure 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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF HAIRDRESSING SALON MANAGEMENT

Course Code: WRH50100

COURSE LOCATION

City King.

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 have acquired the Certificate III and IV in Hairdressing 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

Application form, interview process.

COURSE DURATION

The course may be offered on a full-time basis over 397–537 nominal hours over or part-time equivalent. This course will only be offered on demand of sufficient numbers.

COURSE STRUCTURE

To Achieve a Diploma of Hairdressing Salon Management WRH50100:

- six core units of study;*
- six elective units of study.*

*For those who have completed Units WRH34A, WRH35A, WRRPM2A and WRRPM3A from the Management stream in Certificate IV in Hairdressing WRH50100, credit will be granted in the Diploma.

Core Units of Study (totalling 192 nominal hours)

Unit of Study 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 of Study

Six units of study (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
BSXFM1503A Establish and manage effective workplace Relationships*	60
BSXFM1504A Participate in, lead and facilitate work teams*	60
BSXFM1505A Manage operations to achieve planned Outcomes*	60
BSXFM1507A Manage quality customer service*	60
BSXFM1511A Contribute to the development of a workplace learning environment*	60

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN MAKE-UP SERVICES

Course Code: WRB20204

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Pathway to future career in beauty.

SCOPE OF DELIVERY

Delivered as part of VET in School only.

COURSE OBJECTIVES

The aim of the course is to provide participants with an entry-level qualification to begin a career in the Beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist 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

Apply through Secondary College only.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 404 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
WRBCS201B	Conduct financial transactions	25
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBFS203B	Provide services to clients	30
WRBFS201B	Demonstrate retail skin care products	25
WRBFS202B	Design and apply makeup	40
WRBFS203B	Design and apply makeup for photography	30
WRBFS204B	Design and apply remedial camouflage	30
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRRLP1B	Apply safe working practices	18
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRS1B	Sell products and services	18

Elective Units of Study

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

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services*	30
WRBBS202A	Apply nail gel enhancement*	30
WRBBS203A	Apply acrylic nail enhancement*	35
WRBCS204A	Apply knowledge of nail science to nail services	15
WRBBS201B	Pierce Ears	15
WRRCA1B	Operate retail equipment	21
WRRER2B	Co-ordinate work teams	36
WRR11B	Perform stock control procedures	36
WRRLP2B	Minimise theft	21
WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for small business	36
WRR07A	Profile a retail market	36
WRR08A	Develop innovative ideas at work	36
BSBSBM301A	Research business opportunities	36
BSBEBUS301A	Search and assess online business information	20

*If WRBBS201B - Provide manicure and pedicure services, or WRBBS202A - Apply nail gel enhancement or WRBBS203A - Apply acrylic nail enhancement) are selected then WRBCS204A - Apply knowledge of nail science to nail services must also be selected. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MAKE-UP

Course Code CUF40203

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Employment in the film, video, television, theatre, photographic and fashion industries.

SCOPE OF DELIVERY

Full-time, part-time, Flexible delivery. Fee for service only.

COURSE OBJECTIVES

The course is a must for anyone wanting to be a Make-Up and Hair Stylist/Assistant, who wants to provide make-up services on corporate training videos, events, special occasions, glamour, cosmetic sales, bridal industry, personal and corporate styling. Once you complete these modules and competency has been met, you will gain a qualification in make-up artistry recognized Australia wide.

ENTRY REQUIREMENTS

Satisfactory completion of a 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

Applicants are required to submit an application form and attend an interview.

COURSE DURATION

Full-time for 6 months.

COURSE STRUCTURE

For further information regarding this course, contact the Department of Personal Services on (03) 9919 7877.

DIPLOMA IN MAKE-UP

Course Code: CUF50203

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Employment in the film, video, television, theatre, photographic and fashion industries.

SCOPE OF DELIVERY

Full-time, part-time, Flexible delivery. Fee for service only.

COURSE OBJECTIVES

The Diploma in Make-Up is a must for those who are serious about pursuing a career in make-up. You will learn and experience what it's really like to work and network with people in the industry. This course is designed to bring out the best in your creative talents. You will learn to develop your technical skills and professional attitude, leading you to the highest levels in the make-up industry. Areas such as fashion, catwalk, multimedia, bridal, photography, stage, film and TV. Once competency has been met, you will leave this course with a nationally recognized qualification, read to start work in the industry as a professional make-up artist.

ENTRY REQUIREMENTS

Satisfactory completion of a 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

Applicants are required to submit an application form and attend an interview.

COURSE DURATION

Full-time for 12 months.

COURSE STRUCTURE

For further information regarding this course, contact the Department of Personal Services on (03) 9919 7877.

DIPLOMA OF REMEDIAL MASSAGE

Course Code: HLT50302

COURSE LOCATION

City King.

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 basis only.

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.

The areas covered in the Diploma of Remedial Massage HLT50302 are:

- Anatomy and Physiology;
- Musculoskeletal Anatomy I and II;
- Massage 1 – Relaxation;
- Massage 2 – Therapeutic;
- Massage 3 – Sports Massage;
- Massage 4 – Relaxation Clinic;
- Communications;
- Professional Skills/Ethics;
- Infection Control;
- Therapeutic Clinic;
- Biomechanics;
- Musculoskeletal Pathology;
- Physical Assessment 1 and 2;
- Lymphatic Drainage;
- Myofascial Tension Techniques;
- Trigger Point Therapy;
- Therapeutic and Sports Clinic;
- Exercise Physiology;
- Business Skills;
- Systemic Pathology;
- Acupressure;
- Research Project;
- Integrated Therapies;
- Remedial Clinic;
- Occupational Health & Safety.

PRE REQUISITES

Successful completion of an introductory course in massage at Victoria University (Short Course Centre, telephone: [03] 9919 7920) or equivalent.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must demonstrate to the satisfaction of a program team member 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 18 months.

COURSE STRUCTURE

Unit of Study 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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN MODELLING

Course Code: 21456VIC

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Modelling.

SCOPE OF DELIVERY

This course is offered on a full-time basis [Monday–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 Unit of Study totalling 278 nominal hours:

Unit of Study Code		Hours
VB179	Orientation to Modelling as a Career	30
VB180	Communicate Effectively in the Modelling Industry	30
VB181	Design, Apply and Remove Own Basic Make-up	20
VB182	Care for and Style Own Hair	15
VB183	Perform Own Nail Grooming	10
VB184	Perform Techniques for Catwalk Modelling	80
VB185	Maintain Health for Personal and Professional Effectiveness	15
VB186	Seek Information on Employment Arrangement for Models	20
VB187	Perform Backstage Duties	10
VB188	Perform Techniques for Photographic Modelling	30
WRR1P1B	Apply Safe Working Practices	18

Select two units of study, one unit may be selected from other training packages

Elective Units of Study

Unit of Study Code		Hours
VB190	Participate in a Photo Shoot	30
VB191	Apply Promotional Techniques	20

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE STRUCTURE

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services	30
WRBCS201B	Conduct financial transactions	25
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBCS203B	Provide services to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRR1P1B	Apply safe working practices	18
WRRM1B	Merchandise products	30
WRRM2B	Perform routine housekeeping duties	18
WRRS1B	Sell products and services	18
and either		
WRBBS202A	Apply gel nail enhancement	30
or		
WRBBS203A	Apply acrylic nail enhancement	35

Elective Units of Study

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

WRBBS202A	Apply nail gel enhancement	30
WRBBS203A	Apply acrylic nail enhancement	35
WRBBS204B	Apply nail art	15

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN NAIL TECHNOLOGY

Course Code: WRB20104

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Nail technician manicurist.

SCOPE OF DELIVERY

This course is delivered on a full time basis during the day. Traineeships are also available.

COURSE OBJECTIVE

The aim of the course is provide to participants with a beauty industry entry-level qualification to begin a career as a nail technician. It involves interacting with customers and providing treatments such as manicure/pedicare services, acrylic/gel nail enhancement as well as retail, sales, merchandising, and safe work practices.

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 are required to submit an application form, sit a selection test and attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 339 nominal hours or part-time equivalent.

CERTIFICATE III IN NAIL TECHNOLOGY

Course Code: WRB30204

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

To be employed as a Nail technician

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery.

COURSE OBJECTIVES

The aim of the course is to provide participants with the skills and knowledge to establish their own nail technology business as an owner operator.

ENTRY REQUIREMENTS

Selection is via an aptitude test, followed by an interview.

SELECTION PROCEDURES

Applicants are required to submit an application form, sit a selection test and attend an interview.

COURSE DURATION

Training Package – Nominal hours 645 hours [20 weeks].

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
WRBBS201B	Provide manicure and pedicure services	30
WRBBS202A	Apply gel nail enhancement	30
WRBBS203A	Apply acrylic nail enhancement	35
WRBBS204B	Apply nail art	15
WRBBS305B	Use electrical equipment for nails	30
WRBCS201B	Conduct financial transactions	25
WRBCS202A	Apply techniques to update beauty industry knowledge	20
WRBCS203B	Provide service to clients	30
WRBCS204A	Apply knowledge of nail science to nail services	15
WRRS1B	Sell products and services	18
WRRM2B	Perform routine housekeeping duties	18

WRRM1B	Merchandise products
WRRLP1B	Apply safe working practices
WRRER1B	Work effectively in a retail environment
WRRCS1B	Communicate in the workplace

Elective Units of Study

Six units from the following list:

WRBBS306A	Apply airbrushed nail art
WRRER2B	Co-ordinate work teams
WRRM5A	Monitor in-store visual merchandising display
WRRM6A	Create a display for small business
WRR03B	Provide a safe working environment
WRR07A	Profile a retail market
WRR08A	Develop innovative ideas at work
BSBEBUS301A	Search and assess online business information
BSBMKG404A	Forecast market and business needs
BSBSBM301A	Research business opportunities
BSBSBM401A	Establish business and legal requirements
BSBSBM403A	Promote the business
BSBSBM404A	Undertake business planning
BSBSBM405A	Monitor and manage business operations
BSBSBM406A	Manage finances
BSBSBM407A	Manage a small team
BSZ404A	Train small groups

ADVANCED DIPLOMA OF NATUROPATHY

Course Code: HLT60502

COURSE LOCATION

St Albans.

CAREER OPPORTUNITIES

Naturopath, Natural Medicine

SCOPE OF DELIVERY

Full-time. This is a fee-for-service course.

COURSE OBJECTIVES

To complete two years of Naturopathy in TAFE, will then gain entry into the Bachelor of Health Science Naturopathy & Homeopathy a dual sector course:

- two years in TAFE;
- combined summer semester;
- two years in higher education.

The course covers the following areas:

- approaches to wellness;
- chemistry;
- clinic practice;
- counselling skills;
- history & philosophy;
- naturopathic assessment and treatment;
- referral/interpersonal skills;
- sociology of health;
- anatomy & physiology;
- business plan;
- clinic guidelines;
- clinical diagnosis;
- herbal medicine;
- homoeopathic assessment and treatment;
- nutrition;
- research.

ENTRY REQUIREMENTS

To qualify for admission to this participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competencies, 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 PROCEDURES

Selection is via aptitude and by interview.

COURSE DURATION

The course may be offered on a two year full-time basis over a minimum of 1240 nominal hours or part-time equivalent.

COURSE STRUCTURE

The course requires the completion of 21 units (comprising 9 core, 8 specialisation and 4 electives).

Core Units of Study

Unit of Study Code		Hours
BSBFLM303A	Contribute to effective workplace relationships	40
HLTCOM2A	Develop professional expertise	40
HLTCOM3A	Manage a practice	50
HLTCOM4A	Communicate effectively with clients/patients	30
HLTCOM6A	Make referrals to other health care professionals when appropriate	40
HLTFA2A	Apply advanced first aid	30
HLTHIR2A	Contribute to organisation's effectiveness in the health industry	30
HLTIN4A	Manage the control of infection	50
HLTHSE2A	Implement and monitor occupational health and safety policies, procedures and programs	40

Specialisation Units of Study

HLTNAT1A	Provide naturopathic treatment	120
HLTNAT2A	Provide the western herbal medicine treatment	60
HLTNAT3A	Plan naturopathic nutritional treatment	80
HLTNAT5A	Plan the naturopathic nutritional strategy	40
HLTNAT6A	Perform the naturopathic health assessment	200
HLTNAT7A	Manage work within the naturopathic framework	40
HLTNAT8A	Apply naturopathic diagnostic framework	40
HLTNAT9A	Work within a naturopathic framework	20

Elective Units of Study**Nutrition Stream**

HLTNUT1A	Apply literature research findings to nutritional practice	40
HLTNUT2A	Provide specialised nutritional care	60

Homoeopathy Stream

HLTNAT4A	Provide acute homoeopathic treatment	120
HLTHOM12A	Work within a homoeopathic framework	60

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

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;
- Electrotechnology and Computer Systems;
- 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 building, computer systems and networking, electrical, electronics, engineering (mechanical, manufacturing and civil), sign, transport, distribution and warehousing industries. Pre-apprenticeship courses [Certificate I or II] are offered for boatbuilding, bricklaying, carpentry and joinery, electrical, furniture manufacturing/cabinet making, painting and decorating, 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 through flexible delivery arrangements.

In the building trade areas, students learn extensively 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 can contact us about arrangements for training 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, draftsman/designer or building surveyor, Certificate IV and Diploma courses provide recognised qualifications.

Engineering Technology 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 with 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 (ISTC) offers a range of short courses including dogging, rigging, scaffolding, earthmoving and driver training as well as traineeships and apprenticeships in civil construction and transport and distribution. The Centre boasts a fleet of modern, well-maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

The Specialist Centre for Transport, Distribution and Logistics, established in 2003, works closely with industry and other training providers of TDL. The Centre received a State Government Equipment Grant for warehousing equipment which has been installed at ISTC and will be used to conduct warehouse training in a simulated environment. The Centre provides 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:

- planning for the extension of the Whitten Building which will see all of TAFE Engineering consolidated at Sunshine Campus;
- the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at Sunshine Campus;
- the three-year cyclical timeframe of replacing the plant and equipment within the Industrial Skills Training Centre which commenced in 2003;
- 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. A considerable number of its staff work in company operations both full-time and part-time. A major focus of the School's business is to provide support for individuals and companies in the workplace using flexible training materials to deliver training which will complement individual enterprise training schedules and work patterns. Training is

On-the-job training, both short and long term, is provided for 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.

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 of the University. This enables students to move between the two sectors and provide them the opportunity to complete a degree in their chosen field.

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

AUM20100	Certificate II in Automotive Manufacturing (Various Streams)
21560VIC	Certificate II in Automotive Technology Studies
AUR10105	Certificate I in Automotive
AUR20505	Certificate II in Automotive Vehicle Servicing
AUR20905	Certificate II in Automotive Vehicle Body
AUR30405	Certificate III in Automotive Mechanical Technology
AUR30605	Certificate III in Automotive Specialist
AUR30805	Certificate III in Automotive Vehicle Body
AUR40205	Certificate IV in Automotive Technology

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

Acting Head, Automotive Technology Unit – TAFE

CERTIFICATE II IN AUTOMOTIVE MANUFACTURING (VARIOUS STREAMS)

Course Code: AUM20100

COURSE LOCATION

On-site to Industry

CAREER OPPORTUNITIES

Vehicle Manufacturing Industry.

SCOPE OF DELIVERY

This course is delivered to Industry.

COURSE OBJECTIVES

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

ENTRY REQUIREMENTS

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

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

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

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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN AUTOMOTIVE TECHNOLOGY STUDIES

Course Code: 21560VIC

COURSE LOCATION

Melton, Newport.

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.

STUDENT WORK PLACEMENT OR SIMULATED WORKPLACE

Student work placement is recommended to compliment workplace assessment in accordance with competency evidence requirements.

COURSE STRUCTURE

Core Unit of Study

Unit of Study Code	Hours
VBN644	40

Elective Units of Study

A minimum of 360 nominal hours of elective Units of Study selected from across the following four specialisations:

- General;
- Automotive Mechanical;
- Automotive Vehicle Body;
- Maintenance.

Elective Units of Study are selected with the approval of the Head of Department, having regard to the specialisation Units of Study listed in the Certificate II in Automotive Technology Studies 21560VIC, Accreditation Submission, Automotive Training Victoria, July 2004.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE I IN AUTOMOTIVE

Course Code: AUR10105

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE II IN AUTOMOTIVE VEHICLE SERVICING

Course Code: AUR20505

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE II IN AUTOMOTIVE VEHICLE BODY

Course Code: AUR20905

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY

Course Code: AUR30405

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN AUTOMOTIVE SPECIALIST

Course Code: AUR30605

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE III IN AUTOMOTIVE VEHICLE BODY

Course Code: AUR30805

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

CERTIFICATE IV IN AUTOMOTIVE TECHNOLOGY

Course Code: AUR40205

Please note Victoria University will be offering the Automotive Training Package Qualification Certificates I – III [AUR99] during 2006 until the new AUR05 courses are implemented.

For further information regarding this course, contact the Automotive Technology Unit on (03) 9919 8437.

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	
MEM20198	Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship]
MEM20298	Certificate II in Engineering – Production Technology [Boatbuilding – Traineeship]
MEM30603	Certificate III in Marine Craft Construction [Apprenticeship]
21393VIC	Certificate II in Building and Construction (Bricklaying) [VCE/VCAL VET In Schools]
21393VIC	Certificate II in Building and Construction (Bricklaying – Pre-Apprenticeship)
BCG30698	Certificate III in General Construction (Bricklaying/Blocklaying) [Apprenticeship]
SA3475	Diploma of Building
SA3477	Certificate IV in Building
40355SA	Advanced Diploma of Building Design and Project Administration
40356SA	Diploma of Building Design and Technology
40357SA	Certificate IV in Residential Drafting
BCG50103	Diploma of Building Surveying
BCG60103	Advanced Diploma of Building Surveying
21393VIC	Certificate II in Building and Construction (Carpentry – Pre-Apprenticeship)
BCG30798	Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) [Apprenticeship]
21278VIC	Certificate II in Furnishing (Pre-Apprenticeships in - Cabinet Making/Wood Machining/Furniture Polishing)
LMF30302	Certificate III in Furniture Making
LMF30402	Certificate III in Furniture Making (Cabinet Making)
LMF30502	Certificate III in Furniture Making (Wood Machining)
21528VIC	Certificate IV in Applied Design (Furniture)
21533VIC	Certificate II in Joinery/Shopfitting/Stairbuilding (Pre-Apprenticeship)
BCF30200	Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)

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 II IN ENGINEERING - PRODUCTION [BOATBUILDING PRE-APPRENTICESHIP]

Course Code: MEM20198

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Construction, repair and maintenance of vessels.

COURSE OBJECTIVE

The course is appropriate for a person intending to work as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

COURSE DURATION

The course is offered on a full-time basis over a minimum of 400 nominal hours (or part-time equivalent).

SELECTION PROCEDURES/SELECTION CRITERIA

Selection is by interview.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code

MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health and safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0
MEM2.1C12A	Apply quality systems	20
MEM2.2C11A	Organise and analyse information	20
MEM2.5C11A	Measure with graduated devices	20
MEM2.6C10A	Plan a complete activity	40
MEM2.7C10A	Perform computations - basic	20
MEM4.18AB	General woodworking machine operations	40
MEM9.21AA	Interpret and produce curved three-dimensional shapes	40
MEM9.1AA	Draw and interpret sketch	20
MEM9.2AA	Interpret technical drawing	40
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/ hand held operation	20
MEM25.3AA	Set up marine structures	40

Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY [BOATBUILDING -TRAINEESHIP]

Course Code: MEM20298

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Construction, repair and maintenance of vessels.

COURSE OBJECTIVE

The course is appropriate for a person intending to work as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

ENTRY REQUIREMENTS

Students must be employed as boatbuilder or shipwright apprentices, (in the case of School Based New Apprentices they will be employed part time).

SELECTION PROCEDURES/SELECTION CRITERIA

Selection is conducted by the employer.

COURSE DURATION

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

Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN MARINE CRAFT CONSTRUCTION [APPRENTICESHIP]

Course Code: MEM30603

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Construction, repair and maintenance of vessels.

SCOPE OF DELIVERY

Weekly block release (8 weeks per year for three years).

COURSE OBJECTIVE

The course is appropriate for a person working as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

ENTRY REQUIREMENTS

Students must be employed as boatbuilder or shipwright apprentices.

SELECTION PROCEDURES/SELECTION CRITERIA

Selection is conducted by the employer.

COURSE DURATION

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

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code

MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health and safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0
MEM2.1C12A	Apply quality systems	20
MEM2.2C11A	Organise and analyse information	20
MEM2.3C11A	Operate in a work based team environment	20
MEM2.4C11A	Assist in the provision of on the job training	20
MEM2.5C11A	Measure with graduated devices	20
MEM2.6C10A	Plan a complete activity	40
MEM2.7C10A	Perform computations - basic	20
MEM2.8C10A	Perform computations	20
MEM2.9C10A	Perform computer operations	20

Elective Units of Study

Units of Study totaling 960 hours from the following:

MEM4.18AB	General woodworking machine operations	40
MEM8.14AA	Apply protective coatings (basic)	40
MEM9.21AA	Interpret and produce curved three-dimensional shapes	40
MEM12.7AA	Mark off/ out structural fabrications & shapes	40
MEM25.2AA	Form and integrate fibre-reinforced structures	40
MEM25.3AA	Set up marine structures	40
MEM25.4AA	Fair and shape surfaces	20
MEM25.5AA	Construct and assemble marine vessel timber components	80
MEM25.7AA	Maintain marine surfaces	40
MEM25.8AA	Repair marine surfaces and structures	40
MEM25.9AA	Form timber using hot processes	20
MEM25.10AA	Perform fitout procedures	40
MEM25.13AA	Produce 3-dimensional plugs/ moulds	120
MEM25.14AA	Perform Marine slipping operations	20
MEM50.3AA	Follow work procedures to maintain marine environment	10
MEM50.4AA	Maintain quality of environment by following marine codes	10
MEM9.1AA	Draw and interpret sketch	20

MEM9.2AA	Interpret technical drawing	40
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/ hand held operation	20
MEM13.3AA	Work safely with industrial chemicals and materials	20

or equivalent Units of Study from the Metal and Engineering Training Package (MEM98), with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Metal and Engineering Training Package V4, ANTA, 2003.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN BUILDING & CONSTRUCTION (VCE/VCAL VET IN SCHOOLS - BRICKLAYING STREAM)

Course Code: 21393VIC

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Building construction worker.

SCOPE OF DELIVERY

Part-time

COURSE OBJECTIVE

To provide secondary students with basic skills and introduction to the construction industry (bricklaying).

ENTRY REQUIREMENTS

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

SELECTION PROCEDURES/SELECTION CRITERIA

Recommendation from secondary school

COURSE DURATION

The course consists of 254 hours of part time study for units 1 & 176 hours of part time study for units 3 & 4 at a Victoria University facility. All 16 units must be achieved for students to receive 10% increment on top of their enter score..

COURSE STRUCTURE

VCE VET Units 1 & 2

Unit of Study Code		Hours
VB987	Career studies	16
VB985	Building and construction Industry Induction	16
VB235	Communication for the building Industry	20
VB988	Workplace safety & environmental procedures	40
VB111	Basic first aid	8
VB990	Leveling	8
VB991	Safe handling of plant and power tools	16
VB992	Introduction to scaffolding	24
VB993	Bricklaying hand tools	20
VB997	Bricklaying basic skills	86

VCE VET Units 3 & 4

Unit of Study Code		Hours
VB236	Quality principles for the building Industry	8
VB986	Workplace documents and plans	20
VB989	Building structures	8
VB234	Calculations for the building Industry	20
VB997	Concrete technology	20
VB994	Bricklaying set out, base and veneer construction principles	100

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING – PRE-APPRENTICESHIP)

Course Code: 21393VIC

COURSE LOCATION

Newport.

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 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.

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

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 of Study (204 Nominal Hours)

Unit of Study Code		Hours
VB234	Calculations for the building Industry	20
VB235	Communications for the building Industry	20
VB236	Quality principles for the building Industry	8
VB987	Career studies	16
VB111	Basic First Aid	8
VB985	Building and construction industry induction	16
VB986	Workplace documents and plans	20
VB988	Workplace safety	40
VB989	Building structures	8
VB990	Leveling	8
VB991	Safe handling of power tools	16
VB992	Introduction to scaffolding	24

Specialist Stream Units of Study

Bricklaying Stream

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

Unit of Study Code		Nominal Hours
VB993	Bricklaying hand tools	20
VB994	Bricklaying set out, base and veneer construction	100
VB995	Masonry blockwork	50
VB996	Bricklaying cavity, piers & wall construction	100
VB997	Concrete technology	20
VB998	Multi thickness walls and obtuse angles construction	60
VB997	Bricklaying basic skills	86

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING/BLOCKLAYING) [APPRENTICESHIP]

Course Code: BCG30698

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Bricklayer.

SCOPE OF DELIVERY

Block release, part-time.

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 PROCEDURES / SELECTION CRITERIA

Selection is 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.

Core Units of Study

Unit of Study 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	Carry out 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 of Study

Unit of Study Code		Hours
BCG3048A	Install Glass Blockwork	24
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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF BUILDING

Course Code: SA3475
incorporating

CERTIFICATE IV IN BUILDING

Course Code: SA3477

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

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 years of full-time or part-time equivalent study, (approximately five years [10 semesters] of part-time study). Total course hours is 1449.

COURSE STRUCTURE

The course has core units of study and a practical component. The course structure is specified below:

FULL TIME STUDENTS**Year 1 Units of Study**

Unit of Study 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
ABC086	Structure 1	36
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
ABC117	Building Studio 3	50

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 Units of Study

Unit of Study Code		Hours
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	600
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
ABC128	Building Studio 4	
ABC129	Building Studio 5	

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUILDING DESIGN AND PROJECT ADMINISTRATION

Course Code: 403555A

COURSE LOCATION

Newport.

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 of Study**

Unit of Study Code		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
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	LCTF	Produce 2D architectural drawings using CAD software	100
LCWA	Produce digital renderings of architectural 3D CAD drawings	50	LCTG	Produce drawing documentation for private residential buildings	40
LCWB	Produce drawing documentation for a commercial building	50	LCTH	Produce working drawings for a single storey private residence	90
LCWC	Provide design solutions for type 'C' buildings	40	LCTK	Produce working drawings for a two single storey private residence	90
LCWD	Provide design solutions for type 'B' buildings	40	LCTL	Provide design solutions for private residential dwellings	40
LCWE	Apply principles of design, documentation and project administration to buildings	120	LCTM	Provide design solutions for small residential living units	40
LCWF	Undertake research for a building design related project	80	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

Elective Units of Study

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.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF BUILDING DESIGN AND TECHNOLOGY

Course Code: 40356SA
incorporating

CERTIFICATE IV IN RESIDENTIAL DRAFTING

Course Code: 40357SA

COURSE LOCATION

Newport.

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 of Study 1470 nominal hours**

Unit of Study Code		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
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
LCWN	Apply principles of timber framing design to one or two storey buildings	50

Elective Units of Study

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

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF BUILDING SURVEYING

Course Code: BCG50103

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Building surveying assistant, building inspector.

SCOPE OF DELIVERY

This course is offered on a full-time or part-time.

COURSE OBJECTIVE

The course aims to provide training for with building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities take off estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, or be of mature age entry. Recognition of prior learning may be available based on 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 entrants will be required to undertake an interview process in relation to selection.

COURSE DURATION

The course is offered on a full time basis over 1136 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
BCGSV5001A	Assess the construction of domestic scale buildings	100
BCGSV5002A	Evaluate materials for construction of domestic scale buildings	72
BCGSV5003A	Produce working drawings for residential buildings	90
BCGSV5004A	Apply legislation to urban development and building controls	36
BCGSV5005A	Apply footing and geomechanical design principles for domestic scale buildings	36
BCGSV5006A	Assess construction faults in residential buildings	36
BCGSV5007A	Undertake site surveys and set out procedures to building projects	72
BCGSV5008A	Apply building control legislation to building surveying	36
BCGSV5009A	Assess the impact of fire on building materials	36
BCGSV5010A	Interact with clients in a regulated environment	36
BCGSV5011A	Apply building codes and standards to residential buildings	36
BCGSV5012A	Assess timber framed designs for one and two storey buildings	36
BCGSV5013A	Apply principles of energy efficient design to buildings	36
BCGSV5014A	Apply building surveying procedures to residential buildings	36
BCGSV5015A	Assess structural requirements for domestic scale buildings	72

Elective Units of Study

BSBADM506A	Manage business document design and development	60
BSBCMN406A	Maintain business technology	40
CHCCOM3A	Utilise specialist communication skills	50
CHCCOM4A	Develop, implement and promote effective communication	75
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
ICAITU133A	Send and retrieve information over the internet using browsers and email	25

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

ADVANCED DIPLOMA OF BUILDING SURVEYING

Course Code: BCG60103

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Building surveying assistant.

SCOPE OF DELIVERY

This course is offered on a full-time or part-time.

COURSE OBJECTIVE

The course aims to provide training for with building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities take off estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed the Diploma of Building Surveying BCG50103. Recognition of prior learning may be available based on 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 entrants will be required to undertake an interview process in relation to selection.

COURSE DURATION

The course is offered on a full time basis over 1004 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
BCGSV6001A	Assess the construction of buildings up to 3 storeys	72
BCGSV6002A	Produce working drawings for buildings up to 3 storeys	40
BCGSV6003A	Assess construction faults in buildings up to 3 storeys	40
BCGSV6004A	Apply footings and geomechanical design principles to buildings up to 3 storeys	40
BCGSV6005A	Evaluate services layout and connection methods for residential and commercial buildings up to 3 storeys	40
BCGSV6006A	Evaluate the use of concrete for residential and commercial buildings up to 3 storeys	40
BCGSV6007A	Assess structural requirements for buildings up to 3 storeys	40
BCGSV6008A	Apply building codes and standards to buildings up to 3 storeys	72
BCGSV6009A	Implement performance based codes and risk management principles for buildings up to 3 storeys	72
BCGSV6010A	Apply fire technology to buildings up to 3 storeys	40
BCGSV6011A	Apply legal procedures to building surveying	40
BCGSV6012A	Facilitate community development consultation	40
BCGSV6013A	Co-ordinate asset refurbishment	72
BCGSV6014A	Manage and plan land use	40
BCGSV6015A	Analyse and present building surveying research information	90
BCGSV6016A	Apply building surveying procedures to buildings up to 3 storeys	90

Elective Units of Study

BSX154L606	Manage human resources	40
LGAPLEM502A	Apply ecologically sustainable development principles to the built environment	60
LMFFT4010A	Identify and calculate production costs	36

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

**CERTIFICATE II IN BUILDING AND CONSTRUCTION
[CARPENTRY – PRE-APPRENTICESHIP]**

Course Code: 21393VIC

COURSE LOCATION

Newport.

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 of Study (204 nominal hours)**

Unit of Study Code	Hours
ABC504	Calculations 20
ABC505	Communications 20
ABC548	Quality Principles 8
VBH722	Career Studies 16
VBJ037	Basic First Aid 8
VBM985	Building and Construction Industry Induction 16
VBM986	Workplace Documents and Plans 20
VBM988	Workplace Safety 40
VBM989	Building Structures 8
VBM990	Levelling 8
VBM991	Safe Handling of Power Tools 16
VBM992	Introduction to Scaffolding 24

Specialist Stream Units of Study

Students must complete the following 12 Units of Study (438 nominal 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

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY – FRAMEWORK / FORMWORK / FINISHING) [APPRENTICESHIP]

Course Code: BCG30798

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Carpenter.

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

No selection is required, user choice applies.

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 of Study

Unit of Study Code	Hours
BCG1000A	Carry out Interactive Workplace Communication
BCG1001A	Carry out OH&S Requirements
BCG1002A	Plan and Organise Work
BCG1003A	Read and Interpret Plans
BCG1004A	Carry out Measurements and Calculations
BCG1005A	Use Hand and Power Tools
BCG1006A	Use Small Plant and Equipment
BCG1007A	Erect & Dismantle Restricted Height Scaffolding
BCG1008A	Use Simple Levelling Devices
BCG1009A	Carry out Excavation and Install Support
BCG1010A	Carry out Concreting to Simple Forms
BCG1011A	Handle Construction Materials and Safely Dispose of Waste
BCG1016A	Prepare for Construction Process (Carpentry)
BCG2001A	Prepare Surfaces
BCG2003A	Carry out General Demolition
BCG2004A	Carry out Levelling
BCG2005A	Erect and Strip Formwork for Concrete Work
BCG2007A	Operate Elevated Work Platforms (EWP)
BCG2008A	Use Explosive Power Tools (EPT)
BCG2010A	Remove/Replace Door and Window Furniture
BCG3009A	Construct and Install Non-load Bearing Internal Partition Wall
BCG3010A	Install Windows to Wall Framing
BCG3011A	Carryout Basic Setting Out
BCG3012A	Construct and Erect Timber Wall Framing
BCG3014A	Erect Timber Pitched Roof Framing
BCG3016A	Install Sub Floor Framing
BCG3017A	Install Timber and Sheet Flooring
BCG3021A	Install Door Frames
BCG3022A	Finish Eaves
BCG3023A	Install Exterior Cladding
BCG3024A	Construct Timber External Stairs
BCG3025A	Install External or Internal Doors
BCG3027A	Construct Wet Area Construction/Installation
BCG3029A	Fix Timber Mouldings
BCG3031A	Erect Door Jamb/Frame (Built-in-unit)
BCG3120A	Fix Linings and Panelling

Elective Units of Study

BCG3015A	Erect Timber Roof Trusses
BCG3018A	Erect Steel Roof Trusses
BCG3019A	Construct and Erect Steel Wall Framing
BCG3020A	Construct Timber Roof Structures – Irregular Roofs
BCG3026A	Install Fitments
BCG3032A	Fix Timber Raking Moulds
BCG3033A	Restore/Renovate Windows and Frames
BCG3034A	Erect/Dismantle Formwork
BCG3035A	Erect Dismantle Jump Form Formwork
BCG3047A	Erect Ceiling Framing (Pitched Roof)
BCG3122A	Erect/Dismantle Slip Form Formwork

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 Units of Study Details section of this Handbook.

CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIPS IN CABINET MAKING/WOOD MACHINING/FURNITURE POLISHING)

Course Code: 21278VIC

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Furniture Making (Cabinet Maker, Furniture Polisher).

SCOPE OF DELIVERY

To be advised.

COURSE OBJECTIVE

This course leads into the apprenticeship qualification as well as basic skills and knowledge for employment in the furniture industry.

ENTRY REQUIREMENTS

Basic 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

To be advised.

COURSE DURATION

This course is offered on a full time basis over 754 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Nominal Hours
VB0076	Follow identified OH&S policies & procedures
BCG1004A	Carry out measurements and calculations
VB0077	Use hand and power tools
VB0078	Apply quality standards
VB0079	Work in a team environment
BCG1000A	Carry out interactive workplace communication
ABC501	Introduction to furnishing industry
ABC999	Industry placement
VB0212	Assemble furnishing and components

Elective Units of Study

Five units from the following list:

Unit of Study Code	Nominal Hours
VB0210	Operate basic static machines
VB0231	Maintain basic static machines
VB0213	Prepare surfaces for finishing
VB0214	Construct furniture using leg and rail method
VB0229	Construct carcass for cabinets
VB0230	Apply laminates by hand
VB0215	Prepare cutting list from plans and job specifications

The remaining units may be chosen from the following list to a course total of 754 hours

Unit of Study Code	Nominal Hours
VB0087	Estimate and cost job
VB0088	Perform one on one training on the job
BSXFM1307A	Manage customer service
023/04	Address customer requirements
WRRS.1A	Sell products and services
VB0089	Store and handle hazardous and dangerous goods
VB0090	Move and store materials and products
BCF2011A	Use computers
VB0091	Operate load shifting equipment
BCF2010A	Maintain inventory and stock control
TDTA1397B	Receive goods
TDTA2097B	Replenish stock

TDTA2197B	Despatch stock	20
TDTD1097B	Operate a forklift	40
TDTA1197B	Package goods	20
BCS3258A	Apply first aid in the workplace	8

CERTIFICATE III IN FURNITURE MAKING

Course Code: LMF30302

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Furniture Making

SCOPE OF DELIVERY

Full-time or part-time delivery.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills required for those wishing to specialise in furniture making.

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

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

COURSE DURATION

The course may be offered on a full-time basis over 530 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
LMFCR0001A	Follow safe working policies and practices.	40
LMFCR0002A	Communicate in the workplace	20
LMFCR0003A	Carry out measurements and calculations	20
LMFCR0004A	Work effectively with others	15
LMFFF2004A	Prepare surfaces for finishing	24
LMFFM2001A	Use furniture making sector hand power tools	40
LMFFM2002A	Assemble furnishing components	20
LMFFM2004A	Apply sheet laminates by hand	24
LMFFM2006A	Hand make timber joints	40
LMFFM2010A	Set up, operate and maintain basic static machines	56
LMFFM2011A	Apply manufactured board conversion techniques	16
LMFFM3011A	Produce manual and computer-aided production drawings	60
LMFGN3001A	Read and interpret work documents	24
LMFGN3002A	Estimate and cost job	16
TDTD397B	Handle dangerous and hazardous goods	40

Elective Units of Study

A minimum of thirteen elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN FURNITURE MAKING (CABINET MAKING)

Course Code: LMF30402

CAMPUS

Newport.

CAREER OPPORTUNITIES

Cabinet Making

SCOPE OF DELIVERY

Full-time or part-time delivery.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.

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

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

COURSE DURATION

The course may be offered on a full-time basis over 711 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
LMFCR0001A	Follow safe working policies and practices	40
LMFCR0002A	Communicate in the workplace	20
LMFCR0003A	Carry out measurements and calculations	20
LMFCR0004A	Work effectively with others	15
LMFFF2004A	Prepare surfaces for finishing	24
LMFFM2001A	Use furniture making sector hand and power tools	40
LMFFM2002A	Assemble furnishing components	20
LMFFM2003A	Select and apply hardware	16
LMFFM2004A	Apply sheet laminates by hand	24
LMFFM2005A	Join solid timber	8
LMFFM2006A	Hand make timber joints	40
LMFFM2010A	Set up, operate and maintain basic static machines	56
LMFFM2011A	Apply manufactured board conversion techniques	16
LMFFM3002A	Construct furniture using leg and rail method	64
LMFFM3003A	Produce angled and curved furniture using manufactured board	64
LMFFM3005A	Fabricate custom furniture	64
LMFFM3006A	Install furnishing products	24
LMFFM3011A	Produce manual and computer-aided production drawings	60
LMFFM3012A	Prepare cutting list from plans and job specification	16
LMFGN3001A	Read and interpret work documents	24
LMFGN3002A	Estimate and cost job	16
TDTD397B	Handle dangerous and hazardous goods	40

Elective Units of Study

A minimum of seven elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMFO2 v.1 Australian National Training Authority 2002.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)

Course Code: LMFF30502

CAMPUS

Newport.

CAREER OPPORTUNITIES

Wood Machinists

SCOPE OF DELIVERY

Full-time or part-time delivery.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.

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

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

COURSE DURATION

The course may be offered on a full-time basis over 727 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
LMFCR0001A Follow safe working policies and practices	40
LMFCR0002A Communicate in the workplace	20
LMFCR0003A Carry out measurements and calculations	20
LMFCR0004A Work effectively with others	15
LMFFF2004A Prepare surfaces for finishing	24
LMFFM2001A Use furniture making sector hand and power tools	40
LMFFM2002A Assemble furnishing components	20
LMFFM2003A Select and apply hardware	16
LMFFM2004A Apply sheet laminates by hand	24
LMFFM2006A Hand make timber joints	40
LMFFM2010A Set up, operate and maintain basic static machines	56
LMFFM2011A Apply manufactured board conversion techniques	16
LMFFM3011A Produce manual and computer-aided production drawings	60
LMFFM3012A Prepare cutting list from plans and job specification	16
LMFFM3023A Set up, operate and maintain planing and finishing	40
LMFFM3025A Set up, operate and maintain routing and shaping machines	60

LMFFM3033A Construct jigs and fixtures	40
LMFGN3002A Estimate and cost job	16
LMFGN3033A Construct jigs and fixtures	40
TDTD397B Handle dangerous and hazardous goods	40

Elective Units of Study

A minimum of five elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMFO2 v.1 Australian National Training Authority 2002.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN APPLIED DESIGN (FURNITURE)

Course Code: 21528VIC

CAMPUS

Newport.

CAREER OPPORTUNITIES

Furniture Design

SCOPE OF DELIVERY

Full-time or part-time delivery.

COURSE OBJECTIVE

The course aims to provide employees in the metal fabrication and furniture industry with complementary trades skills and knowledge which will enable them to pursue design interests as an integral part of their current employment.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that To qualify for admission to the course applicants must hold the competencies contained in a trade qualification relevant to the metal fabrication and furniture industry areas.

Recognition of prior learning may be available based on 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 the employer.

COURSE DURATION

The course may be offered on a full-time basis over 358 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
VBN517 Generate design solution	60
VBN518 Implement design solutions	60

Elective Units of Study

Seven elective Units of Study, selected by the student with the approval of the Head of Department, comprising:

(i) Two Units of Study selected from the following –		
LMFDN4001A Produce drawings from design concepts		36
LMFDN4002A Produce line and component production drawings		64
LMFDN5001A Generate and transfer complex computer-aided drawings and specifications		72
MEM9.1AA Draw and interpret sketch		20
MEM9.2AA Interpret technical drawing		40
MEM9.11AA Apply basic engineering design concepts		60

(ii) Two Units of Study selected from the following:

BSBFLM405A	implement operational plan	50
BSBFLM409A	Implement continuous improvement	50
BSBFLM510A	Facilitate and capitalise on change and innovation	50
BSBMKG406A	Build client relationships	50
BSBMKG407A	Make a presentation	30
BSBSBM403A	Promote the business	50
LMFDN4005A	Work within a furniture design team	54
LMFFT4010A	Identify and calculate production costs	36

(iii) Three Units of Study selected from the following list of Units of Study, of which one unit may be selected from any other relevant endorsed training package or accredited course at Australian Qualifications Framework level III, IV or V.

LMFDN4003A	Produce patterns and/or templates	36
LMFDN4004**	Design, construct and test jigs	80
LMFFM2001A	Use furniture making sector hand and power tools	40
LMFFM2006A	Hand make timber joints	40
MEM5.5AA*	Carry out mechanical cutting	20
MEM5.50AA*	Perform routine gas metal arc welding	20
MEM5.12AB*	Perform routine metal arc welding	20
MEM18.1AB*	Use hand tools	20
MEM18.2A*	Use power tools/handheld operations	20

*These Units of Study are to be counted as equivalent to half a unit

**This unit to be counted as equivalent to two Units of Study

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
VBM985	Building and construction industry induction	16
VBM986	Workplace documents and plans	20
VBM987	Career studies	16
VBM988	Workplace safety & environmental procedures	40
VBM990	Levelling	8
VBN111	Basic First Aid	8
VBN235	Communications for the building industry	20
VBN236	Quality principles for the building industry	8
VBN695	Drafting for the joinery/shopfitting/ stairbuilding industry	12
VBN696	Small plant and portable power tools for the joinery/shopfitting/stairbuilding industry	48
VBN697	Form setouts and take off quantities in joinery/shopfitting/stairbuilding	32
VBN698	Hand tools for joinery/shopfitting/ stairbuilding industry	90
VBN699	Static machines	40
VBN700	Joinery/shopfitting/stairbuilding industry construction work processes	120
VBN701	Door and window construction	40
VBN702	Aluminium fabrication	24
VBN703	Shopfitting display Units of Study	32
VBN704	Timber stair construction	48

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING – PRE-APPRENTICESHIP

Course Code: 21533VIC

COURSE LOCATION

Newport

CAREER OPPORTUNITIES

Assembly, machining, materials handling.

SCOPE OF DELIVERY

Full-time.

COURSE OBJECTIVE

The course aims to provide students with the underpinning knowledge and skills in the following areas:

- industry terminology
- the characteristics of construction materials and processes
- construction techniques to achieve certain outcomes
- application of a range of construction techniques

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

Selection to this course is via an interview process.

COURSE DURATION

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

CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)

Course Code: BCF30200

COURSE LOCATION

Newport.

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 of Study

Unit of Study 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 of Study

Students must complete 4–8 Elective Units of Study selected with the approval of the Head of Department, having regard to the Units of Study listed in the relevant Australian National Training Authority Training Package.

Some unit descriptors are listed under the Units of Study Details section of this Handbook.

DEPARTMENT OF BUILDING SERVICES AND SPECIAL TRADES

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

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

Code	
21393VIC	Certificate II in Building and Construction (Painting and Decorating – Pre-Apprenticeship)
BCG30498	Certificate III in General Construction (Painting & Decorating) [Apprenticeship]
BCP20103	Certificate II in Drainage
BCP30103	Certificate III in Plumbing
21398VIC	Certificate II in Sign Writing
BCF30700	Certificate III in Off-Site Construction (Sign Writing/Computer Operations)
21399VIC	Certificate IV in Sign Technology

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]

Course Code: 21393VIC

COURSE LOCATION

Sunshine.

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.

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 of Study (204 nominal hours)**

Unit of Study Code		Hours
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8
VBJ037	Basic First Aid	8
VBM985	Building and construction industry induction	16
VBM986	Workplace documents and plans	20
VBM987	Career studies	16
VBM988	Workplace safety	40
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24

Stream specific Units of Study

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 unit of study hours 436

Total hours (common & stream specific 640)

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

**CERTIFICATE III IN GENERAL CONSTRUCTION
(PAINTING & DECORATING)[APPRENTICESHIP]**

Course Code: BCG30498

COURSE LOCATION

Sunshine.

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.

Unit of Study 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 Elevated 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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN DRAINAGE

Course Code: BCP20103

COURSE LOCATION**CAREER OPPORTUNITIES**

To become licenced plumbers.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

All candidates will gain Registration and Licence from the Plumbing Commission.

Students successfully completing this course will be able to undertake the Certificate III in Plumbing BCP30103.

ENTRY REQUIREMENTS

All candidates need to be employed in the Drainage industry.

SELECTION PROCEDURES

This course is currently in demand from Industry and is being delivered to provide trained drainers.

COURSE DURATION

Training Package – Nominal hours: 270–298 [2–3 years part-time].

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
BCPCM2001A	Work effectively in the plumbing and services sector	12
BCPCM2002A	Carry out interactive workplace communication	12
BCPCM2003A	Carry out OH&S requirements	36
BCPCM2004A	Read plans and calculate plumbing quantities	8
BCPCM2005A	Handle and store plumbing materials	6
BCPCM2006A	Use plumbing hand and power tools	40
BCPCM2007A	Carry out levelling	6
BCPCM2010A	Mark out materials	20
BCPCM2011A	Apply first aid in the workplace	8
BCPDR2001A	Locate and clear blockages	8
BCPDR2002A	Install domestic treatment plants	16
BCPDR2004A	Install stormwater and sub-soil drainage systems	8
BCPDR2005A	Drain worksite	4
BCPDR2006A	Install pre-fabricated inspection openings and enclosures	4
BCPDR3002A	Install below ground sanitary drainage systems	26
BCPDR3003A	Install on site disposal system	8
BCGCM2003B	Install trench support	16
BCGCO2003B	Carry out concreting to simple forms	16

Elective Units of Study

Four elective units from the following list:

BCPCM2008A	Cut and join sheet metal	8
BCPCM2009A	Cut with oxy-LPG/acetylene	8
BCPCM2012A	Weld using oxy-acetylene equipment	16
BCPCM2013A	Weld using arc welding equipment	16
BCPCM3002A	Weld polyethylene (PE) pipe using fusion method	8
BCPDR2003A	Maintain effluent disinfection systems	4
BCPDR3001A	Plan the layout for a residential sanitary drainage system	8
BCPDR3004A	Install water mains pipe systems	12
BCPRF2003A	Collect and store roof water	6
BCPSN3005A	Install pre-treatment facilities	8

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN PLUMBING

Course Code: BCP30103

COURSE LOCATION

Sunshine Campus.

CAREER OPPORTUNITIES

To become licenced plumbers.

SCOPE OF DELIVERY

Part time

COURSE OBJECTIVES

All apprentices will gain Registration and Licence levels with the Plumbing Commission.

ENTRY REQUIREMENTS

All apprentices need to be apprenticed to an employer.

SELECTION PROCEDURES/SELECTION CRITERIA**COURSE DURATION**

Training Package - Nominal hours: 862-1376

4 years part-time.

COURSE STRUCTURE

Students must achieve a minimum of four of the following plumbing streams:

Stream 1 – Water (Mandatory)

Stream 2 – Sanitary

Stream 3 – Drainage

Stream 4 – Mechanical Services

Stream 5 – Roofing

Stream 6 – Gas Services

Units of Study**Plumbing Stream 1 – Water**

To obtain this stream all twenty-four (24) core units and six (6) elective units as listed in the Plumbing and Service Industry.

Plumbing Stream 2 – Sanitary

To obtain this stream all six (6) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed. Training Package (BCP03) must be completed.

Plumbing Stream 3 – Drainage

To obtain this stream all nine (9) core competency units and three (3) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 4 – Mechanical Services

To obtain this stream all four (4) core competency units and eleven (11) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 5 – Roofing

To obtain this stream all nine (9) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

Plumbing Stream 6 – Gas Services

To obtain this stream all twelve (12) core competency units and five (5) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

CERTIFICATE II IN SIGN WRITING

Course Code: 21398VIC

COURSE LOCATION

Sunshine.

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 Industry.

ENTRY REQUIREMENTS

There are no formal entry requirements for entry to the course but applicants may be required to demonstrate to the Program Manager 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

Unit of Study Code		Hours
BCF2004A	Layout signs	40
BCF2005A	Use colour matching for sign writing	24
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 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
BCG2001A	Prepare surfaces	32
VBM974	Develop basic illuminated signfaces	24
VBM975	Produce basic computer aided manufactured Signs – vinyl	40
VBM976	Produce a basic sign	76

CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS)

Course Code: BCF30700

COURSE LOCATION

Sunshine.

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 industry.

SELECTION PROCEDURES/SELECTION CRITERIA

Selection conducted by the 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 of Study**

Unit of Study Code		Hours
BCF2001A	Use Static Machines	32
BCF2004A	Layout Signs	40
BCF2005A	Use Colour Matching for Sign Writing	24
BCF3052A	Signwrite to Simple Forms	56
BCF3053A	Signwrite to Decorative Forms	72
BCF3054A	Apply Graphics Using Pressure Sensitive Films	24
BCF3055A	Apply Graphics to Illuminated Signfaces	24
BCF3056A	Produce Computer Aided Manufactured (C.A.M.) Signs – Vinyl	36
BCF3057A	Produce Computer Aided Manufactured (C.A.M.) Signs – Digital	36
BCF3058A	Produce Computer Aided Manufactured (C.A.M.) Signs – three-dimensional	36
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 Materials and Safely Dispose of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2012A	Make Set-Outs	8
MEM2.5C11A	Measure with Graduated Devices	20

Elective Units of Study

Unit of Study Code		Hours
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 of Study (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 of Study 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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN SIGN TECHNOLOGY

Course Code: 21399VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Post apprenticeship skills.

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 of Study**

Units of Study	Unit of Study 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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DEPARTMENT OF ELECTROTECHNOLOGY AND COMPUTER SYSTEMS

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, embedded controllers and digital applications, computer networking and data communications and computer equipment repairs. The Werribee campus delivers Certificate II and IV programs in Electrotechnology and Computer Systems, while the Sunshine campus delivers all other programs offered by the Department.

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

ELECTROTECHNOLOGY AND COMPUTER SYSTEMS DEPARTMENT

UTE10102	Certificate I in Electrotechnology [Engineering]
21583VIC	Certificate II in Electrotechnology [Shared Technology]
UTE20504	Certificate II in Electrotechnology Servicing [Computer Assembly]
UTE20504A	Certificate II in Electrotechnology Servicing [Security Systems]
UTE30402	Certificate III in Electrotechnology Communications [Broadcast]
UTE30599	Certificate III in Electrotechnology Computer Systems [Networks]
UTE30702	Certificate III in Electrotechnology Entertainment and Servicing [Video]
UTE31199	Certificate III in Electrotechnology Systems Electrician
2406ANC	Certificate IV in Electrical [Motor Control]
UTE40499	Certificate IV in Electrotechnology Computer Systems
UTE60199	Advanced Diploma of Computer Systems Engineering
UTE60399	Advanced Diploma of Electronic Engineering [Analogue and Digital]

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 Electrotechnology and Computer Systems–TAFE***CERTIFICATE I IN ELECTROTECHNOLOGY [ENGINEERING] [PRE APPRENTICESHIP]**

Course Code: UTE10102

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Careers Options within Electrotechnology vocations generally cover such work as design, research, assemble, install, construct, diagnose, maintain, commission, program, test or repair of: networks, systems, circuits, equipment, components, appliances, facilities and the like. These include a range of renewable Energy and Engineering techniques and applications within the Electrotechnology Industry that use the medium of electronics, electrical, communications including data, voice and information technology, computer systems,

instrumentation, photonics, refrigeration, and air conditioning as well as sustainable energy principals and practices.

SCOPE OF DELIVERY

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

COURSE OBJECTIVE

The course is appropriate for the recipient that can work to a standard required in the workplace. They can identify and use a range of components, accessories, materials tools, equipment, and technologies in the carrying out of work. They will be equipped with the ability to transfer and apply skills and knowledge to new situations and environments.

Those gaining this qualification will have been deemed competent with the requisite knowledge and skills that will lead to full employment or into exciting careers paths in Electrotechnology vocations. Careers opportunities and paths span from Technical Support; Assembly and Basic Servicing; to Trades; Technicians; or Technologists and Associates in Engineering (electrical, electronics, Instrumentation, Computer Systems, etc.). The Certificate I also confers credit towards a range of Certificate II and Certificate III vocations in the Electrotechnology Industry.

ENTRY REQUIREMENTS

To qualify for admission to the course, students must have completed minimum Year 10 Mathematics and English and demonstrate to the satisfaction of the Head of Department that they are 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.

SELECTION PROCEDURES/SELECTION CRITERIA

Interview, school reports, selection test.

COURSE DURATION

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

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
UTENES050A	Identify & select components/ accessories/ materials for Electrotech work activities	80
UTENES051A	Use of routine equipment/ plant/ technologies in an Electrotech environment	80
UTENES060A	Carry out routine work activities in an Electrotech environment	80

Elective Units of Study

At least two elective Units of Study, selected by the student with the approval of the Head of Department, must be selected from the list of Group A and B Units of Study, of which at least one must be chosen from Group A

Group A General Elective Units of Study

Unit of Study Code		Hours
UTENES052A	Interact with customers/ clients for quality service	60
UTENES053A	Participate in job data records collection of the business	60

Group B Technical Elective Units of Study

Unit of Study Code		Hours
UTENES054A	Produce routine products for carrying out Electrotech work activities	200
UTENES055A	Produce routine tools/ devices for carrying out Electrotech work activities	160
UTENES056A	Apply technologies and concepts to Electrotech work activities	100

UTENES057A	Apply computation when using equipment/ materials/concepts in an Electrotech environment	180
UTENES058A	Identify affects of energy on machinery/ materials in an Electrotech environment	180
UTENES059A	Identify building techniques, methods and materials used in Electrotech work activities	100
UTENES063A	Contribute to the operation of support plant and equipment used in Electricity Supply	80

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN ELECTROTECHNOLOGY [SHARED TECHNOLOGY]

Course Code: 21583VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Graduates find employment in the following industries Automotive Electronics, Building and Construction, Information Technology, Engineering and Telecommunications.

SCOPE OF DELIVERY

This course is offered full time or part-time.

COURSE OBJECTIVES

This course has been based on the new trends emerging as a result of the convergence of Information and Communication Technology (ICT) and electronics technologies and their applications in industry. Industries that are likely to share different types of technologies are the ones that use an apply electrotonic devices to products and services. These industries include automotive, building and construction, electrical, electronics, engineering, information technology and telecommunications.

This course has been developed in response to Victoria's Electrotechnology Printing and Information Technology and Telecommunications (EPIC), Industry Training Board (ITB) Council articulating an industry need for a training product for the electrotechnology industries that are affected by these intersecting technologies.

ENTRY REQUIREMENTS

To qualify for admission, students must :

- have successfully completed year 11;
- be of mature age and demonstrate to 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 may be selected through a direct application and interview.

COURSE DURATION

The course is 390 nominal hours.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	
Students must complete all.	
UTENES050A	Identify and select components/accessories/ materials for electrotech work activity
UTENES056A	Apply technologies and concepts to electrotech work activities
VBP118	Carry out a shared technology project

Specialisation Streams

Subject to availability (select a minimum of 150 hours from at least two different specialisations).

Computer System Networks

Unit of Study Code

VBP119	Perform basic network and computer assembly
VBP120	Perform basic network and computer maintenance
VBP121	Install and configure basic network and computer operating systems
ICAITS032B	Provide network system administration
ICTTC136A	Install, maintain and modify customer premises communication cabling – ACA restricted rule
VBP122	Install and test a home entertainment system

Wireless Communications

VBP123	Build a small wireless LAN
VBP124	Install and test a wireless intercom system
VBP125	Conduct site survey for a wireless network
VBP126	Set up and operate a wireless communications link
VBP127	Install communications antennae

Energy Generation

VBP136	Operate a small power supply system
VBP137	Assemble and connect an extra low voltage battery power source
VBP138	Maintain rechargeable battery systems
VBP139	Identify and locate building blocks of a centralised power generation system
VBP140	Set up an extra low voltage emergency power supply system (not exceeding 32V)
VBP141	Install a sustainable extra low voltage energy power system

Robotics and Embedded Controllers

VBP128	Set up and test an embedded control system
VBP129	Test and verify correct operation of a 'by-wire' control system
VBP130	Implement a digital circuit using a programmable logic devices (PLD)
VBP131	Construct and configure a basic robotic system
VBP132	Program a basic robotic system

Photonics

ICTTC010C	Place, secure and terminate optical fibre cable
VBP133	Plan and build a system using photonic equipment
VBP134	Use photonic equipment in engineering technology
VBP135	Use photonic equipment in communications technology

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN ELECTROTECHNOLOGY SERVICING [COMPUTER ASSEMBLY]

Course Code: UTE20504

COURSE LOCATION

Sunshine Campus. Werribee Campus subject to numbers

CAREER OPPORTUNITIES

Graduates find employment in small and large businesses, including industry, commerce and government. Graduates engage in computer servicing supporting these businesses.

SCOPE OF DELIVERY

This course is offered full time or part-time.

COURSE OBJECTIVE

The course aims to provide students with the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. The course also provides students with the skills and knowledge to obtain industry recognised CompTIA A+ certification and/or Cisco IT Essentials certification.

ENTRY REQUIREMENTS

To qualify for admission, students must :

- have successfully completed year 11 ;
- be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or

Recognition of prior learning may be available based on 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 may be selected through a direct application and interview.

COURSE DURATION

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

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code

UTENES201AC	Perform basic repair to electrical/electronic apparatus (Computer Systems)
UTENES202AC	Assemble/ disassemble electrical/electronic components (Computer Systems)
UTENES401AC	Perform functional apparatus checks (Computer Systems)
UTENES002A	Attend to breakdown

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN ELECTROTECHNOLOGY SERVICING [SECURITY SYSTEMS]

Course Code: UTE20504A

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Graduates are either self employed or employed in small to medium sized security businesses. Graduates engage in electronic security system installation and servicing.

SCOPE OF DELIVERY

This course is offered full time or part-time, with some flexible delivery options.

COURSE OBJECTIVE

The course aims to provide students with the skills and knowledge to install and carry out installation and routine servicing of electronic equipment used to maintain the security of commercial, industrial and residential premises.

ENTRY REQUIREMENTS

To qualify for admission, students must:

- have successfully completed year 11 ;
 - be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or
- Recognition of prior learning may be available based on 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 may be selected through a direct application and interview.

COURSE DURATION

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

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
UTENES201CC	Perform basic repair to electrical/ electronic apparatus (Computer Systems)	60
UTENES202CC	Assemble/ disassemble electrical/ electronic components (Computer Systems)	100
UTENES401CC	Perform functional apparatus checks (Computer Systems)	180
UTENES002A	Attend to breakdown	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN ELECTROTECHNOLOGY COMMUNICATIONS [BROADCAST]

Course Code: UTE30402

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

The Certificate III in Electrotechnology Communications 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 is nominally 980 hours delivered over three years.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
UTENES102CA	Assemble and erect antennae and associated hardware – electronic	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 (electronics)	180
UTENES206CA	Maintain and repair apparatus and associated circuits (electronics)	180
UTENES301CA	Undertake commissioning procedures of apparatus and associated circuits (electronics)	180
UTENES402CA	Test apparatus and circuits (electronics)	200
UTENES501CA	Diagnose and rectify faults in apparatus and associated circuits –(electronics)	180

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN ELECTROTECHNOLOGY COMPUTER SYSTEMS [NETWORKS]

Course Code: UTE30599

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

The Certificate III in Electrotechnology Computer Systems 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

Unit of Study 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 of Study

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

- business equipment;
- control;
- data capture;
- networks;

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

Elective Units of Study

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

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING [VIDEO]

Course Code: UTE30702

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

The Certificate III in Electrotechnology Entertainment and Servicing 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 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 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

This course is nominally 960 hours delivered over 3 years.

COURSE STRUCTURE

Unit of Study 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 (electronics)	180
UTENES206CA	Maintain and repair apparatus and circuits (electronics)	180
UTENES301CA	Undertake commissioning procedures of apparatus and circuits (electronics)	180
UTENES402CA	Test apparatus and circuits (electronics)	200
UTENES501CA	Diagnose and rectify faults in apparatus and associated circuits (electronics)	180

Specialisation Units of Study

Video – seven units of study.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN

Course Code: UTE31199

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

This 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 eligible for an Electrical licence by applying to the Office of the Chief Electrical Inspector.

SCOPE OF DELIVERY

This course is offered part-time, lockstep/ 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 of Study		
Unit of Study Code		Hours
UTENES009A	Participate in the training of others	20
UTENES105GA	Install and terminate wiring systems (cabling/wiring support and protection)	20
UTENES105JA	Install and terminate wiring systems (power and control – low voltage)	20
UTENES106BA	Install electrical/electronic apparatus (electrical)	180
UTENES206BA	Maintain & 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 of Study

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) installation and servicing;
- (iii) process;

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

Elective Units of Study

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

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN ELECTRICAL [MOTOR CONTROL]

Course Code: 2406ANC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Graduates of the Certificate IV in Electrical (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

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 Units of Study

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

Common Units of Study

Unit of Study Code		Hours
EA100	Analogue Electronics	40
EA102	Establishing a Contracting Business	40
EA160	Advanced PLC	40
EA927	Electronic Switching	40
EA929	SCADA Systems	40
EB160	PLC Systems Applications	80
NE05	Power Control Devices	40
NE07	Amplifier Principles	40
NE177	Programmable Logic Controllers – 1	40
NE30	Electric Motor Protection & Control	40

NE41	Control System Principles & Applications	40
NE75	Thyristor Applications	40
VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN ELECTROTECHNOLOGY COMPUTER SYSTEMS

Course Code: UTE40499

COURSE LOCATION

Sunshine and Werribee.

CAREER OPPORTUNITIES

Computer assembly, installation, upgrades and repairs. Operating system installation. Helpdesk.

SCOPE OF DELIVERY

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

COURSE OBJECTIVES

The course aims to provide students with the knowledge and skills required to gain employment at the technician level of the computer systems industry or articulation into the Advanced Diploma of Computer Systems

ENTRY REQUIREMENTS

- Articulated entry into the CIV programs is via the CIII programs;
- Available through Recognised Prior Learning (RPL) arrangements.
- Requisite entry-bridging program.

SELECTION PROCEDURES/SELECTION CRITERIA

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

COURSE DURATION

- Training Package - Nominal hours: 380
- CIII & RPL entry - 6 months full-time study or equivalent part-time depending on hours per week.
- Y11 entry into CIV and requisite bridging program - 12 months full-time or equivalent part-time depending on hours per week.

COURSE STRUCTURE**Units of Study**

Unit of Study Code		Hours
UTENES207AA	Co-ordinate maintenance of apparatus and associated systems' circuits (computer systems)	40
UTENES302AA	Undertake commissioning procedures of apparatus and associated complex circuits (computer systems)	20
UTENES403AA	Test apparatus and complex circuits - (computer systems)	60
UTENES502AA	Diagnose and rectify faults in apparatus and associated complex circuits (computer systems)	100
UTENES703AA	Plan the installation of electrical/electronic apparatus and associated wiring/piping systems (computer systems)	140
UTENES601A	Co-ordinate work of others	20

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140.

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING

Course Code: UTE60199

COURSE LOCATION

Werribee: first 6 months of course (subject to numbers); Sunshine: whole course.

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.

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.

The course also provides a high-level training in computers, computer networks, internet and intranet infrastructure, design, programming and maintenance. Also provided is the opportunity to gain knowledge and skills towards industry certification in ComTIA A+, CompTIA Linux +, Cisco CCNA and Microsoft MCSA at the technician and para-professional level.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent;
- 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

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

COURSE DURATION

Course duration is 1940 nominal hours. This can be successfully completed in two years at 24 hours per week.

COURSE STRUCTURE**Core Units of Study**

Unit of Study 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
UTENES008AA Provide Technical Leadership in the Workplace	280
UTENES712AA Design Electronic Apparatus and Systems	680

Cluster Delivery

Delivered as clustered sub-competency units of study.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

ADVANCED DIPLOMA OF ELECTRONIC ENGINEERING

Course Code: UTE60399

COURSE LOCATION

Werribee: first 6 months of course (subject to numbers); Sunshine: whole course.

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.

COURSE OBJECTIVES

Carry out repairs on advanced electronic equipment and systems.

The course also provides a high level of training in Embedded controllers, Wireless technologies, Programmable gate array technologies, Circuit simulation, printer circuit board design, Analogue systems and applications, Analogue integrated circuit design, Display systems and Control systems. The training is for the Electronics industry at the technician and para-professional levels.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent;
- 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

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

COURSE DURATION

Course duration is 1940 nominal hours. This can be successfully completed in two years at 24 hours per week.

COURSE STRUCTURE**Core Units of Study**

Unit of Study 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 Electrical/Electronic Apparatus and Systems	680

having regard to the units listed in the Electrotechnology Industry Training Package UTE99, ANTA, 1999.

Some unit of study descriptors are listed under the Units of Study 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

21566VIC	Certificate II in Engineering Studies
21565VIC	Certificate III in Engineering Studies
MEM10198	Certificate I in Engineering
MEM20198	Certificate II in Engineering – Production
MEM20298	Certificate II in Engineering – Production Technology
MEM30198	Certificate III in Engineering – Production Systems
MEM30298	Certificate III in Engineering – Mechanical Trade
MEM30398	Certificate III in Engineering – Fabrication Trade
MEM30598	Certificate III in Engineering – Technician
MEM40103	Certificate IV in Engineering
21621VIC	Diploma of Engineering Technology
21622VIC	Advanced Diploma of Engineering Technology
MCM30104	Certificate III in Competitive Manufacturing
MCM40104	Certificate IV in Competitive Manufacturing
MCM50104	Diploma of Competitive Manufacturing
21638VIC	Certificate IV in Logistics and Supply Chain Principles
MEM30603	Certificate III in Marine Craft Construction

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

Peter Doley

Head, Department of Engineering Technology–TAFE

CERTIFICATE II IN ENGINEERING STUDIES

Course Code: 21566VIC

COURSE LOCATION

Footscray Nicholson and Sunshine.

CAREER OPPORTUNITIES

The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

The course aims to:

- provide graduates with broad-based underpinning competencies in a range of engineering skills such as basic machining, fabrication and use of tools which will enhance their entry-level employment prospects including in apprenticeships and traineeships.
- provide experience in, and knowledge of a range of occupations at engineering trade level enabling graduates to make more informed choices in the selection of vocational career paths;
- foster the development of social and personal skills relevant to participation in the engineering industry by integrating general competencies as part of the course.

ENTRY REQUIREMENTS

To qualify for admission 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 are selected via an interview process.

COURSE DURATION

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

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
MEM1.2FA	Apply principles of Occupational Health & Safety in work environment	20
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/hand held operation	20
VBN768	Develop an individual career plan for the engineering industry	20
VBN769	Perform basic machining processes	40
VBN770	Apply basic fabrication techniques	40
VBN771	Apply electrotechnology principles in an engineering work environment	20
VBN772	Use computers for engineering related work activities	20
VBN773	Produce basic engineering sketches and drawings	20
VBN774	Perform basic computational principles in engineering work activities	20
VBN776	Use basic engineering concepts to plan the manufacture of engineering components	20
VBN777	Handle engineering materials	20
VBN778	Produce basic engineering components and products using fabrication and machining	60

Elective Units of Study

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

VBN779	Perform cutting, grinding and turning operations	60
VBN780	Form, bend and shape engineering materials	60
VBN781	Use fundamental refrigeration principles and processes to make refrigeration and/or air conditioning equipment operational	60
VBN782	Perform basic welding and thermal cutting processes to fabricate engineering structures	60
VBN783	Create engineering drawings using computer aided systems	60
VBN785	Assemble and test electronic engineering equipment and make it operational	60
VBN786	Fabricate basic jewellery items	60

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN ENGINEERING STUDIES

Course Code: 21565VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

This course provides a pathway into technician and para-professional occupations.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

The course aims to:

- provide graduates with broad-based underpinning competencies which will enhance their entry-level employment prospects or facilitate further training through higher qualification levels within the manufacturing and engineering industries;
- provide experience in, and knowledge of a range of occupations enabling graduates to make more informed choices in the selection of vocational career paths;
- foster the development of social and personal skills relevant to participation in the engineering industry.

ENTRY REQUIREMENTS

To qualify for admission 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 a minimum of 400 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
MEM1.2FA	Apply principles of Occupational Health & Safety in work environment	20
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/hand held operation	20
VBN768	Develop an individual career plan for the engineering industry	20
VBN769	Perform basic machining processes	40
VBN770	Apply basic fabrication techniques	40
VBN771	Apply electrotechnology principles in an engineering work environment	20
VBN772	Use computers for engineering related work activities	20
VBN773	Produce basic engineering sketches and drawings	20
VBN774	Perform basic computational principles in engineering work activities	20
VBN787	Apply mathematical principles to engineering designs	40
VBN788	Design and prototype components and/or small structures using engineering design principles	60

Elective Units of Study

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

Unit of Study Code		Hours
VBN789	Use manual and/or computer aided drafting systems to design engineering components or structures	60
VBN790	Produce engineering components by programming and operating CNC manufacturing cells	60
VBN791	Place, assemble and/or fabricate engineering components by programming and operating robots	60
VBN792	Apply refrigeration principles and processes in the design of basic refrigeration systems	60
VBN793	Control a small manufacturing sub system through the application of electronic control devices and systems.	60
VBN794	Apply electronic control principles to machine systems	60
VBN795	Evaluate manufacturing processes for a range of engineering applications	60

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

**ENGINEERING (CERTIFICATE I-III)
[NEW APPRENTICESHIPS]**

It is anticipated that the current courses will change to National Training Packages to be delivered Australia wide in 2006. Details of the courses are yet to be confirmed. Victoria University intends to deliver the new courses in 2006.

COURSE LOCATION

Footscray Nicholson, Newport, Melton.

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 of Study are divided into three 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 of Study – 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 of Study and will form part of the skills profile of all employees.

Core Units of Study – define competencies which are common and necessary across a range of classifications and positions in the Metal and Engineering Industry.

Specialisation Units of Study – describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded both band A and band B Units of Study.

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 of Study 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 of Study involved. Note that the points for any particular unit can only be counted once in each qualification.

FOUNDATION AND CORE COMPETENCIES**Foundation competency Units of Study**

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 of Study do not carry unit weight points

Core competency Units of Study – Band 1

At Certificate II in Engineering – Production (C12), the Foundation Units of Study and the C12 Core unit is needed.

Unit Weight Points

The C12 Core unit is:

MEM2.1C12	Apply quality systems	2
	Total Core points at C12 =	2

At Certificate II in Engineering – Production Technology (C11), the Foundation Units of Study, C12 Core unit and C11 Core Units of Study are required.

Unit Weight Points

The C11 Core unit is:

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 of Study, C12 Core unit, C11 Core Units of Study and C10 Core Units of Study are required.

Unit Weight Points

The C10 Core unit is:

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 of Study – Band 2

Total of 16 points to be gained by C5

(see notes attached to qualifications above 96 points)

Unit Weight 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 of Study for Certificate III ‘Production’ and ‘Trade’ qualifications listed by Stream
- Units of Study of at least 40 points value must be drawn from specified fields and/or Units of Study 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 of Study

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 of Study

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	Elective Units of Study		
MEM2.6C10	Plan a complete activity	4	MEM5.12A	Perform routine M.A and/or G.M.A.W	2
MEM2.7C10	Perform computations – basic	2	MEM7.5A	Perform general machining	4
MEM2.8C10	Perform computations	2		Pre-requisites – 2.5C11, 9.2A, 18.1A	
	Pre-requisites – 2.7C10		MEM7.6A	Perform lathe operations	8
MEM2.9C10	Perform computer operations	2		Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM2.13C5	Perform mathematical computations	4	MEM7.7A	Perform milling operations	4
	Pre-requisites – 2.7C10, 2.8C10			Pre-requisites – 7.5A, 9.2A, 18.1A	
Elective Units of Study			MEM7.8AB	Perform grinding operations	4
MEM2.1C12	Apply quality systems	2		Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM5.12A	Perform routine M.A and/or G.M.A.W	2	MEM9.1A	Draw and interpret sketch	2
MEM6.7AA	Perform basic heat/quench.,temp, and anneal.	2	MEM9.2A	Interpret technical drawing	4
MEM7.1AA	Operational maintenance machines/equipment	2	MEM12.1AA	Use comparison & basic measuring devices	2
MEM7.2AA	Perform precision shaping/planning/ slotting operation	4	MEM12.3AA	Precision mechanical measurement	2
	Pre-requisites – 7.5A, 9.2A, 18.1A		MEM12.6AA	Mark out/off (general engineering)	4
MEM7.5AA	Perform general machining	8		Pre-requisites – 9.2A	
	Pre-requisites – 2.5C11, 9.2A, 18.1A		MEM18.1AB	Use hand tools	2
MEM7.6AA	Perform lathe operations	4	MEM18.2AA	Use hand tools/hand held operations	2
	Pre-requisites – 7.5A, 9.2A, 18.1A		MEM18.3AB	Use tools for precision work	4
MEM7.7AA	Perform milling operations	4		Pre-requisites – 18.2A	
	Pre-requisites – 7.5A, 9.2A, 18.1A		MEM18.5AA	Bearings-fault Diagnose Installation & Removal	4
MEM7.8AB	Perform grinding operations	4		Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A	
	Pre-requisites – 7.5A, 9.2A, 18.1A		MEM18.6AA	Dismantle/Repair/Replace/Assemble & Fit Engineering Components	6
MEM7.9AA	Perform precision jig boring operations	4		Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A	
	Pre-requisites – 9.2A, 12.3A, 7.5A, 7.7A, 18.1A		MEM18.18AB	Maintain Pneumatic System Components	4
MEM7.10AA	Perform tool and cutter grinding operations	4		Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
	Pre-requisites – 12.3A, 9.2A, 18.1A, 7.8A, 7.5A		MEM18.19AA	Maintain and Repair Pneumatic Systems	4
MEM7.11AA	Complex milling operations	4		Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.55A, 18.18A	
	Pre-requisites – 2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A		MEM18.20AB	Maintain Hydraulic System Components	4
MEM7.12AA	Complex grinding operations	4		Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
	Pre-requisites – 7.5A, 9.2A, 18.1A, 12.3A, 7.8A		MEM18.21AA	Maintain and Repair Hydraulic Systems	4
MEM7.21AA	Perform Complex lathe operations	4		Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.20A	
	Pre-requisites – 2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A		MEM18.55AA	Dismantle, Replace & Assemble Engineering Components	3
MEM9.1AA	Draw and interpret sketch	2		Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A	
MEM9.2AA	Interpret technical drawing	4		Total Points	97
MEM12.1AA	Use comparison & basic measuring devices	2	Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.		
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			
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CERTIFICATE III IN ENGINEERING – FABRICATION TRADE					
Course Code: MEM30398					
It is anticipated that this course will change to a National Training					

EXAMPLE TWO:
MEM30298 CERTIFICATE III IN ENGINEERING – MECHANICAL TRADE
(MAINTENANCE & FLUID POWER)

Foundation Units of Study

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	

CERTIFICATE III IN ENGINEERING – FABRICATION TRADE

Course Code: MEM30398

It is anticipated that this course will change to a National Training Package to be delivered Australia wide in 2006. Details of the course is yet to be confirmed. Victoria University intends to deliver the new course in 2006.

For further information regarding the new course details, contact the Department of Engineering Technology on (03) 9919 7122.

CERTIFICATE IV IN ENGINEERING

Course Code: MEM40103

COURSE LOCATION

Footscray Nicholson, Newport, Sunshine.

CAREER OPPORTUNITIES

Supervisors, Technicians.

SCOPE OF DELIVERY

Part-time, day release.

COURSE OBJECTIVES

The course has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must -

- (i) demonstrate, to the satisfaction of the Head of Department, that they are capable of successfully completing the course; or
- (ii) have successfully completed one of the following:
 - (a) MEM30198 Certificate III in Engineering (Production Systems)
 - (b) MEM30298 Certificate III in Engineering (Mechanical Trade)
 - (c) MEM30398 Certificate III in Engineering (Fabrication Trade)
 - (d) MEM30498 Certificate III in Engineering (Electrical/Electronic Trade)
 - (e) MEM30603 Certificate III in Marine Craft Construction
 - (f) AUR32199 Certificate III in Marine (Installation)
 - (g) AUR32299 Certificate III in Marine (Mechanics)
 - (h) MEM30803 Certificate III in Jewellery Manufacture

Recognition of prior learning may be available based on skills and knowledge 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

Applicants are selected via an interview process.

COURSE DURATION

The course may be offered on a full-time basis over a period of 360–1320 nominal hours or part-time equivalent.

COURSE STRUCTURE

The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in the–

- Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03).
- Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).

Students who enter the course pursuant to paragraph (i), and successfully complete the following –

Core Units of Study

Unit of Study Code	Hours
MEM1.1FA Undertake interactive workplace communication	20
MEM1.2FA Apply principles of occupational health and safety in a work environment	20
MEM1.3FA Apply quality procedures	20
MEM1.4FA Plan to undertake a routine task	20

Plus 20 points of Band 1 Core Units of Study required for the C10 industrial classification;

Plus 112 points in Units of Study selected in accordance with paragraph 4 having regard to Specialisation band A and/or band B Units of Study (including dual band A/band B Units of Study) and/or band 2 Core Units of Study (maximum of 12 points from band B/band 2 Core);

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF ENGINEERING TECHNOLOGY

Course Code: 21621VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery.

COURSE OBJECTIVES

To provide:

- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

ENTRY REQUIREMENTS

Have successfully completed year 11.

Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

SELECTION PROCEDURES/ SELECTION CRITERIA

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/ experience OR mature age entry.

COURSE DURATION

Curriculum document – Nominal hours: 600hrs (additional 200hrs for non-trade entry). One year full-time [40 weeks].

COURSE STRUCTURE**Units of Study****NON-TRADE ENTRY**

Select from Table A in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.

Select from Table B in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

TRADE ENTRY

Select from Table B in the Engineering Technology Curriculum Summary:

Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

- a minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- at least 60% of the training effort must be from units of competency at AQF level 5.

Learners exiting prior to meeting any of these requirements will be issued with a Statement of Attainment for all units of competency successfully completed.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY

Course Code: 21622VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery.

COURSE OBJECTIVES

To provide:

- non-trades pathways into technician and engineering associate qualifications for industry entrants;
- flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills;
- opportunity for trades people to upgrade their qualifications;
- an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting;
- a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

ENTRY REQUIREMENTS

Have successfully completed year 11

Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system(NRS). Details can be found @ <http://www.nrs.dest.gov.au>.

SELECTION PROCEDURES/ SELECTION CRITERIA

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/ experience OR mature age entry.

COURSE DURATION

Curriculum document – Nominal hours: 1200 (additional 200hrs for non-trade entry). Two years –fulltime (80 weeks).

COURSE STRUCTURE**Core Units of Study****NON-TRADE ENTRY**

Select from Table A:

Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1.1FA Apply principles of occupational health & safety in work environment.

Select from Table B:

Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:

- A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- At least 30% of the training effort must be from units of competency at AQF level 6.

TRADE ENTRY

Select from Table B:

Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:

- A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
- At least 30% of the training effort must be from units of competency at AQF level 6.

CERTIFICATE III IN COMPETITIVE MANUFACTURING

Course Code: MCM30104

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Team Leader – Manufacturing sector.

SCOPE OF DELIVERY

Part-time, Flexible delivery, Workplace/on-site.

COURSE OBJECTIVES

To develop team leaders to a level of competence needed to act as an interface between members of their team and supervisors and managers.

ENTRY REQUIREMENTS

To qualify for admission to the course applicants must 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

Training Package – Nominal hours: 390
20 weeks full-time or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Nominal hours
MCMS200A Apply competitive manufacturing practices	40

Elective Units of Study

Choose one of the following units of study:

Unit of Study Code	Nominal hours
MCMS201A Sustain process improvements	40
MCMS401A Ensure process improvements are sustained	50
MCM Change/Interpersonal	

At least one of the following units of study: (Only one of MCM210A or MCM410A may be counted towards the Certificate III)

Unit of Study Code	Nominal hours
MCMC210A Manage the impact of change on own work	40
MCMC410A Lead change in a manufacturing environment	50

MCM Tools

At least one of the following units of study:

Unit of Study Code	Nominal hours
MCMT421A Facilitate a Just in Time (JIT) system	50
MCMT430A Improve cost factors in work practices	50
MCMT432A Analyse manual handling processes	50
MCMT440A Lead 5S in a manufacturing environment	50
MCMT450A Undertake process capability improvements	50
MCMT451A Mistake proof a production process	50
MCMT452A Apply statistics to processes in manufacturing	40
MCMT460A Facilitate the use of planning software systems in manufacturing	50
MCMT461A Facilitate SCADA systems in a manufacturing team or work area	50
MCMT481A Undertake proactive maintenance analyses	50
MCMT482A Assist in implementing a proactive maintenance strategy	50
PMASUP390A Use structured problem solving tools	20

Other relevant units of study:

No more than four relevant units at the AQF 2, 3, or 4 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Elective Units of Study**Balance of Units**

Sufficient additional CMI units should be chosen to achieve the required eight units. These may be selected from any of the lists above, or the list below.

Unit of Study Code	Nominal hours
MCMT230A Apply cost factors to work practices	40
MCMT231A Interpret product costs in terms of customer requirements	30
MCMT240A Apply 5S procedures in a manufacturing environment	40
MCMT250A Monitor process capability	30
MCMT251A Apply quality standards	30
MCMT260A Use planning software systems in manufacturing	40
MCMT261A Use SCADA systems in manufacturing	30
MCMT270A Use sustainable energy practices	30
MCMT271A Use sustainable environmental practices	30
MCMT280A Undertake root cause analysis	50
MCMT281A Contribute to the application of a proactive maintenance strategy	30

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN COMPETITIVE MANUFACTURING

Course Code: MCM40104

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Team Leader – Manufacturing sector.

SCOPE OF DELIVERY

Part-time, Flexible delivery, On-line, Workplace/on-site.

COURSE OBJECTIVES

To develop team leaders to a level of competence needed to act as an interface between members of their team and supervisors and managers.

ENTRY REQUIREMENTS

To qualify for admission students must have written skills adequate to deal with the documentation requirements of the manufacturing sector and satisfy the Head of Department of their ability to complete the course.

COURSE DURATION

Training Package – Nominal hours: 500
25 weeks full-time or part-time equivalent

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Nominal hours
MCMC410A Lead change in a manufacturing environment	50

Units of Study**MCM SYSTEMS**

At least one of the following units must be chosen:

MCMS400A Implement a competitive manufacturing system	50
MCMS401A Ensure process improvements are sustained	50

Elective Units of Study**MCM TOOLS**

At least two of the following units must be chosen:

MCMT421A Facilitate a Just in Time (JIT) system	50
MCMT430A Improve cost factors in work practices	50
MCMT432A Analyse manual handling processes	50
MCMT440A Lead 5S in a manufacturing environment	50
MCMT450A Undertake process capability improvements	50
MCMT451A Mistake proof a production process	50
MCMT452A Apply statistics to processes in manufacturing	40
MCMT460A Facilitate the use of planning software systems in manufacturing	50
MCMT461A Facilitate SCADA systems in a manufacturing team or work area	50
MCMT481A Undertake proactive maintenance analyses	50
PMASUP390A Use structured problem solving tools	20

Other relevant units of study

No more than four relevant units at the AQF 3, 4, or 5 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Elective Units of Study**Balance of units**

Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF COMPETITIVE MANUFACTURING

Course Code: MCM50104

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Supervisor or manager in manufacturing sector.

SCOPE OF DELIVERY

Part-time, Flexible delivery, Other: Workplace/on-site.

COURSE OBJECTIVES

To develop supervisors and managers in best manufacturing practice.

ENTRY REQUIREMENTS

To qualify for admission students must have written skills adequate to deal with the documentation requirements of the manufacturing sector and satisfy the Head of Department of their ability to complete the course.

COURSE DURATION

Training Package – Nominal hours: 1150

Two years full-time or part-time equivalent

COURSE STRUCTURE**Units of Study****MCM SYSTEMS**

At least one of the following units must be chosen:

Unit of Study Code		Nominal hours
MCMS600A	Develop a competitive manufacturing system	60
MCMS601A	Analyse and map a value chain	60
MCMS602A	Manage a value chain	60
MCMS603A	Develop manufacturing related business plans	60

MCM CHANGE/INTERPERSONAL

At least one of the following units must be chosen:

MCMC610A	Manage relationships with non-customer external organizations	60
MCMC611A	Manage people relationships	60
MCMC612A	Manage workplace learning	60

MCM TOOLS

At least two of the following units must be chosen:

MCMT452A	Apply statistics to processes in manufacturing	40
MCMT620A	Develop quick changeover procedures	60
MCMT621A	Develop a Just in Time (JIT) system	60
MCMT630A	Optimise cost of product	60
MCMT631A	Undertake value analysis of product costs in terms of customer requirements	60
MCMT640A	Manage 5S system in a manufacturing environment	60
MCMT650A	Determine and improve process capability	80
MCMT660A	Develop the application of enterprise systems in manufacturing	60
MCMT661A	Determine and establish information collection requirements and processes	60
MCMT670A	Develop and manage sustainable energy practices	70
MCMT671A	Develop and manage sustainable environmental practices	60
MCMT675A	Facilitate the development of a new product	80
MCMT681A	Develop a proactive maintenance strategy	60

Other relevant units of study

No more than four relevant units at the AQF 4,5 or 6 level may be selected from another relevant endorsed training package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector training package, or possibly the Business Services training package.

Balance of Units

Sufficient additional units should be chosen from the CMI units to achieve the required ten units.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES

Course Code: 21638VIC

COURSE LOCATION

Sunshine.

CAREER OPPORTUNITIES

Successful graduates would be eligible to obtain employment in administrative or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience.

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery, On-line, Workplace/on-site.

COURSE OBJECTIVES

To provide entry-level training for persons wishing to work as supervisors and managers in the logistics and supply chain industry.

ENTRY REQUIREMENTS

To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System (NRS) and satisfy the Head of Department of their ability to complete the course

COURSE DURATION

Training Package – Nominal hours: 705

One year full-time or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal hours
VBP113	Introduction to transport, distribution and logistics	30
VBP114	Supply chain principles	60
VBP115	Introduction to warehouse operations	60
VBP116	Introduction to transportation principles	60
VBP117	Logistics budgeting principles	40
VBP156	Transportation and storage of dangerous goods & hazardous substances	20
VBP158	Industrial and performance management	40
VBP159	Career planning and job seeking skills	20
TDTE1398B	Apply workplace statistics	20
TDJT297B	Apply quality systems	40
BSBFLM303B	Contribute to effective workplace relationships	40
TDTD1097B	Operate a forklift	40
TDTK197B	Use infotechnology device and computer applications in the workplace	40
ICAITU130A	Operate a Spreadsheet application	30
HLTFA2A	Apply advanced first aid (Level 2)	30

TDTF397B	Implement and monitor OH&S procedures	30
TDTE297B	Estimate/calculate mass, area and quantify dimensions	30
TDTE701A	Use communication systems	20
BSBCM/N317A	Meet customer needs and expectations	35
TDTA997B	Complete and check import/export documentation	20

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN MARINE CRAFT CONSTRUCTION

Course Code: MEM30603

COURSE LOCATION

Newport.

CAREER OPPORTUNITIES

Construction, repair and maintenance of vessels.

SCOPE OF DELIVERY

Weekly block release (8 weeks per year for 3 years).

COURSE OBJECTIVE

The course is appropriate for a person working as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

ENTRY REQUIREMENTS

Students must be employed as boatbuilder or shipwright apprentices.

SELECTION PROCEDURES/SELECTION CRITERIA

Selection is conducted by the employer.

COURSE DURATION

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

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health and safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0
MEM2.1C12A	Apply quality systems	20
MEM2.2C11A	Organise and analyse information	20
MEM2.3C11A	Operate in a work based team environment	20
MEM2.4C11A	Assist in the provision of on the job training	20
MEM2.5C11A	Measure with graduated devices	20
MEM2.6C10A	Plan a complete activity	40
MEM2.7C10A	Perform computations - basic	20
MEM2.8C10A	Perform computations	20
MEM2.9C10A	Perform computer operations	20

Elective Units of Study

Units of Study totaling 960 hours from the following:

Unit of Study Code		Hours
MEM4.18AB	General woodworking machine operations	40
MEM8.14AA	Apply protective coatings (basic)	40
MEM9.21AA	Interpret and produce curved three-dimensional shapes	40
MEM12.7AA	Mark off/ out structural fabrications & shapes	40
MEM25.2AA	Form and integrate fibre-reinforced structures	40
MEM25.3AA	Set up marine structures	40
MEM25.4AA	Fair and shape surfaces	20
MEM25.5AA	Construct and assemble marine vessel timber components	80

MEM25.7AA	Maintain marine surfaces	40
MEM25.8AA	Repair marine surfaces and structures	40
MEM25.9AA	Form timber using hot processes	20
MEM25.10AA	Perform fitout procedures	40
MEM25.13AA	Produce 3-dimensional plugs/ moulds	120
MEM25.14AA	Perform Marine slipping operations	20
MEM50.3AA	Follow work procedures to maintain marine environment	10
MEM50.4AA	Maintain quality of environment by following marine codes	10
MEM9.1AA	Draw and interpret sketch	20
MEM9.2AA	Interpret technical drawing	40
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/ hand held operation	20
MEM13.3AA	Work safely with industrial chemicals and materials	20

or equivalent Units of Study from the Metal and Engineering Training Package (MEM98), with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Metal and Engineering Training Package V4, ANTA, 2003.

Some unit of study descriptors are listed under the Units of Study 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.

Unit of Study Code

21370VIC	Certificate III in Motor Vehicle Driver Trainer (Car)
21381VIC	Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicle)
BCC30198	Certificate III in Civil Construction (Plant)
BCC30298	Certificate III in Civil Construction (Road Construction & Maintenance)
BCG31398	Certificate III in General Construction
TDT11102	Certificate I in Transport and Distribution (Administration)
TDT21102	Certificate II in Transport and Distribution (Administration)
TDT31102	Certificate III in Transport and Distribution (Administration)
TDT41102	Certificate IV in Transport and Distribution (Administration)
TDT30902	Certificate III in Transport and Distribution (Mobile Cranes Operations)
TDT20402	Certificate II in Transport and Distribution (Rail Operations)
TDT30402	Certificate III in Transport and Distribution (Rail Operations)
TDT40402	Certificate IV in Transport and Distribution (Rail Operations)
TDT20202	Certificate II in Transport and Distribution (Road Transport)
TDT30202	Certificate III in Transport and Distribution (Road Transport)
TDT40202	Certificate IV in Transport and Distribution (Road Transport)
TDT20302	Certificate II in Transport and Distribution (Stevedoring)
TDT30302	Certificate III in Transport and Distribution (Stevedoring)
TDT40302	Certificate IV in Transport and Distribution (Stevedoring)
TDT20102	Certificate II in Transport and Distribution (Warehousing and Storage)
TDT30102	Certificate III in Transport and Distribution (Warehousing and Storage)
TDT40102	Certificate IV in Transport and Distribution (Warehousing and Storage)
21638VIC	Certificate IV in Logistics and Supply Chain Principles
TDT51002	Diploma of Logistics Management

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 (Ride-On; Pedestrian; Reach Truck)
- Course in Order Picker

ROAD TRANSPORT INDUSTRY

- Course in Light Rigid Truck
- Course in Medium Rigid Truck
- Course in Heavy Rigid Truck (Synchro and Non-Synchro)
- Course in Heavy Combination Truck
- Course in B Double Truck (Multi Combination)

DRIVER EDUCATION COURSES

- School Learners Driver Program
- Dangerous Goods Licence Training
- Driver Instructor Training

For details contact the Industrial Skills Training Centre by telephone on: (03) 9919 7600 or fax: (03) 9919 7606.

Graeme Barry

Head, Department of Industrial Skills Training Centre–TAFE

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (CAR)

Course Code: 21370VIC

COURSE LOCATION

Werribee.

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 9919 7600.

COURSE DURATION

175 hours part time.

COURSE STRUCTURE

Unit of Study Code		Hours
BSBCMN310A	Deliver and Monitor Service To Customers	35
SRSCOP003A	Demonstrate Personal Image and Presentation Skills	5
TDTC197B	Drive Vehicles	30
TDTF197B	Follow OHS Procedures	20
VBNO87	Financial Transactions & Records Maintenance	5
VBNO88	Implement Driver Training	65
VBNO89	Orientation to Motor Vehicle Instruction Industry	10
VBNO90	Vehicle Presentation and Left Seat Controls	5

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN MOTOR VEHICLE DRIVER TRAINER (HEAVY VEHICLE)

Course Code: 21381VIC

COURSE LOCATION

Werribee.

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 seeking 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 (03) 9919 7600.

COURSE DURATION

255 hours part time.

COURSE STRUCTURE

Unit of Study Code		Hours
BSBCMN310A	Deliver and Monitor Service to Customers	35
SRSCOP003A	Demonstrate Personal Image and Presentation Skills	5
TDTC197B	Drive Vehicles	30
TDTC497B	Drive Heavy Rigid Vehicles	40
TDTC597B	Drive Heavy Combination Vehicles	40
TDTF197B	Follow OHS Procedures	20
VBNO87	Financial Transactions & Records Maintenance	5
VBNO88	Implement Driver Training	65
VBNO89	Orientation to Motor Vehicle Instruction Industry	10
VBNO90	Vehicle Presentation and Left Seat Control	5

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN CIVIL CONSTRUCTION (PLANT)

Course Code: BCC30198

Course details will change in 2006 when course BCC30603 and BCC30703 will be offered. For further information on the new courses contact the department on 9919 7600.

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Civil Construction Industry.

SCOPE OF DELIVERY

Contact the department on 9919 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 9919 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 of Study		Hours
Unit of Study Code		
BCC1003A	Drain/de-water site	12
BCC1009A	Carry out manual excavation	8
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
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
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials & safely dispose of waste	16

Elective Units of Study

(i) 3 Units of Study from Series 1000 and/or Series 2000 Elective Units of Study;

(ii) 1 unit from Group A Elective Units of Study and 2 Units of Study from Group B Elective Units of Study; or

(iii) 2 Units of Study from Group A Elective Units of Study and 1 unit from Group B Elective Units of Study.

Elective Units of Study will be selected by the student in consultation with his/her employer, with approval of the Head of Department.

Group A

BCC3002A	Conduct Backhoe/Loader operations	200
BCC3003A	Conduct Dozer operations	240
BCC3004A	Conduct Excavator operations	200
BCC3005A	Conduct Front End Loader operations	160
BCC3006A	Conduct Grader operations	240
BCC3007A	Conduct Scraper operations	160
BCC3008A	Conduct Skid Steer Loader operations	80
BCC3014A	Conduct Pipelayer operations	80
BCC3015A	Conduct Recycler operations	80

Group B

BCC3001A	Conduct Tip Truck operations	60
BCC3009A	Conduct Roller operations	80
BCC3010A	Conduct Water Cart operations	40
BCC3012A	Conduct Dump Truck operations	60
BCC3013A	Conduct Forklift operations	32
BCC3017A	Conduct Telescopic Materials Handler Operations	80
BCC3018A	Conduct Materials Spreader operations	80
BCC3019A	Conduct Profile Planer operations	80

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION AND MAINTENANCE)

Course Code: BCC30298

Course details will change in 2006 when course BCC30603 and BCC30703 will be offered. For further information on the new courses contact the department on 9919 7600.

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Civil Construction Industry.

SCOPE OF DELIVERY

Contact the department on 9919 7600.

COURSE OBJECTIVE

The course aims to provide participants with the skills suitable for someone working as a road maintenance worker.

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 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 842 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
BCC1003A	Drain/De-Water Site	12
BCC1005A	Use hand and power tools	80
BCC1006A	Use small plant and equipment	16
BCC1009A	Carry out manual excavation	8
BCC1012A	Spread and compact materials manually	12
BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2000A	Read and interpret plans	40
BCC2003A	Assist with excavation and support installation	8
BCC2004A	Lay pipes	40
BCC2005A	Repair pavements	36
BCC2009A	Carry out concrete work	40
BCC3028A	Control Traffic	20
BCC3030A	Install drainage and pipeline systems	120
BCC3032A	Prepare road sub-grade	80
BCC3036A	Spread and compact granular materials	24
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1004A	Carry out measurements and calculations	20
BCG1008A	Use simple levelling devices	8
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials and safe disposal of waste	16

Elective Units of Study

A minimum of 3 electives from the 1000 and 2000 series and a minimum of 3 electives from the 3000 series, having regard to the Units of Study from the Civil Construction Training Package (BCC98), ANTA, 2001.

Units of Study currently listed in stream 1000 and 2000 include:

Unit of Study Code		Hours
BCC2001A	Carry out basic site survey	40
BCC2002A	Oxy/LPG acetylene cutting	20
BCC2006A	Erect/dismantle fencing and gates	40
BCG1007A	Erect & dismantle restricted height scaffolding	40
BCG2007A	Operate elevating work platforms	20

Units of Study currently listed in stream 3000 include:

Unit of Study Code		Hours
BCC3031A	Maintain drainage systems	16
BCC3034A	Apply bitumen seal	32
BCC3035A	Lay asphalt	40
BCC3037A	Place kerb, channel, median and barrier strips	36
BCC3038A	Lay segmental/unit paving	24
BCC3039A	Apply road markings	20
BCC3040A	Install & maintain signage and roadside fixtures	30
BCC3041A	Maintain sealed roads	32
BCG2008A	Use explosive power tools (EPT)	16

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN GENERAL CONSTRUCTION

Course Code: BCG31398

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

General Construction Industry.

SCOPE OF DELIVERY

Contact the department on 9919 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 9919 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 of Study

Unit of Study 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
BCG1007A	Erect & dismantle restricted height scaffolding	40
BCG1008A	Use simple levelling devices	8
BCG1009A	Carry out excavation & install support	16
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials & safely dispose of waste	16
BCG2001A	Prepare surfaces	32
BCG2003A	Carry out general demolition	32
BCG2004A	Carry out levelling	16
BCG2007A	Operate elevated work platforms (EWP)	20
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 of Study

Three Units of Study from Series 3000 elective Units of Study selected by the student in consultation with his/her employer, with approval of the Head of Department.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE I IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT11102

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Contact the department on 9919 7600.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

COURSE OBJECTIVE

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied 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

Contact the department on 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 170–230 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 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 other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT21102

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Contact the department on 9919 7600.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

COURSE OBJECTIVE

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied 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

Contact the department on 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 240-470 nominal hours or part-time equivalent.

COURSE STRUCTURE

The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) seven Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT31102

COURSE LOCATION

Industry.

CAREER OPPORTUNITIES

Contact the department on 9919 7600.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

COURSE OBJECTIVE

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied 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

Contact the department on 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 365–770 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) a minimum of five Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which;
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any other Certificate II in Transport and distribution or relevant industry training package endorsed by the Australian National Training Authority;

- (c) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (ADMINISTRATION)

Course Code: TDT41102

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Transport Industry.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

COURSE OBJECTIVE

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied 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

Contact the department on 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 470–1000 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) seven Units of Study at Australian Qualifications Framework level 4 of which;
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any other Certificate IV in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;

- a maximum of two Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (d) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (MOBILE CRANES OPERATIONS)

Course Code: TDT30902

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Road Transport Industry, specialising in Mobile Cranes.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

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 9919 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 of Study, comprising:

- (a) the 17 compulsory Units of Study* below, and
- (b) 4 other Units of Study made up of:
 - at least 2 units and up to 4 units from the remaining Units of Study listed below and
 - up to 2 suitable Units of Study (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.

Unit of Study 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 & 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 Tonnes	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	30
TDTI197B	Apply Quality Procedures	30
TDTK197B	Use Infotechnology Devices and Computer Applications In the Workplace	40
TDTL197B	Complete Workplace Orientation/Induction Procedures	30

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)

Course Code: TDT20402

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Operations sector of the rail industry.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

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 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total 14 Units of Study, comprising:

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

Unit of Study Code		Hours
TDTA397B	Connect and Disconnect Reefer Units of Study	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 & Water Services Support To Passenger Transportation Units of Study	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/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
HLTA1A	Apply Basic First Aid	10
TDTG701A	Work in a Socially Diverse Environment	20
TDTGCSO01A	Create Customer relationship	40
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTI197B	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 Security of Assets and Facilities	20
TDQT1101A	Maintain Petty Cash Account	10
TDQT1201A	Sell Products and Services	30
TDTU701A	Care for the Environment	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)

Course Code: TDT30402

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Operations sector of the rail industry.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 335–1260 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total of 21 Units of Study, comprising:

- (a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
 - up to 2 suitable Units of Study (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 of Study and up to 9 units at AQF 2 made up of:
 - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Rail Operation) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (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 of Study aligned at AQF 1 made up of:
 - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code	Hours		
TDTA297B	20	Maintain Container/Cargo Records	
TDTA497B	40	Process Receipt and Delivery of Containers and Cargo	
TDTA897B	40	Transfer Cargo	
TDTA1797B	40	Apply Product Knowledge to Organise Work Operations	
TDTA3801A	40	Control and Order Stock	
TDTA3901A	40	Receive and Store Stock	
TDTB297B	20	Test Equipment and Isolate Faults	
TDTB1801A	40	Conduct Full Train Examination	
TDTB1901A	30	Test Train Braking System	
TDTB2001A	80	Visually Inspect Stationary Train	
TDTB2101A	20	Conduct Train Roll By Inspection	
TDTB2501A	150	Prepare, Start and Shut Down Motive Power Unit	
TDTB2601A	40	Prepare for Train Operation	
TDTB2701A	30	Set Up and Shut Down On-Train Remote Control System	
TDTC1197B	40	Transport Passengers with Disabilities	
TDTC1701A	120	Shunt Rolling Stock	
TDTC1801A	40	Operate On-Train Remote Control System	
TDTC2101A	40	Drive Tram	
TDTD1197B	40	Conduct Specialised Forklift Operations	
TDTD1597B	20	Identify and Classify Explosives and Dangerous Goods	
TDTD2398B	40	Use Specialised Liquid Bulk Gas Transfer Equipment	
TDTD2498B	40	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	
TDTD3198B	40	Rig Load	
TDTD3397B	40	Operate a Vehicle-Mounted Loading Crane	
TDTD3598B	30	Operate a Boom Type Elevating Work Platform	
TDTD4098B	20	Control Lift and Movement of Crane	
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
HLTFA2A		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
TDTGCS03A		Process Customer Complaints	10
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
TDTO1298B		Manage Disruptive and/or Unlawful Behaviour	20
TDTO1501A		Maintain Security of Railway Property and Revenue	30
TDTO1601A		Apply and Monitor Workplace Security Procedures	40
TDQT498B		Organise Freight Invoicing and Payment	30
TDQT1301A		Advise on and Construct Fares for Customers	30
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.			
CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (RAIL OPERATIONS)			
Course Code: TDT40402			
COURSE LOCATION			
Industry only.			
CAREER OPPORTUNITIES			
Contact the department on (03) 9919 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 (03) 9919 7600.			

COURSE DURATION

The course may be offered on a full-time basis over 450–1710 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total of 28 Units of Study, comprising:

- (a) seven Units of Study aligned at AQF 4 made up of:
 - at least five Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
 - up to two suitable Units of Study (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 of Study listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations);
- (c) and four other Units of Study made up of:
 - at least two Units of Study and up to 4 Units of Study from the remaining Units of Study listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
 - up to two suitable Units of Study (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.

Unit of Study Code		Hours
TDTA597B	Check and Evaluate Records & 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 & 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 & Services	20
TDU101A	Implement and Monitor Environment Protection Policies and Procedures	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT20202

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Road Transport Industry.

SCOPE OF DELIVERY

Contact the department on (03) 9919 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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total 14 Units of Study comprising:

- (a) seven Units of Study aligned at AQF 3 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
 - up to 2 suitable Units of Study (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 of Study aligned at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed from the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA397B	Connect And Disconnect Reefer Units of Study	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 Emergency	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
TDTI197B	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
TDTK197C	Conduct Financial Transactions	20
TDTK798B	Prepare and Process Financial Documents	30
TDTK998B	Conduct Courier/Delivery Cash Transactions	10
TDTK1101A	Maintain Petty Cash Account	10
TDTK1201A	Sell Products and Services	30
TDU701A	Care for the Environment	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code: TDT30202

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Road Transport Industry.

SCOPE OF DELIVERY

Contact the department on 9919 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 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total 21 Units of Study, comprising:

- (a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
- at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
 - up to 2 suitable Units of Study (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 of Study and up to 9 units at AQF 2 made up of:
- at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (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 of Study aligned at AQF 1 made up of:
- at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study 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 Receipt/Despatch Documentation	40
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA1897B	Organise Despatch Operations	40
TDTA1997B	Organise Receipt 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
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 Packaged 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
TDTGCS03A	Process Customer Complaints	10
BSBCM310A	Deliver and Monitor a Service to Customers	35
TD TJ297B	Apply Quality Systems	40
TD TJ598B	Sample, Inspect and Test Products to Specifications	20
TD TL297B	Undertake Employee Payroll Activities	20
TD TL397B	Conduct Induction Process	20
BSBCM302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TD TO498B	Conduct Control Procedures for Transferring Explosives and Dangerous/Specialised Goods	40
TD TO798B	Undertake Emergency Response Action to a Security Threat	20
TD TO898B	Implement Cash-in Transit Security Equipment	40
TD TO998B	Test and Inspect Cash-in Transit Security Incidents	30
TD TO1098B	Respond to Cash-in Transit Security Incidents	60
TD TO1298B	Manage Disruptive and/or Unlawful Behaviour	20
TD TO1601A	Apply and Monitor Workplace Security Procedures	40
TD TQ397B	Maintain Financial Records in a Small Business	40

TDQT498B	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 Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (ROAD TRANSPORT)

Course Code:TDT40202

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Transport Industry.

SCOPE OF DELIVERY

Contact the department on (03) 9919 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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 430–1350 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

A successful assessment outcome for a total of 28 Units of Study, comprising:

- (a) seven Units of Study aligned at AQF 4 made up of:
 - at least five Units of Study and up to seven Units of Study from those listed below (aligned at AQF 4), and
 - up to two suitable Units of Study (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 of Study and up to seven units at AQF 3 made up of:
 - at least 3 Units of Study and up to seven Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
 - up to two suitable Units of Study (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 seven Units of Study and up to nine Units of Study at AQF 2 made up of:
 - at least five units and up to nine Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to two suitable Units of Study (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 seven Units of Study aligned at AQF 1 made up of:
 - at least five Units of Study and up to seven units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code	Hours
TDTA597B	Check and Evaluate Records & Documentation
TDTA2597C	Regulate Temperature Controlled Stock
TDTA3098B	Organise Cargo for Export
TDTA3198B	Consolidate Freight
TDTA3298B	Organise Transport of Freight or Goods
TDTA3398B	Organise International Transport of Freight
TDTC697B	Drive Multi-Combination Vehicle
TDTD897B	Monitor Crane Operations
TDTD997B	Direct Crane Operations
TDTD3098B	Supervise Mobile Crane Operations
TDTD3298B	Plan and Conduct Specialised Lift
TDTE697C	Collect, Analyse and Present Workplace Date and Information
TDTE1398B	Apply Workplace Statistics
TDTF797B	Implement and Coordinate Emergency/Accident Procedures
TDTF1498B	Develop and Maintain a Safe Workplace
TDTG598B	Organise Transport Workload
TDTG698B	Facilitate Work Teams
TDTI197C	Coordinate Quality Customer Service
TDTI1601A	Service Freight Customers
TDTI1701A	Develop Freight Customers
TDTI598B	Market Services and Products to Clients
TDTI898B	Monitor Transport Activities at Interchanges
TDTL597C	Apply Conflict/Grievance Resolution Strategies
TDTL797C	Coordinate Fleet Control Logistics
TDTL998B	Manage Personal Work Priorities and Professional Development
TDTL1098B	Assess and Confirm Customer Transport Requirements
TDTL3001A	Control a Furniture Warehouse
TDTL3201A	Implement Equal Employment Equity Strategies
TDTL3301A	Promote Effective Workplace Practice
TDTL3601A	Develop Rosters
TDTL3701A	Apply and Amend Rosters
BSZ406A	Plan a Series of Training Sessions
BSZ407A	Deliver Training Sessions
BSZ408A	Review Training
BSZ401A	Plan Assessment
BSZ403A	Review Assessment
BSZ506A	Develop Assessment Procedures
BSZ507A	Develop Assessment Tools
TDTP197B	Develop Plans to Meet Customer and Organisation Needs
TDTP297B	Facilitate and Capitalise on Change in the Workplace
TDTP598B	Manage Workplace Information
TDTP1098B	Assess Lift Requirements and Provide Quotation
TDTQ698B	Administer International Trading Accounts
TDTR198B	Monitor Supplier Performance
TDTR298B	Source Goods/Services and Evaluate Contractors
TDTU101A	Implement and Monitor Environment Protection Policies and Procedures

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT20302

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Contact the Department on (03) 9919 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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full time basis over 240–510 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which -

- (a) a minimum of seven Units of Study and a maximum of nine Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT30302

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Contact the Department on (03) 9919 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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full time basis over 355–910 nominal hours or part time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) a minimum of five Units of Study and a maximum of seven Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (c) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on page six of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (STEVEDORING)

Course Code: TDT40302

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Contact the Department on (03) 9919 7600.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

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 (03) 9919 7600.

COURSE DURATION

The course may be offered on a full-time basis over 460–1260 nominal hours or part-time equivalent. This course is available as a traineeship on a fee for service basis only.

COURSE STRUCTURE

The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) seven Units of Study at Australian Qualifications Framework level 4 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) a minimum of five Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of three Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (c) a minimum of seven Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (d) seven Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of five Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of two Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE II IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)

Course Code: TDT20102

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Warehousing Industry.

SCOPE OF DELIVERY

This course is available as a traineeship on a fee for service basis only.

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 of Study 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 (03) 9919 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 of Study, comprising:

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

Unit of Study Code		Hours
TDTA397B	Connect and Disconnect Reefer Units of Study	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
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
TD TJ197B	Apply Quality Procedures	20
TD TJ398B	Apply grain Protection Measures	20
TD TJ498B	Implement Grain Monitoring Measures	20
TD TK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TD TK397B	Apply Keyboard Skills	20
TD TK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TD TL898B	Complete Routine Administrative Tasks	10
TD TL3101A	Monitor and Process Attendance Records	20
TD TO1398B	Administer Security of Assets and Facilities	20
TD TQ197C	Conduct Financial Transactions	20
TD TQ798B	Prepare and Process Financial Documents	30
TD TQ1101A	Maintain Petty Cash Account	10
TD TQ1201A	Sell Products and Services	30
TD TT198B	Capture Records into a Records Keeping System	20
TD TT498B	Maintain Control of Records	20
TD TT598B	Provide Information from and about Records	20
TD TU701A	Care for the Environment	20
TD TV198B	Cut and Join Materials	20
TD TV298B	Operate Hand Held Air/Power Equipment for the Production Processes	20
TD TV398B	Apply Surface Coating Using a Spray gun	20
TD TV498B	Undertake Pallet Repairs	20
TD TV598B	Clean and Inspect Pallets	20
TD TV698B	Manufacture Pallets Using Automated Methods	20
TD TV798B	Manufacture Pallets Using Manual Methods	20
TD TV898B	Dock Boards Using Computer Programmed Machinery	20
TD TV998B	Dock Boards on Mechanical Feeds	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE III IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)

Course Code: TDT30102

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Warehousing Industry.

SCOPE OF DELIVERY

Contact the department on (03) 9919 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 Units of Study aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) Units of Study 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 (03) 9919 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 of Study, comprising:

- (a) at least five Units of Study and up to seven Units of Study aligned at AQF 3 made up of:
 - at least three Units of Study and up to seven Units of Study from those listed below (aligned at AQF 3), and
 - up to two suitable Units of Study (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 seven Units of Study and up to nine units at AQF 2 made up of:
 - at least five Units of Study and up to nine Units of Study from those listed from the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to two suitable Units of Study (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 seven Units of Study aligned at AQF 1 made up of:
 - at least five units and up to seven Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit	Unit of Study Code	Hours
TD TA497B	Process Receipt and Delivery of Containers and Cargo	40
TD TA1097B	Coordinate Goods to Bond Premises	20
TD TA1597B	Complete Receipt/Despatch Documentation	40
TD TA1697B	Use Inventory Systems to Organise Stock Control	30
TD TA1797B	Apply Product Knowledge to Organise Work Operations	40

TDTA1897B	Organise Despatch Operations	40	TDTT898B	Undertake Disposal Program	30
TDTA1997B	Organise Receive Operations	40	TDTT998B	Undertake Movement of Records	20
TDTA2497B	Organise Warehouse Records Operations	30	TDTT1098B	Destroy Records	30
TDTA2698B	Monitor Storage Facilities	30	TDTW601A	Operate Computerised Mail and Parcels	
TDTA3801A	Control and Order Stock	40		Sorting Equipment	40
TDTA3901A	Receive and Store Stock	40	TDTW701A	Code and Coordinate Video-Coding	
TDTB297B	Test Equipment and Isolate Faults	20		Operations	40
TDTD1197B	Conduct Specialised Forklift Operations	40	TDTW801A	Carry Out Culler Facer canceller (CFC) Operations	20
TDTD1497B	Load and Unload Vehicles Carrying Special Loads	20	Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.		
TDTD1597B	Identify and Label Explosives and Dangerous Goods	20			
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40	CERTIFICATE IV IN TRANSPORT AND DISTRIBUTION (WAREHOUSING & STORAGE)		
TDTD2498B	Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised)	40	Course Code: TDT40102		
TDTD2798B	Prepare for Transport of Packaged Dangerous Goods	40	COURSE LOCATION		
TDTD2898B	Prepare for Transport of Packaged Dangerous Goods in Bulk	40	Industry only.		
TDTD3198B	Rig Load	40	CAREER OPPORTUNITIES		
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40	Warehousing Industry.		
TDTD3598B	Operate a Boom Type Elevating Work Platform	40	SCOPE OF DELIVERY		
TDTD3698B	Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes	30	Contact the department on (03) 9919 7600		
TDTD4098B	Control Lift and Movement of Crane	40	COURSE OBJECTIVE		
TDTD4301A	Shift Loads Using Gantry Equipment	20	This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry.		
TDTD4401A	Shift Loads Using Cranes	80	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.		
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	80			
TDTE497B	Prepare Workplace Documents	30	ENTRY REQUIREMENTS		
TDTE1298B	Consolidate Manifest Documentation	20	To qualify for admission to the course, an applicant generally must have:		
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20	<ul style="list-style-type: none"> successfully completed Certificate III in Transport & Distribution (Warehousing) 		
TDTE1698B	Estimate/Calculate Load Shifting Requirements For a Mobile Crane	20	<ul style="list-style-type: none"> or successful recognition of seven competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process. 		
TDTF397B	Implement and Monitor OHS Procedures	30	SELECTION PROCEDURES/SELECTION CRITERIA		
TDTF497B	Organise Occupational Health and Safety Procedures in the Workplace	30	Contact the department on (03) 9919 7600		
TDTF2201A	Implement and Monitor Safe Procedures when Warehousing/Storing Dangerous Goods and/or Hazardous Substances	60	COURSE DURATION		
HLTA2A	Provide Advanced First Aid	30	This course is available as a traineeship on a fee for service basis only.		
TDTG297B	Lead a Work Team or Group	40	COURSE STRUCTURE		
TDGCS03A	Process Customer Complaints	10	A successful assessment outcome for a total of 28 Units of Study, comprising:		
BSBCMN310A	Deliver and Monitor a Service to Customers	35	(a) seven Units of Study aligned at AQF 4 made up of:		
TDJT297B	Apply Quality Systems	40	<ul style="list-style-type: none"> at least five Units of Study and up to seven Units of Study from those listed below (aligned at AQF 4), and 		
TDJT598B	Sample, Inspect & Test Products to Specifications	20	<ul style="list-style-type: none"> up to two suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages. 		
TDJT698B	Implement Grain Protection Procedures	40	(b) and at least five Units of Study and up to seven units at AQF 3 made up of:		
TDTL297B	Undertake Employee Payroll Activities	20	<ul style="list-style-type: none"> at least three Units of Study and up to seven Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and 		
TDTL397B	Conduct Induction Process	20	<ul style="list-style-type: none"> up to two suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages. 		
BSBCMN302A	Organise Personal Work Priorities and Development	30			
BSZ404A	Train Small Groups	30			
BSZ402A	Conduct Assessment	15			
TDTO498B	Conduct 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			

- (c) and seven Units of Study and up to nine Units of Study at AQF two made up of:
- at least five units and up to nine Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to two suitable Units of Study (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 seven Units of Study aligned at AQF 1 made up of:
- at least five Units of Study and up to seven units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to two suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA597B	Check and Evaluate Records & 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	20
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 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	30
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTQ1001A	Maintain Customer Credit Accounts & Services	20
TDTR198B	Monitor Supplier Performance	30
TDTR298B	Source Goods/Services & Evaluate Contractors	30

TDTU101A Implement and Monitor Environmental Protection Policies and Procedures 20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES

Course Code: 21638VIC

COURSE LOCATION

Sunshine and Industry.

CAREER OPPORTUNITIES

Successful graduates would be eligible to obtain employment in administrative or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience.

SCOPE OF DELIVERY

Contact the department on 9919 7138.

COURSE OBJECTIVES

To provide entry-level training for persons wishing to work as supervisors and managers in the logistics and supply chain industry.

ENTRY REQUIREMENTS

Admission is via VTAC. Contact the department on 9919 7138 for more information.

COURSE DURATION

One year full-time or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal hours
VBP113	Introduction to transport, distribution and logistics	30
VBP114	Supply chain principles	60
VBP115	Introduction to warehouse operations	60
VBP116	Introduction to transportation principles	60
VBP117	Logistics budgeting principles	40
VBP156	Transportation and storage of dangerous goods & hazardous substances	20
VBP158	Industrial and performance management	40
VBP159	Career planning and job seeking skills	20
TDTE1398B	Apply workplace statistics	20
TDJT297B	Apply quality systems	40
BSBFLM303B	Contribute to effective workplace relationships	40
TDTD1097B	Operate a forklift	40
TDTK197B	Use infotechnology device and computer applications in the workplace	40
ICAITU130A	Operate a Spreadsheet application	30
HLTFA2A	Apply advanced first aid (Level 2)	30
TDTF397B	Implement and monitor OH&S procedures	30
TDTE297B	Estimate/calculate mass, area and quantify dimensions	30
TDTE701A	Use communication systems	20
BSBCMN317A	Meet customer needs and expectations	35
TDTA997B	Complete and check import/export documentation	20

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

DIPLOMA OF LOGISTICS MANAGEMENT

Course Code: TDT51002

COURSE LOCATION

On-campus at Sunshine.

CAREER OPPORTUNITIES

Management of Warehouse Distribution Operations.

SCOPE OF DELIVERY

The Diploma may be offered on a full-time basis for students that do not have relevant industry based experience and/or on a part-time basis for students with relevant industry based experience.

COURSE OBJECTIVE

The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.

ENTRY REQUIREMENTS

The two year part-time program is specifically tailored for people currently working within the transport, distribution and logistics industry with a minimum of one year industry experience seeking the knowledge and skills to manage logistics operations. The full-time program consists of a one year introductory program that delivers a broad knowledge and skills base for those that do not have industry experience, providing a pathway to a one year Diploma program. The full-time program would be very suitable for students who have completed Year 12. 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

Selection may be based on an interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Department on 9919 7138.

COURSE DURATION

Full Time Diploma for students with VCE and/or without relevant industry based experience: Preliminary training in a wide spectrum of areas within the Transport and Distribution Industry will be undertaken to acquire the necessary skills and knowledge to operate within the Industry, providing a pathway to undertaking Diploma Level 5 Competencies listed below.

Part Time Diploma for students with relevant industry based experience – over 350 nominal hours.

COURSE STRUCTURE

Students must successfully complete all 7 units listed below.

Unit of Study Codes		Hours
BSBMGT502A	Manage people performance	60
TDTL1298B	Apply workplace knowledge to plan improvements to operations	40
TDTL1898B	Select Employees	60
TDTL2098B	Develop and maintain operational procedures for transport and distribution enterprises	30
TDTL1998B	Implement & monitor transport logistics	40
TDQT298B	Set and achieve budget	40
THHGLE10B	Manage workplace relations	60

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

SCHOOL OF FURTHER EDUCATION, ARTS & EMPLOYMENT SERVICES

The School of Further Education, Arts and Employment Services consists of six Departments offering the following programs:

DEPARTMENT OF ACCESS EDUCATION PROGRAMS

Includes Adult General Education Programs, English Language Programs, and Women's Education Programs, which offer a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES. Most courses are offered on both a part-time and full-time basis. Some courses are available through distance learning. Programs are offered primarily at Footscray Nicholson, Werribee, St Albans, and Sunshine campuses.

DEPARTMENT OF EMPLOYMENT AND TRAINING SERVICES

Includes Work Education Programs for students with special needs and VCE/VET programs for 15-19 year olds, as well as the Victorian Certificates of Applied Learning (VCAL) and is responsible for the management of TAFE's Youth Pathways Program. The Department also manages a number of significant Service Contracts funded by the Australian Government. These include New Apprenticeships Support Services managed through the Department's Jobs Plus New Apprenticeships Services; Community Work Coordinator Services delivered by the Community Initiatives Program team. The Department's assessment team services University contracts with the VETASSESS, Victoria Police and others together with offering language, literacy and numeracy assessments to a range of enterprises. The Department focuses on identifying and responding to new employment initiatives as they are developed at local, state and federal levels.

DEPARTMENT OF FURTHER EDUCATION PROGRAMS

Adult VCE offering Units 1 to 4, Liberal Arts and Preparatory Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies, and courses in English as a Second Language (Further Study). 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. The department is also responsible for the delivery of a University Preparation Program to be delivered at a range of offshore locations including China and Russia and as an on-shore foundation course for delivery to international students.

DEPARTMENT OF MUSIC

The only provider in Melbourne's Western region of courses in Contemporary Performance, Music Business and Technical Production. 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 establishment of Sunbury Campus as a significant site for music education and training.

DEPARTMENT OF VISUAL ART, DESIGN AND MULTIMEDIA

The Department of Visual Art, Design and Multimedia offers professional level courses across a wide range of arts practice. Graphic Art, Visual Art and Multimedia courses are offered at the certificate, diploma and advanced diploma level, providing students with a comprehensive range of industry accredited skills along with an extensive creative experience.

The Visual Art Program offers the Diploma of Arts (Visual Arts) where students acquire solid technical skills and an understanding of the compositional process, producing a body of exhibition work expressive of their own personal philosophy developed in relation to contemporary art.

The Design Program offers the Certificate IV in Design, the Diploma of Arts (Graphic Arts) and the Advanced Diploma of Graphic Design. Students gain design and technical pre-press expertise, and are equipped with a mix of creative and technical new media abilities, ensuring that they are truly 'industry ready'.

The Multimedia Program offers the Certificate IV in Multimedia, and the Advanced Diploma of Multimedia with streams in Interactive Media and Games Development. VETIS Certificate III in Multimedia is also offered at VCE. Students develop highly specialised technical, creative and conceptual skills needed to integrate media and manage digital technology across industry sectors.

THE DEPARTMENT OF VOCATIONAL EDUCATION PROGRAMS

Offers courses in Library and Information Services; Professional Writing and Editing; and Gateway to Nursing and Health Sciences. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multimedia Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs. The Department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by LLNP sources. The Department is also recognised for its expertise in the delivery of pathway programs to mainstream TAFE and Higher Education courses. Bridging programs into VET mainstream courses (aged care, children's services and business) and a Clinical Bridging program for Overseas Qualified Medical Practitioners are also being offered. Languages Other Than English (LOTE) is offered as short courses on a fee-paying basis.

The School of Further Education, Arts and Employment Services courses are delivered at City Flinders, City King, South Melbourne, 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 Culturally and Linguistically Diverse Background. These students are predominantly enrolled in the School's further education programs. 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's educational initiatives aim to provide a model of best practice in flexible delivery and use of new learning technologies demonstrated by the establishment of a language multimedia centre, a multimedia Music Hub and a training program for the Computer Games industry through the Advanced Diploma of Art (Electronic Design and Interactive Media).

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; DEST for New Apprenticeships Services and for the Adult Migrant Education Program, which provides English language programs to new arrivals through a subcontracting arrangement with the AMES; and 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 conventional VETIS.

Nel Cook

Associate Director

School of Further Education, Arts and Employment Services

DEPARTMENT OF ACCESS PROGRAMS

The Department of Access Programs – TAFE offers Adult General Education Programs; English Language Programs; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES.

Course Codes

21496VIC	Certificate I in ESL (Entry)
21497VIC	Certificate I in ESL (Access)
21498VIC	Certificate II in ESL (Access)
21499VIC	Certificate III in ESL (Access)
21500VIC	Certificate IV in ESL (Access)
90989NSW	Course in Preliminary Spoken and Written English
90994NSW	Certificate I in Spoken and Written English
90993NSW	Certificate II in Spoken and Written English
90992NSW	Certificate III in Spoken and Written English
21249VIC	Certificate I in General Education for Adults (Introductory)
21250VIC	Certificate I in General Education for Adults
21251VIC	Certificate II in General Education for Adults
21252VIC	Certificate III in General Education for Adults
ICA10101	Certificate I in Information Technology

Virginia Saint James

Head, Department of Access Programs–TAFE

CERTIFICATE I IN ESL (ENTRY)

Course Code: 21496VIC

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

This is an Access program with no specific vocational outcomes.

SCOPE OF DELIVERY

Full-time, Flexible delivery.

COURSE OBJECTIVES

Provide better outcomes for students by increasing their potential to complete the program.

COURSE DURATION

Full-time basis: 36 weeks by 15 hours.

SELECTION PROCEDURES/ SELECTION CRITERIA

To be advised.

COURSE STRUCTURE

Core Units of Study

Units of Study Code		Hours
VBN458	Listening (Entry)	125
VBN459	Speaking (Entry)	125
VBN460	Reading (Entry)	125
VBN461	Writing (Entry)	125

ENGLISH AS A SECOND LANGUAGE ACCESS

CERTIFICATE I IN ESL (ACCESS)

CERTIFICATE II IN ESL (ACCESS)

CERTIFICATE III IN ESL (ACCESS)

CERTIFICATE IV IN ESL (ACCESS)

Course Code: 21497VIC Certificate I

Course Code: 21498VIC Certificate II

Course Code: 21499VIC Certificate III

Course Code: 21500VIC Certificate IV

COURSE LOCATION

Footscray Nicholson, St Albans, Werribee.

CAREER OPPORTUNITIES

Various further study.

SCOPE OF DELIVERY

This/these course/s may be offered on a 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

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 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 – ACCESS

Core Units of Study

Unit of Study Code		Hours
VBN462	Listening (Access I)	100
VBN463	Speaking (Access I)	100
VBN464	Reading (Access I)	100
VBN465	Writing (Access I)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours			
VBN498	Language of computers	50	VBN508	Australian art and culture	50
VBN499	Online language learning	50	VBN509	Indigenous Australia	50
VBN500	Practical placement	75	VBN510	Australian history	50
VBN501	Local orientation	50	VBN511	Current affairs	50
VBN502	Australian environment	50	VBN512	Vocational elective	75
VBN503	Australian government	50	CERTIFICATE IV – ACCESS		
VBN504	Australian law	50	Core Units of Study		
VBN505	Driving in Australia	50	Unit of Study Code		Hours
VBN506	Education in Australia	50	VBN482	Listening (Access IV)	100
VBN507	Health and medicine	50	VBN483	Speaking (Access IV)	100
VBN508	Australian art and culture	50	VBN484	Reading (Access IV)	100
VBN509	Indigenous Australia	50	VBN485	Writing (Access IV)	100
VBN510	Australian history	50	Elective Units of Study		
VBN511	Current affairs	50	Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:		
VBN512	Vocational elective	75	Unit Code		Hours

CERTIFICATE II – ACCESS

Core Units of Study

Unit of Study Code		Hours
VBN466	Listening (Access II)	100
VBN467	Speaking (Access II)	100
VBN468	Reading (Access II)	100
VBN469	Writing (Access II)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

CERTIFICATE III – ACCESS

Core Units of Study

Unit of Study Code		Hours
VBN470	Listening (Access III)	100
VBN471	Speaking (Access III)	100
VBN472	Reading (Access III)	100
VBN473	Writing (Access III)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50

Unit Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE IN PRELIMINARY SPOKEN AND WRITTEN ENGLISH**CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH****CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH****CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH**

Course Code: 90989NSW Course

Course Code: 90994NSW Certificate I

Course Code: 90993NSW Certificate II

Course Code: 90992NSW Certificate III

COURSE LOCATION

Sunshine.

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 – COMPULSORY

Unit of Study Code	Hours
90989NSWA Orientation to Literacy and Numeracy	100
90989NSWB Orientation to Communication Skills	100

CERTIFICATE I – COMPULSORY

Unit of Study Code	Hours
90994NSWA Beginner Strategies for Learnin	75
90994NSWB Beginner Communication Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
90994NSWC Beginner spoken interaction skills	50
90994NSWD Beginner spoken discourse skills	50
90994NSWE Beginner speaking and reading skills	50
90994NSWF Beginner listening and reading skills	50
90994NSWG Beginner reading and writing skills	50
90994NSWH Beginner writing skills	50
90994NSWI Beginner mathematical skills	50
90994NSWJ Beginner measurement skills	50
90994NSWK Beginner visual numeracy skills	50

Certificate II Compulsory:

Unit of Study Code	Hours
90993NSWA Building Listening and Speaking Skills	75
90993NSWB Beginning Reading and Writing Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
90993NSWC Post-beginner strategies for learning	50
90993NSWD Post-beginner listening and speaking skills	50
90993NSWE Post-beginner spoken interaction skills	50
90993NSWF Post-beginner spoken discourse skills	50
90993NSWG Post-beginner reading skills	50
90993NSWH Post-beginner reading and writing skills	50
90993NSWI Post-beginner writing skills	50
90993NSWJ Post-beginner mathematical skills	50
90993NSWK Post-beginner measurement skills	50
90993NSWL Post-beginner visual numeracy skills	50

CERTIFICATE III COMPULSORY

Unit of Study Code	Hours
0992NSWA Developing Listening and Speaking Skills	75
0992NSWB Developing Reading and Writing Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
90992NSWC Intermediate conversation skills	50
90992NSWD Intermediate spoken interaction skills	50
90992NSWE Intermediate negotiation skills	50
90992NSWF Intermediate spoken expression skills	50
90992NSWG Intermediate spoken discourse skills	50
90992NSWH Intermediate media skills	50
90992NSWI Intermediate data presentation skills	50

90992NSWJ Intermediate written communication skills	50
90992NSWK Intermediate written discourse skills	50
90992NSWL Intermediate written expression skills	50
90992NSWM Intermediate narrative writing skills	50
90992NSWN Intermediate mathematical skills	50
90992NSWO Intermediate measurement skills	50

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATES IN GENERAL EDUCATION FOR ADULTS

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)

Course Code: 21249VIC

COURSE LOCATION

Footscray Nicholson, St Albans, Sunbury, Werribee.

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 Units of Study

Unit of Study Code	Hours
VBM685 Reading and Writing–Introductory	100
VBM686 Numeracy and Mathematics – Introductory	100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM563 Oral Communications–Introductory	80
VBM687 General Curriculum Options – Introductory	80

or

160 Hours of Elective Units of Study 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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS

Course Code: 21250VIC

COURSE LOCATION

Footscray Nicholson, St Albans, Sunbury, Werribee..

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 Units of Study**

Unit of Study Code		Hours
VBM688	Reading & Writing 1	100
VBM689	Numeracy & Mathematics 1	100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM564	Oral Communications 1	80
VBM690	General Curriculum Options 1	80

or

160 Hours of Elective Units of Study 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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS

Course Code: 21251VIC

COURSE LOCATION

Footscray Nicholson, St Albans, Sunbury, Werribee.

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 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 Units of Study**

Unit of Study Code		Hours
VBM691	Reading and Writing II	100
VBM692	Numeracy and Mathematics II	100

80 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM565	Oral Communications II	80
or		
VBM693	General Curriculum Options II	80

or

80 Hours of Elective Units of Study 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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS

Course Code: 21252VIC

COURSE LOCATION

Footscray Nicholson, St Albans, Sunbury, Werribee.

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 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 Units of Study**

Unit of Study Code		Hours
VBM694	Reading and Writing III	100
or		
VBM695	Numeracy and Mathematics III	100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Core Units of Study

VBM566	Oral Communications III	80
VBM696	General Curriculum Options III	80

or

160 Hours of Elective Units of Study 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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN INFORMATION TECHNOLOGY

Course Code: ICA10101

COURSE LOCATION

Footscray Nicholson, Melton, Werribee, Sunshine, Sunbury.

CAREER OPPORTUNITIES

Office administration, running small businesses, IT industry.

SCOPE OF DELIVERY

Part time.

COURSE OBJECTIVES

The course aims to provide entry-level training for people wanting a qualification in the information technology field.

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 need to contact Womens Programs and put their name on a waiting list.

COURSE DURATION

The course may be offered on a full-time basis over 170 nominal hours or part-time equivalent.

COURSE STRUCTURE

Unit of Study Code

ICAITU128A	Operate a personal computer
ICAITU129A	Operate a word processing application
ICAITU130A	Operate a spreadsheet application
ICAITU131A	Operate a database application
ICAITU132A	Operate a presentation package
ICAITU133A	Send and retrieve information over the internet using browsers and email.

Some Units of Study descriptors are listed under the Unit of Study 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) 9919 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) 9919 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) 9919 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) 9919 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 9919 1121.

Course Codes

21497VIC	Certificate I in ESL (Access)
21498VIC	Certificate II in ESL (Access)
21499VIC	Certificate III in ESL (Access)
RTF10103	Certificate I in Horticulture
RTF20103	Certificate II in Horticulture
WRR20102	Certificate II in Retail Operations
15494VIC	Certificate I in Transition Education
21625VIC	Certificate I in Vocational Preparation
21263VIC	Certificate I in Vocational Studies (Media)
21108VIC	Certificate I in Work Education
21364VIC	Course in Workforce Re-entry Skills
21352VIC	Victorian Certificate of Applied Learning (Foundation)
21353VIC	Victorian Certificate of Applied Learning (Intermediate)
21353VICA	Victorian Certificate of Applied Learning (Themed)

Maree Wheelens

Head, Department of Employment and Training Services—TAFE

ENGLISH AS A SECOND LANGUAGE ACCESS

CERTIFICATE I IN ESL (ACCESS)

CERTIFICATE II IN ESL (ACCESS)

CERTIFICATE III IN ESL (ACCESS)

Course Code: 21497VIC Certificate I

Course Code: 21498VIC Certificate II

Course Code: 21499VIC Certificate III

COURSE LOCATION

Footscray Nicholson

CAREER OPPORTUNITIES

Various further study.

SCOPE OF DELIVERY

This/these course/s may be offered on a 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

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

Selection is conducted via individual interviews.

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 – ACCESS

Core Units of Study

Unit of Study Code	Hours
VBN462	Listening (Access I)
VBN463	Speaking (Access I)
VBN464	Reading (Access I)
VBN465	Writing (Access I)

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	Language of computers
VBN499	Online language learning
VBN500	Practical placement
VBN501	Local orientation
VBN502	Australian environment
VBN503	Australian government
VBN504	Australian law
VBN505	Driving in Australia
VBN506	Education in Australia
VBN507	Health and medicine
VBN508	Australian art and culture
VBN509	Indigenous Australia
VBN510	Australian history
VBN511	Current affairs
VBN512	Vocational elective

CERTIFICATE II – ACCESS

Core Units of Study

Unit of Study Code	Hours
VBN466	Listening (Access II)
VBN467	Speaking (Access II)
VBN468	Reading (Access II)
VBN469	Writing (Access II)

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	Language of computers
VBN499	Online language learning
VBN500	Practical placement
VBN501	Local orientation
VBN502	Australian environment
VBN503	Australian government
VBN504	Australian law
VBN505	Driving in Australia
VBN506	Education in Australia
VBN507	Health and medicine
VBN508	Australian art and culture
VBN509	Indigenous Australia

VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

CERTIFICATE III – ACCESS

Core Units of Study

Unit of Study Code	Hours
VBN470	Listening (Access III)
VBN471	Speaking (Access III)
VBN472	Reading (Access III)
VBN473	Writing (Access III)

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	Language of computers
VBN499	Online language learning
VBN500	Practical placement
VBN501	Local orientation
VBN502	Australian environment
VBN503	Australian government
VBN504	Australian law
VBN505	Driving in Australia
VBN506	Education in Australia
VBN507	Health and medicine
VBN508	Australian art and culture
VBN509	Indigenous Australia
VBN510	Australian history
VBN511	Current affairs
VBN512	Vocational elective

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN HORTICULTURE

Course Code: RTF10103

COURSE LOCATION

Footscray Nicholson and off-campus locations.

CAREER OPPORTUNITIES

This course aims to provide vocational training for people working under supervision in the horticulture industry.

SCOPE OF DELIVERY

This course is offered on a full time or part time basis.

COURSE OBJECTIVE

The course aims to provide training appropriate for a person who is beginning a career in horticulture working 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.

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

SELECTION PROCEDURES/SELECTION CRITERIA

Selection is conducted via individual interviews.

COURSE DURATION

The course is offered on a part-time basis over 60 nominal hours.

COURSE STRUCTURE

A total of six competency units must be completed.

Core Units of Study

Unit of Study Code	Hours
RTC1801A Prepare for work	10

Elective Units of Study

Five units, selected by the student with the approval of the Head of Department from the following:

Unit of Study Code	Hours
RTC1006A Support nursery work	15
RTC1201A Maintain the workplace	10
RTC1301A Operate basic machinery and equipment	20
RTC1701A Follow basic chemical safety rules	10

or from

RTD02	Conservation and Land Management
RTE03	Rural Production
RTF03	Amenity Horticulture

and/or other endorsed Training Package. Units selected must be aligned to Certificate I or II outcomes.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN HORTICULTURE

Course Code: RTF20103

COURSE LOCATION

Footscray Nicholson and off-campus locations.

CAREER OPPORTUNITIES

This course aims to provide vocational training for people working under supervision in the horticulture industry.

SCOPE OF DELIVERY

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

COURSE OBJECTIVES

The course aims to provide training appropriate for a person involved in general horticultural tasks and working under some supervision.

ENTRY REQUIREMENTS

Recognition of prior learning may be available based on 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

Selection is conducted via individual interviews.

COURSE DURATION

The course is offered on a part-time basis over 326 nominal hours.

COURSE STRUCTURE

A total of seventeen competency units must be completed.

Core Units of Study

Unit of Study Code	Hours
RTC2701A Follow OHS procedures	20
RTC2702A Observe environmental work practices	20
RTC2705A Work effectively in the industry	20
RTC2801A Participate in workplace communications	30

Elective Units of Study

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

Unit of Study Code	Hours
RTC2012A Plant trees and shrubs	20
RTC2016A Recognise plants	40
RTC2026A Undertake propagation activities	30
RTC2401A Treat weeds	40
RTC2404A Treat plant pests, diseases and disorders	30
RTC2704A Provide basic first aid	10
RTF2308A Operate ride-on vehicles	30

RTF2013A	Pot-on plants	20
RTF2024A	Tend nursery plants	30
RTF2208A	Lay paving	30

or from

RTD02	Conservation and Land Management
RTE03	Rural Production
RTF03	Amenity Horticulture

and/or other endorsed Training Packages. Units selected must be aligned to Certificate I, II or III outcomes.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN RETAIL OPERATIONS

Course Code: WRR20101

COURSE LOCATION

Footscray Nicholson

COURSE OBJECTIVE

This course has been designed as the standard entry level qualification for the retail industry. It applies to those wishing to develop the skills and knowledge to begin a career in the retail industry.

SCOPE OF DELIVERY

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

ENTRY REQUIREMENTS

Applicants must have reasonable English language, literacy and numeracy skills and be able to demonstrate, to the satisfaction of the Program Manager that they are capable of successfully completing the course.

To undertake a traineeship, you must already be employed in the retail industry and have permission from your employer to undertake the course.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study and/or informal or formal learning through work and/or life experience.

COURSE DURATION

This course is offered over 450 nominal hours.

COURSE STRUCTURE

To successfully complete this qualification, students need to complete the 10 Core units and 4 Elective units from one of the 3 elective streams (General Selling, General Food Selling or Clerical/Admin Stream)

Core Units of Study

Unit of Study Code	Hours
WRRCS1B Communicate in the Retail Workplace	50
WRRER1B Work Effectively in a Retail Environment	40
WRRLP1B Apply Safe Working Practices	18
WRRM2B Perform Routine Housekeeping Duties	18
WRRCA1B Operate Retail Equipment	21
WRRLP2B Minimise Theft	21
WRRCS2B Apply Point of Sale Handling Procedures	21
WRRCS3B Interact with Customers	36
WRR11B Perform Stock Control Procedures	36
WRRF1B Balance the Register/Terminal	18

Elective Units of Study**GENERAL SELLING STREAM**

These 3 units PLUS, one unit from the elective only units from Certificate 3 Retail Operations or Retail Supervision (some exemptions apply, refer to Training Package) OR, a product specific unit from Certificate 2 or 3 in another Training Package

Unit of Study Code	Hours
WRRS1B Sell Products and Services	18
WRRS2B Advise on Products and Services	27
WRRM1B Merchandise Products	30

GENERAL FOOD SELLING STREAM

(*These two units are compulsory. Units from the same food areas must be taken together)

Unit of Study Code		Hours
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 Products	24
WRRFS6B	Advise on Seafood Products	21
WRRFM6B	Prepare and display fresh, frozen & live Seafood Products	24

CLERICAL/ADMINISTRATION STREAM

(These 3 units PLUS, one additional Clerical/Admin unit from Cert 2 or 3 in another Training Package)

Unit of Study Code		Hours
WRRCA2B	Apply Retail Office Procedures	18
WRRCA3B	Apply Retail Office Keyboard Skills	36
WRRF2B	Perform Retail Finance Duties	27

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE DURATION

The course is offered on a full-time basis over 900 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study (450 nominal hours)**

Unit of Study 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)

NOS250	Introduction to the Internet	25
VBG762	Functional Communication and Numeracy Skills	100
VBG763	Technology for Life	50
VBG764	Driver Permits	50
VBG766	Community Access	100
VBG768	Recreation and Leisure	50
VBG769	Creative Options	50
VBG774	Formal Letters	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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN TRANSITION EDUCATION

Course Code: 15494VIC

COURSE LOCATION

Footscray Nicholson.

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 learning needs (associated with intellectual and learning disability) with the skills to access a preferred option/s such as:

- further vocational education and/or training at TAFE level
 - 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.

CERTIFICATE I IN VOCATIONAL PREPARATION

Course Code: 21625VIC

COURSE LOCATION

Footscray Nicholson

CAREER OPPORTUNITIES

Further education and traineeship.

SCOPE OF DELIVERY

Full-time, Part-time, Flexible delivery.

COURSE OBJECTIVE

To enable learners to develop skills and knowledge to improve their employability and work readiness and to assist them to re engage with learning.

ENTRY REQUIREMENTS

Current secondary enrolment – Year 10.

SELECTION PROCEDURES/ SELECTION CRITERIA

Selection is via individual interviews.

COURSE DURATION

Curriculum document – Nominal hours: 125–255.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBCMN106A	Follow workplace safety procedures	10
VBK137	Personal effectiveness	30
VBK139	Orientation to work	25

Elective Units of Study

A minimum of three units with a minimum of 60 hours from the following:

Unit of Study Code		Hours
VBK138	Orientation to learning	25
VBH722	Career planning	40
VBH724	Workplace skills	40
VBNO46	Managing personal change	40

VBNO47	Job seeking	30
VBNS00	Practical placement	75
VBNS12	Vocational elective	75
BSBCMN102A	Complete daily work activities	20
BSBCMN107A	Operate a personal computer	20
BSBCMN108A	Develop keyboard skills	40
THHGS03B	Provide first aid	24
FPPCOM2A	Prepare and present verbal and written information	20
ICPSU62CA	Workteam communication	50
TDTE397B	Participate in basic workplace communication	40

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN VOCATIONAL STUDIES (MEDIA)

Course Code: 21263VIC

COURSE LOCATION

Footscray Nicholson.

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 is designed for persons seeking entry-level vocational skills and qualifications and for whom direct entry into a specific vocational training program is not appropriate. Such persons may include: those with interrupted schooling, from non English speaking backgrounds, from disadvantaged backgrounds; early school leavers; long term unemployed; persons returning to study or changing career; and those who wish to investigate a vocation before committing to specific training.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must demonstrate, to the satisfaction of the Head of Department, their ability to:

- read, comprehend and discuss printed familiar information in english;
- write simple sentences;
- participate in small informal groups; and
- use and analyse simple data, relation and pattern, number measurement and shape.

Recognition of prior learning may be available based on 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.

COURSE DURATION

The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
VBH722	Career planning	40
VBH723	Industry familiarisation	40
VBH724	Workplace skills	40

Elective Units of Study

(i) Units together totalling a minimum of 40 nominal hours selected from the following units -

Unit of Study Code		Hours
FNBFS02A	Communicate in the workplace	30
ICAITU128A	Operate a personal computer	30
ICPMM63BA	Access the internet	20
KBK425	Koorie cultural identity	30
KBK426	Koorie health	30
KBK431	Child care and adoption	30
NCS002	Writing skills for work	20
NCS003	Job seeking skills	30
NOS116	Keyboarding – techniques and operation	20
NOS118	Computer operations – data retrieval	10
VBC858	Numeracy and mathematics 1	80
VBC859	Numeracy and mathematics 2	80
VBC860	Numeracy and mathematics 3	80
VBD751	Study skills	20
VBH725	Working for yourself	30
VBH726	Workplace research project	40
VBH727	Apply quality procedures	10

(ii) Units together totalling a minimum of 110 nominal hours selected from the following units:

Unit of Study Code		Hours
CUFGEN01A	Develop and apply industry knowledge	15
CUFPOP01A	Prepare and participate in an electronic media activity	35
CUSSOU02A	Operate a portable audio recorder	35
CUFCAM01A	Set up and operate a basic video camera	30
ICAITU006B	Operate computing packages	60

Units are selected by the student with the approval of the Head of Department.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN WORK EDUCATION

Course Code: 21108VIC

COURSE LOCATION

Footscray Nicholson, Melton, St Albans, Sunbury.

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 Units of Study**

Unit of Study 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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE IN WORKFORCE RE-ENTRY SKILLS

Course Code: 21364VIC

COURSE LOCATION

Footscray Nicholson

CAREER OPPORTUNITIES

Further education/ training and employment.

SCOPE OF DELIVERY

This course is offered over 130 nominal hours.

COURSE OBJECTIVE

The aim of the course is to increase the work prospects and work readiness of students engaged in employment and training programs within the Department. It is intended that a combination of modules will be delivered to identify attitudinal and/or motivational barriers to employment and develop strategies to overcome these; foster the development of personal attributes required to enhance employability; and, overall, enhance vocational and educational 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

Selection is via individual interviews.

COURSE DURATION

The course may be offered on a full-time basis over 130 nominal hours or part-time equivalent.

COURSE STRUCTURE

Unit of Study Code		Hours
VBNO44	The Contemporary Workplace	20
VBNO45	Action Planning for Employment	40
VBNO46	Managing Personal Change	40
VBNO47	Job Seeking	30

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)**FOUNDATION VCAL****INTERMEDIATE VCAL****THEMED VCAL**

Course Code: 21352VIC Foundation

Course Code: 21353VIC Intermediate

Course Code: 21353VICA Themed

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19 years.

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) 9919 8573.

DEPARTMENT OF FURTHER EDUCATION PROGRAMS

The Department of Further Education Programs—TAFE includes Adult VCE offering Units 1 to 4; Liberal Arts and Preparatory Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies. 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. The department is also responsible for the delivery of a University Preparation Program planned to be delivered at a range of offshore locations including China and Russia.

Course Codes

21014VIC	Certificate IV in Further Education
21220VIC	Diploma of Liberal Arts
21219VIC	Certificate IV in Liberal Arts
2200LZV	Victorian Certificate of Education
21501VIC	Certificate III in ESL (Further Study)
21502VIC	Certificate IV in ESL (Further Study)
21380VIC	Course in Preparation for Tertiary Studies (Arts)

Jacinta Richards

Head, Department of Further Education Programs—TAFE

CERTIFICATE IV IN FURTHER EDUCATION

Course Code: 21014VIC Certificate IV

COURSE LOCATION

Footscray Nicholson, Werribee.

CAREER OPPORTUNITIES

Preparation for further studies in TAFE and Higher Education degree courses.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVES

This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. Through its core units of study, the Certificate IV in Further Education, 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. However, 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).

COURSE STRUCTURE

CERTIFICATE IV IN FURTHER EDUCATION

Core Units of Study

Unit of Study Code		Hours
BBJ506	Reflective Learning and Practice 1A	70
BBJ507	Reflective Learning and Practice 1B	70

Negotiated Units of Study [some stream examples may include]

(at least four Units of Study 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 Units of Study

(to be selected from currently accredited VET modules or endorsed units of competency)	120
Total	420

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF LIBERAL ARTS

incorporating

CERTIFICATE IV IN LIBERAL ARTS

Course Code: 21220VIC Diploma

Course Code: 21219VIC Certificate IV

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Further studies.

SCOPE OF DELIVERY

This course is offered on a full time and part-time basis. Some units of study may be 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 2 year course will be offered over 1228 nominal hours or part-time equivalent.

COURSE STRUCTURE**STAGE ONE CERTIFICATE IV****Core Units of Study**

Unit of Study Code		Hours
VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54

Stream Units of Study

CUFMEM02A	Author a Multimedia Product	50
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 Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

STAGE TWO DIPLOMA**Core Units of Study**

Unit of Study Code		Hours
VBM517	Tradition and Modernity	180
VBM518	Research Project	90

Stream Units of Study*

Unit of Study 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 Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts 21220VIC accreditation January 1 to 31 December 2006.

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

VICTORIAN CERTIFICATE OF EDUCATION

Course Code:2200LZV

COURSE LOCATION

Footscray Nicholson.

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.

Although this is primarily a course for adults, those younger than 18 are also considered on application if spaces are available.

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.

Year 11

VCE Day	Class 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 1	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
VA406	Environmental Studies 1	72

VA406	Environmental Studies 2
VA410	Religion & Society 1
VA410	Religion & Society 2
Year 12	
VA052	Business Management 3
VA052	Business Management 4
VA056	English (ESL) 3
VA056	English (ESL) 4
VA210	English 3
VA210	English 4
VA221	Accounting 3
VA221	Accounting 4
VA223	Biology 3
VA223	Biology 4
VA225	Chemistry 3
VA225	Chemistry 4
VA229	Literature 3
VA229	Literature 4
VA239	Legal Studies 3
VA239	Legal Studies 4
VA241	Physics 3
VA241	Physics 4
VA245	Psychology 3
VA245	Psychology 4
VA247	Australian History 3
VA247	Australian History 4
VA249	Information Technology 3 (IP & M)
VA249	Information Technology 4 (IP & M)
VA257	Further Maths 3
VA257	Further Maths 4
VA259	Maths Method 3
VA259	Maths Method 4
VA413	Health & Development 3
VA413	Health & Development 4

VCE EVENING CLASS

Year 12	
VA289	Specialist Maths 3
VA289	Specialist Maths 4

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ENGLISH AS A SECOND LANGUAGE (FURTHER STUDY)**CERTIFICATE III IN ESL (FURTHER STUDY)****CERTIFICATE IV IN ESL (FURTHER STUDY)**

Course Code: 21501VIC Certificate III

Course Code: 21502VIC Certificate IV

COURSE LOCATION

Footscray Nicholson, St Albans.

CAREER OPPORTUNITIES

Further study opportunities in other TAFE and Higher Education Courses.

SCOPE OF DELIVERY

This/these course/s may be offered on a full-time or part-time basis.

COURSE OBJECTIVE

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is also designed for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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 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.

Certificates III and IV are 500 nominal hours.

COURSE STRUCTURE**CERTIFICATE III****Core Units of Study**

Unit of Study Code		Hours
VBN474	Listening (Further Study III)	100
VBN475	Speaking (Further Study III)	100
VBN476	Reading (Further Study III)	100
VBN477	Writing (Further Study III)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

CERTIFICATE IV**Core Units of Study**

VBN486	Listening (Further Study IV)	100
VBN487	Speaking (Further Study IV)	100
VBN488	Reading (Further Study IV)	100
VBN489	Writing (Further Study IV)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50

VBNS04	Australian law	50
VBNS05	Driving in Australia	50
VBNS06	Education in Australia	50
VBNS07	Health and medicine	50
VBNS08	Australian art and culture	50
VBNS09	Indigenous Australia	50
VBNS10	Australian history	50
VBNS11	Current affairs	50
VBNS12	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE IN PREPARATION FOR TERTIARY STUDIES (ARTS)

Course Code: 21380VIC

COURSE LOCATION

CAREER OPPORTUNITIES

SCOPE OF DELIVERY

COURSE OBJECTIVE

This course aims to provide a pathway for those returning to study. The course also aims to provide introductory content in a range of disciplines within the humanities and equip students with the necessary discourse within which to frame their academic writing.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess competency in speaking, reading, and writing, at a minimum of Level 4 of the Certificate of General Education for Adults or Level 4 Certificate in English as a Second Language (Academic).

Recognition of prior learning may be available based on 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 DURATION

The course may be offered on a full-time basis over 180 nominal hours or part-time equivalent.

COURSE STRUCTURE

Unit of Study Code

VBMS10	Learning to Learn
VBMS11	Inquiry and Presentation
VBNO48	Humanities Lecture Program Theory and Practicum.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

MUSIC PROGRAMS

TAFE Music currently offers five 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
CUS40201	Certificate IV in Music Industry (Technical Production)
CUS40301	Certificate IV in Music Industry (Business)
CUS50101	Diploma of Music
CUS50201	Diploma of Music Industry (Technical Production)

Jennifer Turner

Head of Department, Music Department.

CERTIFICATE IV IN MUSIC

Course Code: CUS40101

COURSE LOCATION

Sunbury.

CAREER OPPORTUNITIES

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

Applicants are required to attend an interview and audition.

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, as shown below:

Core Units of Study

Unit of Study Code		Hours
CUSADM08A	Address copyright requirements	18
CUSBGE17A	Maintain and apply music industry knowledge	69
CUSGEN03A	Collaborate with colleagues in planning and producing a project	33
CUSMCP02A	Compose a simple song or tune	36
CUSMGE03A	Use instruments, equipment and/or electronic technology for making music	30
CUSMGE10A	Use MIDI devices and/or software to compose music	30
CUSMGE12A	Maintain and expand music knowledge and critical listening skills	69
CUSMGE14A	Read music for performance and analysis	60
CUSMPF09A	Evaluate and extend performance technique	33

CUSMPF10A	Develop and practice improvisation	36
CUSMPF11A	Perform music as part of a group	69
CUSSAF02A	Follow health, safety and security procedures in the music industry	9
CUSSOU05A	Install, align and test sound equipment	36
CUSSOU09A	Mix sound sources	33

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MUSIC INDUSTRY (TECHNICAL PRODUCTION)

Course Code: CUS40201

COURSE LOCATION

Sunbury.

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

Applicants are required to attend 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, as shown below:

Core Units of Study		
Unit of Study Code		Hours
CUEOHS1A	Implement workplace health and safety and security procedures	9
CUESOU1A	Repair and maintain sound equipment	39
CUETEM3A	Establish and manage resources and technical requirements	30
CUSADM03A	Manage a project	48
CUSGEN03A	Collaborate with colleagues in planning and producing a project	33
CUSMGE10A	Use MIDI devices and/or software to compose music	39
CUSSOU05A	Install, align and test sound equipment	36
CUSSOU09A	Mix sound sources	33
CUSSOU11A	Operate sound mixing console	69

CUSSOU24A	Edit sound using computerized digital equipment/systems	84
CUSSOU13A	Set up, operate and de-rig portable sound recording equipment	33
CUSSOU23A	Specify sound systems	33
CUSTGE01A	Supervise technical operations	36
THHGLE16A	Manage physical assets	39

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MUSIC INDUSTRY (BUSINESS)

Course Code: CUS40301

COURSE LOCATION

Sunbury.

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

Applicants are required to attend an interview.

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, as shown below.

Core Units of Study		
Unit of Study Code		Hours
BSXFM104A	Participate in, lead and facilitate work teams	48
CUEMAR3A	Undertake marketing activities	39
CUSADM03A	Manage a project	48
CUSADM07A	Establish and maintain work and contractual relationships	69
CUSADM08A	Address copyright requirements	18
CUSBF112A	Calculate, collect and distribute publishing income	33
CUSBGE11A	Plan a career in music	33
CUSBGE17A	Maintain and apply music industry knowledge	69
CUSBMA05A	Promote the act to obtain deals	36
CUSBMA07A	Assess the feasibility of an act for promotion	18
CUSBMA14A	Manage, promote and negotiate licensing on published works	33
CUSGEN01A	Use and adapt to changes in technology	24
CUSMAR01A	Promote products and services	84
CUSSAF02A	Follow health, safety and security procedures in the music industry	9

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF MUSIC

Course Code: CUS50101

COURSE LOCATION

Sunbury.

CAREER OPPORTUNITIES

Performer, composer or arranger.

SCOPE OF DELIVERY

This 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 applicant's 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, as shown below.

Core Units of Study

Unit of Study Code		Hours
BSZ404A	Train small groups	30
CUEEVT2A	Tour the show	138
CUSADM08A	Address copyright requirements	18
CUSBGE11A	Plan a career in music	33
CUSBMA14A	Manage, promote and negotiate licensing on published works	33
CUSMCP04A	Compose songs or tunes in a range of styles	36
CUSMCP06A	Compose music for screen using electronic media	36
CUSMGE04A	Analyse music	69
CUSMGE07A	Analyse harmony	81
CUSMPF05A	Rehearse music for performance	81
CUSMPF14A	Perform accompaniment	36
CUSMPF16A	Perform improvisation for audience	36
CUSMPF17A	Develop technical skills and expand repertoire	69
CUSSAF02A	Follow health, safety and security procedures in the music industry	9
CUSSOU24A	Edit sound using computerised digital Equipment/systems	69
CUSSOU17A	Develop and implement sound production for a recording	81

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF MUSIC INDUSTRY (TECHNICAL PRODUCTION)

Course Code: CUS50201

COURSE LOCATION

Sunbury.

CAREER OPPORTUNITIES

Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or 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, as shown below.

Core Units of Study

Unit of Study Code		Hours
CUEOHS1A	Implement workplace health and safety and security procedures	9
CUESOU4A	Mix sound	141
CUFEDT08A	Edit dialogue and sound	51
CUFMEM02A	Author a multimedia product	51
CUSADM02A	Coordinate the purchase or hire of equipment/supplies	33
CUSBGE11A	Plan a career in music	33
CUSBGE17A	Maintain & apply music industry knowledge	84
CUSMGE10A	Use MIDI devices and/or software to compose music	39
CUSMGE13A	Apply music knowledge and artistic judgment	84
CUSSOU15A	Create a final sound balance	84
CUSSOU16A	Develop sound design	51
CUSSOU17A	Develop and implement sound production for a recording	102
CUSSOU22A	Implement sound design	51
ICPMM44CA	Incorporate audio into multimedia presentations	42

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DEPARTMENT OF VISUAL ART, DESIGN AND MULTIMEDIA

The Department of Visual Art, Design and Multimedia—TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

Code

12862VIC	Advanced Diploma of Arts (Graphic Design)
12861VIC	Diploma of Arts (Graphic Arts)
12857VIC	Diploma of Arts (Visual Art)
CUV40303	Certificate IV in Design
CUF60501	Advanced Diploma of Multimedia
CUF50701	Diploma of Multimedia
CUF40801	Certificate IV in Multimedia
CUF30601	Certificate III in Multimedia
CUF20601	Certificate II in Multimedia

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 Art, Design and Multimedia—TAFE

COURSE STRUCTURE

All Units of Study are compulsory. The course consists of the following:

Generic Units of Study

Unit of Study 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 Units of Study

Unit of Study Code		Hours
VBD266	Research Project: Specialisation 1	48
VBS689	Electronic Design Level 2	48
	Total course hours	704

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF ARTS (GRAPHIC DESIGN)

Course Code: 12862VIC

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Graphic Artist, Graphic Designer and Web Design.

SCOPE OF DELIVERY

This course is offered on a full-time basis.

COURSE OBJECTIVES

Upon completion of the Diploma of Arts (Graphic Arts) 12861VIC successful or equivalent graduates are eligible to enter into the Advanced Diploma of Arts (Graphic Design) 12862VIC.

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.

With the addition of continued consolidation of technical prepress expertise, graduates are 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: typography, pre-press design, illustration, electronic media.

COURSE DURATION

The course is offered on a full-time basis over one year.

DIPLOMA OF ARTS (GRAPHIC ARTS)

Course Code: 12861VIC

COURSE LOCATION

St Albans, City South Melbourne.

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 department 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.

COURSE DURATION

This course is offered on a full-time basis over two years.

COURSE STRUCTURE

All Units of Study are compulsory. The course consists of the following:

Generic Units of Study

Unit of Study Code		Hours
CUFSAF01B	Follow Occupational Health and Safety procedures	15
CUCVCR09A	Select and apply drawing techniques and media to represent and communicate the concept	80
CUCVCRS04A	Produce technical drawings	50
CUCVCRS05A	Use typography techniques for design work	50
CUVDES02A	Apply the design process to two-dimensional work in response to a brief	50
CUVDSP02A	Develop self as designer	60
CUVDSP04A	Research and apply the history and theory of design to design practice	65
CUVVSP11A	Apply techniques to produce digital images	50
CUVVSP13A	Research and experiment with techniques for digital image enhancement and manipulation	50
CUCVCR16A	Prepare text and graphics files for print processing	50
ICPKN11A	Demonstrate knowledge and requirements of graphic pre-press	70
ICPPP11BA	Develop a basic concept design	30
ICPPP21BA	Select and apply type	30
ICPPP21CA	Produce a typographic image	50
ICPPP21DA	Compose and evaluate typography	50
ICPPP22CA	Scan images for reproduction	50
ICPPP32CA	Electronically combine and assemble data	50
ICPPP32DA	Electronically combine complex images	50
ICPPP52BA	Output images to film and paper	30
ICPPP53BA	Output images to electronic media	30
VBS642	Life Drawing	32
VBS749	Finished Art Level 2	80
VBS750	Finished Art Level 3	80
VBS757	Extended Prac. Placement	224

Elective Units of Study

Unit of Study Code		Hours
CUVVSP12A	Produce digital images	50
CUVDSP11A	Research and apply techniques for illustrative work	50
Total Course Hours		1476

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF ARTS (VISUAL ART)

Course Code: 12857VIC

COURSE LOCATION

City South Melbourne.

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

Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

COURSE DURATION

This course is offered on a full-time basis over two years or part-time equivalent.

COURSE STRUCTURE

All Units of Study are compulsory. The course consists of the following:

Generic Units of Study

Unit of Study Code		Hours
CUFSAF01B	Follow health, safety and security procedures	15
CUCVCR09A	Select and apply drawing techniques and media to represent and communicate the concept	80
CUCVCR13A	Research and critically analyse history and theory to inform artistic practice	70
CUVPRP01A	Develop self as an artist	60
CUVVSP35A	Produce paintings	50
CUVVSP36A	Research and experiment with techniques to produce paintings	50
CUVVSP45A	Produce prints	50
CUVVSP46A	Research and experiment with techniques to produce prints	50
VBD259	Electronic Imaging 1	48
VBD264	Electronic Imaging 2	48
VBK145	Digital Media Minor Studies	96
VBS642	Life Drawing	32
VBS643	Photography	48
VBS645	Drawing Level 3	48
VBS646	Drawing Level 4	48
VBS647	Life Drawing Level 2	32
VBS648	Art Business Practice Level 2	32
VBS649	Art Business Practice Level 3	32
VBS651	Contemporary Art Studies Level 3	32
VBS652	Context and Culture Level 2	48
VBS653	Context and Culture Level 3	48
VBS654	Context and Culture Level 4	48
VBS655	Studio and Material Studies	96
VBS656	Context and Culture Level 1	48
VBS661	Painting Major Study 1	144
VBS662	Painting Major Study 2	144
VBS665	Printmaking Minor Study 1	96

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN DESIGN

Course Code: CUV40303

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

The course provides students with a pathway between Year 12 and Diploma /Degree courses in Graphic Art/Design.

SCOPE OF DELIVERY

Full-time.

COURSE OBJECTIVE

This course is designed to develop entry level necessary for further education in Graphic Art/Design. The content has been tailored to bridge the gaps that exist between Year 12 and Diploma level courses.

ENTRY REQUIREMENTS

To qualify for entry to this course applicants must generally have successfully completed year 12 or equivalent, or be mature age and demonstrate the capacity to meet the requirements of 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 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.

COURSE DURATION

Training Package – Nominal hours: 650-800

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
CUVCOR04A	Originate concept for own work and conduct critical discourse	60
CUFSAF01B	Follow health safety and security procedures	15
CUVCOR09A	Select and apply drawing techniques and media to represent and communicate the concept	80
CUVDSP01A	Source and apply design industry knowledge	15
CUVDSP04A	Research and apply the history and theory of design to design practice	65
CUVDES01A	Apply colour theory in response to a brief	30
CUVDES02A	Apply the design process to 2-dimensional work in response to a brief	50
CUVDES03A	Apply the design process to 3-dimensional work in response to a brief	50
CUVDES04A	Integrate colour theory and design processes in response to a brief	30
CUVDES05A	Interpret and respond to a brief	15

Elective Units of Study

Eight units of study, with at least 2 from the Design specialisation units within the Visual Arts Craft and Design Training Package. The remaining units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

Total Course Hours 760

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF MULTIMEDIA (STREAMS IN INTERACTIVE MEDIA AND GAMES DEVELOPMENT)*incorporating***DIPLOMA OF MULTIMEDIA**

Course Code: CUF60501 Advanced Diploma

Course Code: CUF50701 Diploma

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University's Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

COURSE LOCATION

St Albans, City South Melbourne.

CAREER OPPORTUNITIES

Studio based art practice, games development, 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 folio.

SELECTION PROCEDURES/SELECTION CRITERIA

Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and 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 background.

COURSE DURATION

The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time.

COURSE STRUCTURE

The Advanced Diploma of Multimedia CUF60501 has interactive media and games development streams. See www.vu.edu.au/tafe/multimedia for further information.

Unit of Study Code		Hours
CUEOHS1A	Implement Workplace Health, Safety and Security Procedures	10
CUFADM01A	Prepare A Proposal	50
CUFADM02A	Address Copyright Requirements	20
CUFEDT01A	Make Creative & Technical Editing Decisions	60
CUFGEN01A	Develop And Apply Industry Knowledge	15
CUFIMA05A	Create 3d Digital Models And Images	75
CUFIMA07A	Create Titles for Screen Production	30
CUFMEM02A	Author A Multimedia Product	50
CUFMEM03A	Integrate And Use Scripting Language In Authoring a Multimedia Product	60
CUFMEM04A	Test A Multimedia Product	40
CUFMEM06A	Design A Multimedia Product	50
CUFMEM07A	Apply Principles of Visual Design and Communication to the Development of a Multimedia Product	40
CUFMEM08A	Apply Principles of Instructional Design to a Multimedia Product	40
CUFMEM09A	Apply Principles of Game Design to a Multimedia Product	30
CUFMEM10A	Design And Create A Multimedia Interface	70
CUFMEM11A	Design The Navigation For A Multimedia Product	70
CUFPOP09A	Conduct A Briefing	30
CUFWRT07A	Write An Interactive Sequence For Multimedia	50
CUSADM04A	Manage a Major Project	35
CUSRAD02A	Conduct Research	35
ICPMM61DA	Prepare Multimedia For Different Platforms	50

Interactive Media Stream Units of Study only

Unit of Study Code		Hours
CUEFIN1A	Develop a Budget	30
CUFEDT05A	Operate a Non-linear Editing System	50
CUFRAD01A	Originate and Develop the Concept	60
CUSSOU12A	Edit Sound using Digital Systems	85
THHGLE16A	Manage Physical Assets	40

Games Development Stream Units of Study only

CUFIMA06A.1	Develop and implement visual effects designs	100
ICAITAD058A	Apply skills in object oriented design	40
THHGLE12A.1	Develop and manage marketing strategies	50

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MULTIMEDIA

Course Code: CUF40801

COURSE LOCATION

St Albans.

CAREER OPPORTUNITIES

Further education opportunities – TAFE Advanced Diploma of Multimedia CUF60501. The Certificate IV in Multimedia CUF40801 at Victoria University provides multimedia training for people who want to produce, edit or test multimedia products such as animations, graphics, games, CDROMs and interfaces.

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

Prospective applicants must contact the Department of Visual Arts, Design and Multimedia on (03) 9919 1583 to obtain an 'Application for interview' form. Applicants will be required to attend an interview and submit a folio of recent art work.

SELECTION PROCEDURES/SELECTION CRITERIA

Applicants need to apply through VTAC, contact the department to arrange an interview (See Application Procedures) and 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. A credit pathway exists from this course to the Advanced Diploma of Multimedia CUF60501.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CUFGEN01A	Develop and apply industry knowledge	15
CUFSAF01A	Follow health, safety and security procedures	15
CUSGEN03A	Collaborate with colleagues in planning and producing a project	35

Elective Units of Study

Twelve units, comprising:

Unit of Study Code		Hours
CUFIMA01A	Produce and manipulate digital images	20
CUFIMA03A	Create 2D digital animation	35
CUFIMA04A	Create 3D digital animation	75
CUFMEM05A	Manage multimedia assets	40
CUFWRT05A	Write content and/or copy	50
CUFWRT07A	Write an interactive sequence for multimedia	50
CUSADM03A	Manage a project	50
CUSGEN05A	Make presentations	35
ICAITB060A	Identify physical database requirements	40
ICAITB061A	Monitor physical database implementation	20
ICAITB075A	Use library pre-existing components	20
ICPMM65DA	Create web pages with multimedia	50

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN MULTIMEDIA

Course Code: 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 of Study from Group A plus;
- 6 specialist units from Group B, plus;
- 3 Elective Units of Study from Group C, plus;
- 2 Elective Units of Study from the Certificate III unit bank or from another industry training package at Certificate III level.

Group A Core Units of Study

Unit of Study Code		Hours
CUFGEN01A	Develop and apply industry knowledge	15
CUFSAF01A	Follow Health, Safety and Security Procedures	15

Group B Specialist Units

Unit of Study Code		Hours
CUFEDT05A	Operate a non-linear editing system	50
CUFIMA03A	Create 2D digital animation	35
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product	40
CUFWRT05A	Write content and/or copy	50
CUSOU12A	Edit sound using digital systems	69–85
ICAITU126A	Use advanced features of computer applications	40
ICAITU127A	Operate system software	50
ICPMM15DA	Develop a multimedia script	40
ICPMM65DA	Create web pages with multimedia	50

Group C Elective Units of Study

Unit of Study Code		Hours
CUFCAM01A	Set up and operate a basic video camera	30–50
CUFIMA01A	Produce and manipulate digital images	20
CUFMEM12A	Update webpages	
CUFMEM13A	Incorporate, design and edit digital video	
CUFMEM14A	Create, manipulate & incorporate 2D graphics	
CULMS413A	Use information technology	
CUSADM08A	Address copyright requirements	18
CUSGEN01A	Use & adapt to changes in technology	20–24
CUSRAD01A	Collect and organise information	
CUSOU4A	Record sound	
ICPMM11BA	Identify components of multimedia	20
ICPMM41CA	Incorporate text into multimedia presentations	20
ICPMM44CA	Incorporate audio into multimedia presentations	42

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN MULTIMEDIA

Course Code: 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 of Study from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units of Study

Unit of Study Code		Hours
CUFGEN01A	Develop and apply industry knowledge	15
CUFSAF01A	Follow Health, Safety & Security Procedures	15

Group B Specialist Units

Unit of Study Code		Hours
ICPMM63BA	Access and use the internet	20
CUSRAD01A	Collect and organise information	
CUFMEM14A	Create, manipulate and incorporate 2D graphics	
ICPMM11BA	Identify components of multimedia	20
ICPMM41CA	Incorporate text into multimedia presentations	20
CUFMEM13A	Incorporate, design and edit digital video	
ICPMM44CA	Incorporate audio into multimedia presentations	42
ICAITU005B	Operate computer hardware	20
ICAITU006B	Operate computing packages	60
CUFPOP01A	Prepare and participate in an electronic media Activity	30-35
CUFIMA01A	Produce and manipulate digital images	20
CUFCAM01A	Set up and operate a basic video camera	30-50
CUFMEM12A	Update Webpages	
CUFMEM01A	Use an authoring tool to create an interactive sequence	
CULMS413A	Use information technology	40

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DEPARTMENT OF VOCATIONAL EDUCATION PROGRAMS

The Department of Vocational Education Programs–TAFE conduct a wide range of courses. These include Library and Information Services; Professional Writing and Editing; and Science for Nurses. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multi-media Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs.

Course Codes

21379VIC	Course in Gateway to Nursing and Health Sciences
21503VIC	Certificate III in ESL (Employment)
21500VIC	Certificate IV in ESL (Access)
21502VIC	Certificate IV in ESL (Further Study)
21505VIC	Certificate IV in ESL (Professional)
CUL20104	Certificate II in Library/Information Services
CUL30104	Certificate III in Library/Information Services
CUL40104	Certificate IV in Library/Information Services
CUL50104	Diploma of Library/Information Services
CUL60104	Advanced Diploma of Library/Information Services
21123VIC	Certificate IV in Professional Writing and Editing
21124VIC	Diploma of Arts (Professional Writing and Editing)

Margaret Cook

Department of Vocational Education Programs –TAFE

COURSE IN GATEWAY TO NURSING AND HEALTH SCIENCES

Course Code: 21379VIC

COURSE LOCATION

St Albans.

CAREER OPPORTUNITIES

This is an academic skills bridging course that leads to nursing and other health sciences.

SCOPE OF DELIVERY

This course is offered on a part-time basis, and may include online and flexible delivery.

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 be assessed by the Department as being capable of successfully completing the course.

SELECTION PROCEDURES/SELECTION CRITERIA

Applicants must submit a TAFE Direct Entry form, applicants will be contacted by mail to attend an interview at the St Albans campus. Interviews will be conducted in January for semester 1 and in June for semester 2.

All applicants will be interviewed and required to pass a literacy and numeracy test that indicates that they possess:

- 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+. Further information about interviews can be obtained on (03) 9919 2924.

COURSE DURATION

This is a semester-long (18 week) course that is offered on a part-time basis over at least 214 nominal hours.

COURSE STRUCTURE

Core Units of Study (214 nominal hours)

Unit of Study Code		Hours
VBMS10	Learning to Learn	90
VBMS692	Numeracy & Mathematics	54
VBNO49	Human Biology for Health Sciences	70

Elective Units of Study

Unit of Study Code		Hours
VBNO50	Chemistry for the Life Science	50

ASSESSMENT

Assessment is based on attendance, completion of essays, assignments, reports and tests.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

ENGLISH AS A SECOND LANGUAGE (EMPLOYMENT)

CERTIFICATE III IN ESL (EMPLOYMENT)

[AGED CARE WORK]

CERTIFICATE III IN ESL (EMPLOYMENT) [BUSINESS]

CERTIFICATE III IN ESL (EMPLOYMENT)

[CHILDREN'S SERVICES]

Course Code: 21503VIC

COURSE LOCATION

Certificate III in ESL (Employment) [Aged Care Work]: St Albans.

Certificate III in ESL (Employment) [Business]: St Albans.

Certificate III in ESL (Employment) [Children's Services]: Footscray Nicholson.

CAREER OPPORTUNITIES

Various.

SCOPE OF DELIVERY

This/these course/s may be offered on a 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

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 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 basis or part-time equivalent over 500 nominal hours each.

COURSE STRUCTURE**Certificate III in ESL (Employment)****Core Units of Study**

Unit of Study Code		Nominal Hours
VBN478	Listening	80
VBN479	Speaking	80
VBN480	Reading	80
VBN481	Writing	80

Elective Units of Study

Units of study, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Nominal Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN ESL (ACCESS)

Course Code: 21500VIC Certificate IV

COURSE LOCATION

Footscray Nicholson, St Albans, Werribee.

CAREER OPPORTUNITIES

Various further study.

SCOPE OF DELIVERY

This course may be offered on a 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

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 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 in ESL courses under the Framework are 600 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
VBN482	Listening (Access IV)	100
VBN483	Speaking (Access IV)	100
VBN484	Reading (Access IV)	100
VBN485	Writing (Access IV)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN ESL (FURTHER STUDY)[HEALTH]

Course Code: 21502VIC

COURSE LOCATION

St Albans.

CAREER OPPORTUNITIES

Further study in health sciences.

SCOPE OF DELIVERY

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

COURSE OBJECTIVE

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is also designed for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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 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 (500 nominal hours).

COURSE STRUCTURE

Certificate IV

Core Units of Study

Unit of Study Code		Nominal Hours
VBN486	Listening	100
VBN487	Speaking	100
VBN488	Reading	100
VBN489	Writing	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN ESL (PROFESSIONAL) [ENGLISH FOR HEALTH SERVICE PROFESSIONALS]

Course Code: 21505VIC

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Further study. This course prepares students to undertake the Occupational English Test (OET).

SCOPE OF DELIVERY

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

COURSE OBJECTIVE

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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 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 (500 nominal hours).

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
VBN494	Listening	100
VBN495	Speaking	100
VBN496	Reading	100
VBN497	Writing	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II LIBRARY/INFORMATION SERVICES

Course Code: CUL20104

COURSE LOCATION

Footscray Nicholson Campus and Flexible Delivery options.

CAREER OPPORTUNITIES

Library Attendant or further study.

SCOPE OF DELIVERY

Library and Cultural Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

COURSE OBJECTIVE

The aim of the course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many

contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have year 12, or 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

Students can apply for Library and Cultural Studies courses in two ways:

- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students); by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

Applicants who wish to proceed are sent enrolment packs which are processed in returned date order. Students are accepted in this manner until the course becomes full. No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

Applicants nominate to study via on-campus mode or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarized in the Library and Cultural Studies Information Booklet, issued to successful applicants.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 220 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal Hours
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	15
CUECOR03A	Provide quality service to customers	20
BSBCMN205A	Use business technology	30
CULLB203B	Develop and use information literacy skills	40
CULLB205B	Process and maintain information resources	30
CULLB206B	Assist with circulation services	15

Elective Units of Study

A minimum of one unit selected by the student with the approval of the Head of Department from any relevant endorsed Training Package.

CERTIFICATE III IN LIBRARY/INFORMATION SERVICES

Course Code: CUL30104

COURSE LOCATION

Footscray Nicholson Campus and Flexible Delivery options

CAREER OPPORTUNITIES

Library Attendant or further study.

SCOPE OF DELIVERY

Library and Cultural Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

COURSE OBJECTIVE

The aim of the course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area, such as customer service or be multi-skilled as Library Assistants in Library and Information Agencies in various settings.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have year 12, or 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

Students can apply for Library and Cultural Studies courses in two ways:

- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

Applicants who wish to proceed are sent enrolment packs which are processed in returned date order. Students are accepted in this manner until the course becomes full. No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

Applicants nominate to study via on-campus mode or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarized in the Library and Cultural Studies Information Booklet, issued to successful applicants.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 380 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	15
CUECOR03A	Provide quality service to customers	20
CULLB203B	Develop and use information literacy skills	40
BSBCM205A	Use business technology	30
CULLB205B	Process and maintain information resources	30
CULLB206B	Assist with circulation services	15
CULLB307B	Use multimedia	30
CULLB302B	Use cataloguing tools	40

Elective Units of Study

A minimum of three units selected by the student with the approval of the Head of Department:

- (i) A minimum of one unit from one or more of the following areas of the Museum and Library/Information Services Training Package:
 - Information Organisation and Management
 - Library Customer Service
 - Public Programs
 - Information and Computer Technology
 - Multimedia
- (ii) The remaining two units may be selected from any relevant endorsed Training Package.

Please note this is not a full time course. Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES

Course Code: CUL40104

COURSE LOCATION

Footscray Nicholson campus.

CAREER OPPORTUNITIES

Library Attendant or further study.

SCOPE OF DELIVERY

Library and Cultural Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

COURSE OBJECTIVE

The aim of the course is designed to reflect the role of individuals 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 as Library Assistants in Library and Information Agency settings.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have year 12, or 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

Students can apply for Library and Cultural Studies courses in two ways:

- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);

- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

Applicants who wish to proceed are sent enrolment packs which are processed in returned date order. Students are accepted in this manner until the course becomes full. No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

Applicants nominate to study via on-campus mode or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarized in the Library and Cultural Studies Information Booklet, issued to successful applicants.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 710 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUEOHS01B	Implement workplace health, safety and security procedures	60
BSBFLM404A	Lead work teams	50
CULLB602B	Use, evaluate and extend own information literacy skills	50
CULLB401B	Assist customers to access information	40
ICAITU006C	Operate computing packages	60
CULLB302B	Use cataloguing tools	40
CULLB412B	Undertake cataloguing activities	100
CULLB002A	Obtain information from external and networked sources to meet customer needs	20
CULLB005A	Search databases	30

Elective Units of Study

A minimum of six units as selected by the student with the approval of the Head of Department, with at least three from one or more of the following areas:

- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Record-keeping.

The remaining three units may be selected from any relevant endorsed Training Package.

Students wishing to apply for full time study should apply to do the Diploma of Library/Information Services. The Certificate IV is one year full time in duration.

DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL50104

COURSE LOCATION

Footscray Nicholson campus

CAREER OPPORTUNITIES

Library Technician

SCOPE OF DELIVERY

Library and Cultural Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

COURSE OBJECTIVE

The aim of the course is designed to reflect the role of individuals, who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team as Library Technician's in Library and Information Agency settings.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have year 12, or 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

Students can apply for Library and Cultural Studies courses in three ways:

- by following VTAC application guidelines, as stated in the VTAC Handbook (full time students only);
- by submitting a Victoria University Direct Application Form supplied by TAFE Administration (part time students);
- by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants.

Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Cultural Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes.

Applicants who wish to proceed are sent enrolment packs which are processed in returned date order. Students are accepted in this manner until the course becomes full. No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

Applicants nominate to study via on-campus mode or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarized in the Library and Cultural Studies Information Booklet, issued to successful applicants.

It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

No new students will be accepted into courses two weeks after a course commences, unless approved by the Head of Department.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 900 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal Hours
CUEOHS01B	Implement workplace health, safety and security procedures	60
BSBFLM503A	Establish effective workplace relationships	60
CULLB602B	Use, evaluate and extend own information literacy skills	50
CULLB412B	Undertake cataloguing activities	100
CULLB506B	Catalogue and classify material	100
CULLB002A	Obtain information from external and networked sources to meet customer needs	20
CULLB003A	Research and analyse information to meet customer needs	80
CULLB508B	Monitor and enhance information access	50
CULLB509B	Select and acquire information materials	50
BSZ404A	Train small groups	30

Elective Units of Study

A minimum of eight units selected by the student with the approval of the Head of Department with at least three units from one or more of the following areas:

- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping.

The remaining five units may be selected from any relevant endorsed Training Package.

ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL60104

COURSE LOCATION

Please note this course will not be offered in 2006.

CAREER OPPORTUNITIES

Supervising Library Technician

COURSE OBJECTIVE

The aim of the course is designed to reflect the role of individuals who analyse, diagnose, design and execute judgements across a broad range of technical or management functions and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes as Senior Library Technicians in Library and Information Agency settings.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 1080 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal Hours
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUEOHS01B	Implement workplace health, safety and security procedures	60
BSBFLM503B	Establish effective workplace relationships	60
CUEFIN02B	Manage a budget	40
CULLB506B	Catalogue and classify material	100
CULLB003A	Research and analyse information to meet customer needs	80
CULLB508B	Monitor and enhance information access	50
CULLB505B	Analyse and describe information materials	30

CUVADM05A	Plan and develop information management systems	60
CULMS506B	Plan and develop activities, events and programs	60
CULLB510B	Develop and maintain community/ stakeholder relationships	50
CULLB708B	Manage information access	40
CULLB701B	Analyse and describe specialist/ complex material	60

Elective Units of Study

A minimum of eight units selected by the student with the approval of the Head of Department with at least four from one or more of the following areas:

- Information Organisation and Management;
- Library Customer Service;
- Public Programs;
- Preventative Conservation;
- Information and Computer Technology;
- Multimedia;
- Recordkeeping;
- Business Administration and Management;
- Finance;
- Human Resources.

The remaining four units may be selected from any relevant endorsed Training Package.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

Course Code: 21123VIC

COURSE LOCATION

St Albans Campus

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 Units of Study

Unit of Study Code		Nominal Hours
VAC474	Industry Overview 1	68
VBK382	Computer Skills for Writers & Editors	68
VBK383	Editing 1A	68
VBK384	Editing 1B	68

Elective Units of Study

Six electives to be undertaken from List 1

List 1

Unit of Study Code		Nominal Hours
VAA408	Applied Writing for Public Relations 1	68
VAA409	Applied Writing for Public Relations 2	68
VAE344	Corporate Writing 1A	68
VAN041	Corporate Writing 1B	68
VBK385	Introduction to Fiction Writing 1	68
VAE272	Non Fiction 1A	68
VAN037	Non Fiction 1B	68
VAE281	Novel 1A	68
VAN039	Novel 1B	68
VAE831	Poetry 1A	68
VAN043	Poetry 1B	68
VAE863	Popular Fiction 1A	68
VAN044	Popular Fiction 1B	68
VAE552	Screenwriting 1A	68
VAN042	Screenwriting 1B	68
VBK386	Script Writing 1A	68
VBK387	Script Writing 1B	68
VAE913	Short Story 1A	68
VAN045	Short Story 1B	68
VBF960	Writing Comedy for Performance 1A	68
VBF961	Writing Comedy for Performance 1B	68

List 2

Unit of Study Code		Nominal Hours
VBK388	Writing for Children (Young Readers) A	68
VBK389	Writing for Children (Young Readers) B	68
VAD964	Design and Layout	68
VAC412	Desktop Publishing 1	68
VAC391	Internet Skills for Writers & Editors	68

DIPLOMA OF ARTS (PROFESSIONAL WRITING AND EDITING)

Course Code: 21124VIC

COURSE LOCATION

St Albans Campus.

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 units of study 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 use 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.

Recognition of prior learning may be available based on 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

The Diploma course is comprised completely of elective units.

Elective Units of Study

Eight electives to be completed from Lists 2, 3 and 4. Students must complete two full streams. A stream comprises the A and B units of a Certificate subject, followed by the same units at Diploma level. For example, students can follow Editing 1A and 1B (core subjects) with Editing 2A and 2B from List 4 to form one stream. List 2 subjects do not become streams.

Electives are selected by the student with the approval of the Head of Department.

List 2

Unit of Study Code		Nominal Hours
VBK388	Writing for Children (Young Readers) A	68
VBK389	Writing for Children (Young Readers) B	68
VAC391	Internet Skills for Writers & Editors	68
VAD964	Design and Layout	68
VAC412	Desktop Publishing 1	68

List 3

Unit of Study Code		Nominal Hours
VBK390	Writing for Radio	68
VBK392	Literature for Writers A	68
VBK393	Literature for Writers B	68
VBK394	Photography for Writers	68
VAE919	Practical Placement	68
VBK395	Role of the Editor	68
VAG831	Writer and Research	68

List 4

Unit of Study Code		Nominal Hours
VBK398	Industry Overview 2	68
VAB933	Myths & Symbols A	68

VAN031	Myths & Symbols B	68
VBK404	Writing for Children (Older Readers) A	68
VBK405	Writing for Children (Older Readers) B	68
VAM131	Writing for Young Adults A	68
VAN050	Writing for Young Adults B	68
VAA209	Advanced Novel 2	68
VBK396	Advanced Screenwriting Project 2	68
VAA410	Applied Writing for Public Relations 3	68
VAA411	Applied Writing for Public Relations 4	68
VBK397	Authoring a Multimedia Product 2	68
VAA910	Corporate Writing 2A	68
VAN028	Corporate Writing 2B	68
VAA980	Desktop Publishing 2A	68
VAN029	Desktop Publishing 2B	68
VAD728	Editing 2A	68
VAN035	Editing 2B	68
VBK399	Literary Non Fiction Project 2	68
VAE273	Non Fiction Project 2A	68
VAN038	Non Fiction Project 2B	68
VAE282	Novel 2A	68
VAN040	Novel 2B	68
VAC389	Performance Workshop 2	68
VAD260	Playwriting 2A	68
VAN034	Playwriting 2B	68
VBK400	Poetry 2A	68
VBK401	Poetry 2B	68
VAE544	Scientific/Technical Writing 2	68
VBK402	Screenwriting 2A	68
VBK403	Screenwriting 2B	68
VAF066	Short Story 2A	68
VAN046	Short Story 2B	68
VAF128	Small Press Publishing 2	68
VAM123	Writing Histories 2A	68
VAN048	Writing Histories 2B	68
VBK406	Writing an Interactive Multimedia Sequence 2	68
VBK406	Writing Comedy for Performance 2A	68
VBK406	Writing Comedy for Performance 2B	68

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, ensuring students receive up-to-date industry-relevant vocational education and training.

The School's core business is supporting individuals and enterprises in the workplace. Using on-the-job training and flexible teaching and learning materials, enterprises utilise both the University and their own workplaces to deliver training which complements an enterprise's training schedules and work patterns. Materials supporting training delivery include interactive CD-ROM, web-based content and distance education.

The School of Human Services, Science and Technology is the biggest provider of Health Services training in Victoria, with a major facility at the Sunbury Campus, as well as of Aged Care training and a major provider of Sport and Recreation training. The School is the only provider of Performing Arts courses in Melbourne's west, delivered at Footscray Nicholson and Sunbury campuses. These courses provide training for employment in the Performing Arts industry. The School is also a major provider of animal technology education and training, a feature of which is the animal house development and first-class research laboratories at Werribee.

The School offers Apprenticeship courses in Information Technology, (generally Certificate III level). However, the majority of IT students undertake Certificate IV or Diploma courses which provide skills for areas such as web page development and multi-media, computer hardware and software sales, PC/user support, network support/administration, or computer operations/ programming.

Courses are delivered at St Albans, Sunbury, Melton, Werribee, Sunshine, Footscray Nicholson, Footscray Park, City King and South Melbourne, and on-the-job programs in enterprises including hospitals, nursing homes, aged-care facilities and sporting clubs.

The School is involved in industry consultancy and research. During 2004–2005, the School has been 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 working continually to develop the industry and training expertise of its staff. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year.

Anne Jones

Associate Director,

School of Human Services, Science and 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 department offers course information sessions on all campuses and applicants should attend these for up-to-date course information. Details of these sessions can be obtained by calling the Child Studies Department on (03) 9919 8706 or (03) 9919 8285.

Code

CHC30402	Certificate III in Children's Services
CHC40402	Certificate IV in Out of School Hours Care
CHC50202	Diploma of Out of School Hours Care
CHC50302	Diploma of Children's Services
CHC60202	Advanced Diploma of Children's Services
CHC51602	Diploma of Community Services Management
CHC60402	Advanced Diploma of Community Services Management
CHC60302	Advanced Diploma of Community Services Work

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

Head, Department of Child Studies–TAFE

CERTIFICATE III IN CHILDREN'S SERVICES

Course Code: CHC30402

COURSE LOCATION

Footscray Nicholson, Melton, Werribee Campuses.

CAREER OPPORTUNITIES

Child care worker.

SCOPE OF DELIVERY

This course is delivered on a full time or part-time basis.

COURSE OBJECTIVE

This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development and school age children's development. The course prepares workers to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 3 and to work in Children's Services.

Recognition of prior learning may be available based on 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

All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

COURSE DURATION

The course is offered on a full-time basis over 605 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

MATERIALS FEES

This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCN2C	Care for children	70
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCCS301A	Work within a legal and ethical framework	50
CHCFC1C	Support the development of children in the service	40
CHCIC1C	Interact effectively with children	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCPR1C	Deliver services/activities to stimulate children's development & enhance their leisure	40
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
HLTFA2A	Apply advanced First Aid	30

Elective Units of study

Plus at least 4 units, selected by the the Head of Department from the approved list in the Community Services Training Package to meet Victorian regulatory and other requirements.

Note: CHCCN5C Care for babies is required as a core unit in some jurisdictions (This is the case for Victorian delivery.)

CHCCN5C	Care for babies	40
CHCPR2C	Arrange/Organise experiences which facilitate and enhance children's development	80
CHCORG3B	Participate in the work environment	20
CHCRF1C	Work effectively with families in caring for the child	25
Total Nominal Hours		605

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN OUT OF SCHOOL HOURS CARE

Course Code: CHC40402

COURSE LOCATION

St Albans and Industry Workplace.

CAREER OPPORTUNITIES

Child care supervisor, director, service manager

SCOPE OF DELIVERY

Industry, part-time and full-time.

COURSE OBJECTIVE

The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 4 and to work in Children's Services.

Recognition of prior learning may be available based on 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 submit an application form and sit a selection test. Applicants may also be required to attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 528 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCADMIN3B	Undertake administrative work	50
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCS301A	Work within a legal and ethical framework	50
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCIC1C	Interact effectively with children	70
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCPR1C	Deliver services/ activities to stimulate children's development & enhance their leisure	40
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
CHCYTH1C	Work effectively with young people	40
HLTFA1A	Apply basic First Aid	10
and/or		
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
SRCCRD007A	Develop recreation programs	20
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEM003A	Work autonomously	7

Elective Units of Study

Plus at least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

Unit of Study Code		Hours
CHCCN2C	Care for children	70
CHCCCHILD3A	Promote the safety, well-being and welfare of children, young people and their families	40
CHCCN3C	Prepare nutritionally balanced food in a safe and hygienic manner	20
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCFC1C	Support the development of children in the service	40
CHCIC10C	Establish and implement plans for developing responsible behaviour	40
CHCORG3B	Participate in the work environment	20
CHCORG28A	Reflect & improve upon professional practice	120
CHCPOL2A	Contribute to policy development	50
CHCRF1C	Work effectively with families in caring for the Child	25
CHCRH3B	Develop leisure and health programs for Clients with special needs	90
SRCCRO001A	Assist with recreation games not requiring equipment	10
SRCCRO008A	Interact positively with infants, toddlers and parents in a recreation environment	20
SROABL002A	Facilitate adventure-based learning activities	25
SRXCAI004A	Plan a sport and recreation session for clients	8
SRXCAI005A	Conduct a sport & recreation session for clients	8
SRXEME004A	Co-ordinate emergency response	20
SRXFAC004A	Plan and provide sport and recreational services	15

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF OUT OF SCHOOL HOURS CARE

Course Code: CHC50202

COURSE LOCATION

Industry Workplace.

CAREER OPPORTUNITIES

Child care supervisor, director, service manager

SCOPE OF DELIVERY

Industry only.

COURSE OBJECTIVE

The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies.

Recognition of prior learning may be available based on 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 submit an application form and sit a selection test. Applicants may also be required to attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

COURSE STRUCTURE

All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

Unit of Study Code		Hours
CHCADMIN3B	Undertake administrative work	50
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCS301A	Work within a legal and ethical framework	50
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCPR1C	Deliver services/activities to stimulate children's development & enhance their leisure	40
CHCIC1C	Interact effectively with children	70
CHCYTH1C	Work effectively with young people	40
HLTFA1A	Apply basic First Aid	10
and/or		
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
SRCCRD007A	Develop recreation programs	20
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEM003A	Work autonomously	7
Core Units of Study		Hours
Unit of Study Code		
CHCFC2C	Foster and enhance children's development	40
CHCCN11C	Establish, manage and monitor the implementation of a safe & healthy environment	40
CHCIC10C	Establish and implement plans for developing responsible behaviour	40
CHCOHS501A	Manage workplace OHS management system	40
CHCORG5B	Maintain an effective work environment	50
CHCPOL4A	Develop and implement policy	
CHCPR10C	Design, implement and evaluate programs of the service	170
CHCRF11B	Work effectively with families in caring for the child	70
CHCRH5B	Conduct a program for children and young people with special needs	40

Elective Units of Study

Plus at least nine units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

Unit of Study Code		Hours
CHCCN3C	Prepare nutritionally balanced food in a safe and hygienic manner	20
CHCCN20B	Advocate for the rights and needs of children and young people	40
CHCFC3C	Foster and enhance children's social, emotional and psychological development	100
CHCFC5C	Foster and enhance children's cognitive and language development	100
CHCFC20B	Promote the ethical understandings of children	30
CHCINF2B	Maintain organisation's information systems	40
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG10B	Manage organisational change	150
CHCORG11B	Lead and develop others	90
CHCORG20B	Promote and represent the service	90
CHCORG23B	Co-ordinate work	60
CHCORG24B	Provide leadership in community services delivery	120
CHCORG27A	Provide mentoring support to colleagues	60
CHCORG28A	Reflect & improve upon professional practice	120
CHCORG29A	Provide coaching and motivation	70
CHCSD12B	Act as a resource to workers	40
CHCYTH5C	Support youth programs	150
CHCQM601A	Manage an accreditation process	60
HLTFA2A	Apply advanced First Aid	30
SRXEME004A	Co-ordinate emergency response	20

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF CHILDREN'S SERVICES

Course Code: CHC50302

COURSE LOCATION

Footscray Nicholson, Melton, Werribee Campuses.

CAREER OPPORTUNITIES

Child care supervisor, director, service manager.

SCOPE OF DELIVERY

This course is delivered on a full time or part-time basis.

COURSE OBJECTIVE

This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.

Recognition of prior learning may be available based on 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

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

MATERIALS FEES

This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

COURSE STRUCTURE

All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

Unit of Study Code		Hours
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCN2C	Care for children	70
CHCCN4D	Respond to illness, accidents & emergencies	30
CHCCS301A	Work within a legal and ethical framework	50
CHCFC1C	Support the development of children in the service	40
CHCIC1C	Interact effectively with children	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCORG3B	Participate in the work environment	20
CHCPR1C	Deliver services/ activities to stimulate children's development and enhance their leisure	40
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
HLTFA2A	Apply advanced First Aid	30

Note: CHCCN5C Care for babies is required as a prerequisite unit in some jurisdictions (This is the case for Victorian Delivery.)

Diploma Units of Study

Core Units of Study

Unit of Study Code		Hours
CHCCCHILD2C	Support the rights and safety of children within duty of care requirements	50
CHCCN11C	Establish, manage and monitor the implementation of a safe and healthy environment	40
CHCCN8B	Plan care routines	70
CHCFC2C	Foster and enhance children's development	40
CHCFC3C	Foster & enhance children's social emotional and psychological development	100
CHCFC5C	Foster and enhance children's cognitive and language development	100
CHCIC10C	Establish and implement plans for developing responsible behaviour	
CHCIC12C	Plan the inclusion of children with additional needs	40
CHCOHS501A	Manage workplace OHS management systems	40

CHCPR10C	Design, implement and evaluate programs of the service	170
CHCPR2C	Arrange/organise experiences which facilitate and enhance children's development	80
CHCPR9C	Document, interpret and use information about children	70
CHCRF11B	Work in partnership with families to care for the child	70

Elective Units of Study

Plus at least seven units, selected by the Head of Department, in accordance with the Community Services Training Package qualification framework rules to meet Victorian regulatory and other requirements.

Unit of Study Code		Hours
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCIC11B	Implement and promote inclusive policies and practices	40
CHCORG5B	Maintain an effective work environment	50
CHCPR14B	Observe children and interpret observations	40
These units may be compulsory in some jurisdictions:		
CHCFC6C	Provide experiences which facilitate children's expressive development	60
CHCFC7C	Use music as a medium to enhance children's experiences and development	40
CHCFC8A	Provide experience which enhance children's development and learning	60
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.		

ADVANCED DIPLOMA OF CHILDREN'S SERVICES

Course Code: CHC60202

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Service Co-ordinator, Director.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVE

The course is appropriate for workers who may operate at an advanced skills level to provide specialist services; act as a resource for other workers; provide practice supervision of staff including volunteers; work intensively with clients; and work with clients with complex needs.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 6 and to work at an advanced skill or supervisory level in Children's Services. Applicants must have successfully completed all prerequisite competencies prior to commencing core and elective course competencies

Recognition of prior learning may be available based on 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

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 1027 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

MATERIALS FEES

This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

COURSE STRUCTURE**Prerequisites**

All prerequisites must be completed prior to commencing core and elective units.

Unit of Study Code		Hours
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCN2C	Care for children	70
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCCS301A	Work within a legal and ethical framework	50
CHCFC1C	Support the development of children in the service	40
CHCIC1C	Interact effectively with children	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCPR1C	Deliver services/ activities to stimulate children's development and enhance their leisure	40
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
HLTFA1A	Apply basic First Aid and/or	10
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
CHCCN5C	Care for babies (required as a pre-requisite unit in some jurisdictions)	40
CHCCHILD2C	Support the rights and safety of children within duty of care requirements	50
CHCCN11C	Establish, manage and monitor the implementation of a safe and healthy environment	40
CHCCN8B	Plan care routines	70
CHCFC2C	Foster and enhance children's development	40
CHCFC3C	Foster and enhance children's social, emotional and psychological development	100
CHCFC5C	Foster and enhance children's cognitive and language development	100
CHCIC10C	Establish and implement plans for developing responsible behaviour	40
CHCIC12C	Plan the inclusion of children with additional needs	40
CHCOHS501A	Manage workplace OHS management system	40
CHCPR10C	Design, implement and evaluate programs of the service	170
CHCPR2C	Arrange/ organise experiences which facilitate and enhance children's development	80
CHCPR9C	Document, interpret and use information about children	70

CHCRF11B Work effectively with families in caring for the child

Core Units of Study

CHCAD3A Undertake systems advocacy
CHCCS4C Manage the delivery of quality client service
CHCCS7C Co-ordinate the assessment and delivery of services to clients with particular needs

CHCNET4A Work with other services
BSBMGT505A Ensure a safe workplace
CHCORG20B Promote and represent the service
CHCORG21B Act as a resource to other services
CHCORG24B Provide leadership in community services delivery

CHCORG7B Manage workplace issues

And one of the following units:

CHCORG19B Develop and maintain the quality of service outcomes OR

BSBMGT608A Manage innovation and continuous improvement

Elective Units of Study

Ten units, selected by the student with the approval of the Head of Department. At least two must be selected from Group 1. The remaining units may be selected from Groups 1 or 2, from other Community Services Training Package units available at this level, or from other relevant national training package units available at Advanced Diploma level.

Group 1

Unit of Study Code	Hours
CHCCM5B Develop practice standards	90
CHCCN20B Advocate for the rights and needs of children and young people	40
CHCCS406A Provide education and support on health, wellbeing and parenting	75
CHCCW13B Work with clients intensively	75
CHCFC10C Enhance the emotional and psychological development of children	40
CHCFC20B Promote the ethical understandings of children	30
CHCIC20B Manage complex behavioural situations	30
CHCINF4B Manage the organisation's information systems	75
CHCPR13B Facilitate the development of programs for children with additional needs	40
CHCRF21B Promote equity in access to the service	40
CHCRF22B Plan child care provision with families	30
CHCRF23B Respond to problems and complaints about the service	40
CHCRF24B Support parents in their parenting role	30
CHCORG27A Provide mentoring support to colleagues	60
CHCORG28A Reflect and improve upon professional practice	120
CHCORG29A Provide coaching and motivation	70
CHCPR14B Develop protocols for operating within a statutory environment	150
CHCSD11B Facilitate the inclusion of children with additional needs	40
CHCYTH8B Manage services response to young people in crisis	150
PSPMNGT605A Manage diversity	40
SRXTEM003A Work autonomously	7

The following pairs of units are interchangeable and only one of each should be elected:

CHCORG10B Manage organisational change OR	150
LGACOM602A Co-ordinate and facilitate a change process	40
CHCORG11B Lead and develop others OR	90
BSBMGT605A Provide leadership across the organisation	60
CHCORG12B Review organisational effectiveness OR	150
BSBMGT603A Review and develop business plans	60

Group 2

BSZ401A Plan assessment	15
BSZ402A Conduct assessment	15
BSZ403A Review assessment	5
BSZ404A Train small groups	30
BSZ405A Plan and promote a training program	30
BSZ406A Plan a series of training sessions	30
BSZ407A Deliver training sessions	50
BSZ408A Review training	15

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

Course Code: CHC51602

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Service Co-ordinator, Manager.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVE

This qualification relates to the work of program, unit, service or site managers in the Community Services Industry. Workers in these occupational groups work in residential, community or government agencies and facilities. These workers work independently and report to executive management or Boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to community service managers who work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in a management, and or leadership, role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

Recognition of prior learning may be available based on 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

Currently hold a management position in community services.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 807 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

All students will be assessed for all competencies in their workplace.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours			
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50	CHCCM4B	Promote high quality case management	30
CHCOHS501A	Manage workplace OHS management system	40	CHCCS10A	Facilitate client participation in the organisation	60
CHCORG6B	Co-ordinate the work environment	90	CHCCS3C	Co-ordinate the provision of services and programs	75
CHCORG7B	Manage workplace issues	75	CHCCS402A	Respond holistically to client issue	75
CHCORG23B	Co-ordinate work	60	CHCCS7C	Co-ordinate the assessment and delivery of services to clients	
CHCORG28A	Reflect and improve upon professional practice	120		with particular needs	75
PSPMNGT605A	Manage diversity	40	CHCDIS10B	Provide care and support	50
CHCADMIN4B	Manage the organisation's finances, accounts and resources	90	CHCES501A	Manage services delivery in purchaser/provider relationship with government	90
BSBMGT609A	Manage risk	60	CHCES502A	Research and report on labour market information	75

Elective Units of Study

Six units of which three units must be selected from Group 1 and the remaining 3 units may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this or higher levels, or from other relevant National Training Package units available at Diploma level and enterprise specific units.

Note 1: Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

Group 1

Unit of Study Code		Hours			
CHCCD19A	Establish and maintain community, government and business partnerships	150	CHCNET3B	Develop new networks	75
CHCCS405A	Work effectively with culturally diverse clients and Co-workers	30	CHCNET4A	Work with other services	70
CHCINF5B	Meet statutory and organisational information requirements	90	CHCPOL4A	Develop and implement policy	90
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50	CHCPOL5A	Manage research activities	75
CHCOHS502A	Evaluate and improve workplace OHS management systems	90	CHCPOL6A	Co-ordinate policy development	90
CHCORG10B	Manage organisational change	150	CHCYTH5C	Support youth programs	150
CHCORG11B	Lead and develop others	90	LGACOM501A	Develop and organise public education programs	50
CHCORG14B	Manage a service organisation	90	LGACOM502A	Devise and conduct community consultations	40
CHCORG 25 B	Recruit and Coordinate Volunteers	70	PSPETHC501A	Promote the values and ethos of public services	20
CHCORG27A	Provide mentoring support to colleagues	60	PSPLEGN501A	Promote the compliance with legislation in the public sector	25
CHCORG29A	Provide coaching and motivation	70	SRXGOV001A	Participate as a member of an effective Board of an Organisation	20
HLTFA4A	Manage First Aid policy	40	SRXGOV003A	Undertake the role of a Chairperson at a Board meeting	25
SRXGOV004A	Work effectively with the Board of an organisation	25	SRXGOV002A	Undertake the role of an individual Director of an Organisation OR	25
SRXTEM003A	Work autonomously	7	BSBATSIL501A	Meet the roles and responsibilities of a Board Member (2)	40

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

Course Code: CHC60402

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Service Co-ordinator, Manager

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVE

The management stream covers workers who are responsible for the coordination and management of agencies. These workers work independently and report to executive management or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions. This qualification applies to the managers of programs, services or service organisations in the community services industry. They may work in a range of sectors such as Housing, Children's Services, Alcohol and Other Drugs, Mental Health, Disability, Aged Care.

BSBADM502A	Manage meetings	30
CHCAD3A	Undertake systems advocacy	90
CHCAD4A	Provide advocacy and representation	90
CHCAD5A	Represent the client in court	75
CHCAD6A	Represent the organisation in court	75
CHCAL23C	Manage home based care administration requirements	40
CHCAOD10A	Work with clients who have alcohol and/or other Drug issues	75
CHCAOD11A	Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues	90
CHCAOD8C	Assess the needs of client who have alcohol and/or other drugs issues	150
CHCCD14B	Implement a community development strategy	70
CHCCD5C	Develop community resources	90
CHCCD8B	Support community action	90
CHCCD9B	Support community leadership	90

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at Australian Qualifications Framework level 6 and to work in a management and or leadership role in Community Services.

All applicants must be able to demonstrate that they currently hold a suitable community services management or leadership position, or have the support of an agency to have access to work in such a role, in order to undertake the course. Evidence of substantial experience in the delivery of community service programs is required and a relevant community services qualification is preferable.

Recognition of prior learning may be available based on 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

Must hold current community services management position.

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 1265 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

All students are assessed for all competencies in the workplace.

COURSE STRUCTURE

The structure of the course is 20 units of which 9 are core and 11 elective as follows:

Core Units of Study

BSBMGT609A	Manage Risk	60
CHCADMIN4B	Manage the organisation's finances accounts and resources	90
CHCCOM4B	Develop, implement and promote effective communication Techniques	75
CHCCD19A	Establish and maintain community government and business Partnerships	150
CHCCS4C	Manage the delivery of quality client services	90
CHCORG14B	Manage a service organisation	90
BSBMGT505A	Ensure a safe workplace	60
PSPMNGT605A	Manage diversity	40
Plus one of the following units:		
CHCORG11B	Lead and develop others OR	90
	Provide leadership across the organisation	60

Elective Units of Study

At least 10 electives must be chosen from Group 1, one (1) unit may be selected from Group 1 or Group 2, from other Community Services Training Package units available at this level, or from other relevant National Training Package units available at Advanced Diploma and enterprise specific units.

Note : Where national enterprise units are included as options, these must be nationally endorsed.

Group 1 – At least TEN (10) units must be chosen from this group

BSBMGT606A	Manage customer focus	60
CHCES501A	Manage the services delivery in a purchaser/provider Relationship with government	90
CHCORG7B	Manage workplace issues	75
CHCORG12B	Review organisational effectiveness	150
CHCORG15B	Promote the organisation	150

CHCORG24B	Provide leadership in community services delivery	120
CHCORG26A	Manage a service level agreement	150
CHCORG8C	Establish and manage new programs or services	75
CHCORG9B	Manage projects and strategies	90
CHCPOL5A	Manage research activities	75
CHCPOL7A	Manage policy development	90
CHCQM601A	Manage an accreditation process	60
HLTFA4A	Manage a First Aid policy	40
PSPGOV603A	Develop a tender submission	20
SRXGOV004A	Work effectively with the Board of an organisation	25
BSBMGT604A	Manage business operations	60
Any one of the following three units:		
CHCINF4B	Manage the organisation's information systems	75
BSBMGT607A	Manage knowledge and information	60
CHCINF6B	Manage information strategically	90
One of the following:		
CHCORG10B	Manage organisational change	150
LGACOM602A	Co-ordinate and facilitate a change process	40
Either:		
CHCORG13B	Manage organisational strategic and business Planning or	90
BSBMGT601A	Contribute to a strategic direction	60
BSBMGT603A	Review and develop business plans	60
One unit from the following pairs of units:		
CHCORG19B	Develop and maintain the quality of service outcomes or	90
BSBMGT608A	Manage innovation and continuous improvement	60
CHCORG20B	Promote and represent the services OR	90
CHCORG21B	Act as resource to other services	90
CHCORG25B	Recruit and co-ordinate volunteers OR	70
SRXHRM001B	Manage volunteers	20
Group 2		
BSBATSIL502A	Work with the manager	30
CHCAD3A	Undertake systems advocacy	90
CHCCD15B	Develop and implement a community Development strategy	150
CHCCD18A	Facilitate the development of community capacity to manage place	150
CHCCD6B	Establish and develop community organisations	90
CHCCH20C	Acquire properties by purchase or transfer	50
CHCNET4A	Work with other services	70
CHCCM5B	Develop practice standards	90
CHCCS7C	Co-ordinate the assessment and delivery of Services to clients with particular needs	75
CHCCW13B	Work with clients intensively	75
CHCIC12C	Plan the inclusion of children with additional needs	40
CHCORG16B	Manage training	150
CHCROT14B	Develop protocols for operating within a statutory environment	150
CHCROT3D	Manage provisions of out of home care	50
CHCYTH8B	Manage services response to young people in crisis	150
CHCYTH9C	Develop and implement procedures to enable young people to address their needs	150
PSPETHC601A	Maintain and enhance confidence in the public service	30
PSPLEGN601A	Manage compliance with legislation in the public sector	40
PSPMNGT608A	Manage risk	40

SRXGOV001A	Participate as a member of an effective Board of an organisation	20
SRXGOV002A	Undertake the role of an individual Director of an organisation OR	
BSBATSIL501A	Meet roles and responsibilities of a Board member (2)	40

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF COMMUNITY SERVICES WORK

Course Code: CHC60302

COURSE LOCATION

Industry only.

CAREER OPPORTUNITIES

Senior Practitioners.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVE

This qualification covers those workers who may operate at an advanced skills level to:

- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

Prerequisite. Learners undertaking this qualification need to have substantial previous experience in a community services environment. The job role would have involved the self-directed application of knowledge with substantial depth in some areas, the exercise of independent judgement and decision-making, and a range of technical and other skills. Workers will normally already possess a community services qualification.

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 aptitude, skills and knowledge to undertake formal study at AQF level 6, and to work in an advanced skills practitioner or leadership role in Community Services. They will need to be employed as an advanced skills worker in a community services agency or have the support of a community service agency to do the training. Applicants will normally have completed a relevant community services qualification at Diploma level and/ or be able to provide evidence of substantial experience at an advanced practice 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

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 727 nominal hours or part-time equivalent.

PRACTICAL COMPONENT

A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
CHCAD3A	Undertake systems advocacy	90
CHCCM5B	Develop practice standards	90
CHCCS7C	Co-ordinate the assessment and delivery of services to clients with particular needs	75
CHCORG24B	Provide leadership in community services delivery	120
CHCORG27A	Provide mentoring support to colleagues	60
CHCORG28A	Reflect and improve upon professional practice	120
and one of the following units:		
CHCORG19B	Develop and maintain the quality of service outcomes or	90
BSBMGT608A	Manage innovation and continuous improvement	60

Elective Units of Study

A minimum of four units selected by the student with the approval of the Head of Department. Two units must be selected from the list detailed below and the remaining units may be selected from the units listed below or from other Community Services Training Package units available at this level, or from other relevant National Training Package units available at Advanced Diploma level and enterprise specific units.

Note 1: Where national enterprise units are included as options, these must be nationally endorsed (see introduction regarding new units and customisation).

Unit of Study Code		Hours
CHCAD4A	Provide advocacy and representation	90
BSBMGT603A	Provide leadership across the organisation	60
BSBMGT605A	Provide advocacy and representation	60
CHCCSL601A	Work within a structured counselling process	90
CHCCSL602A	Facilitate the counselling relationship	120
CHCCSL603A	Provide support for clients implementing a course of action	120
CHCCSL604A	Reflect and improve upon counselling skills	90
CHCCW13B	Work with clients intensively	75
CHCCW14A	Design and supervise family intervention strategies	90
CHCINF4B	Manage the organisations information systems	75
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide	150
CHCNET4A	Work with other services	70
BSBMGT505A	Ensure a safe workplace	60
CHCORG10B	Manage organisational change	150
CHCORG11B	Lead and develop others	90
CHCORG12B	Review organisational effectiveness	150
CHCORG20B	Promote and represent the service	90
CHCORG21B	Act as a resource to other services	90
CHCORG7B	Manage workplace issues	75
CHCPROT14B	Develop protocols for operating within a statutory environment	150
CHCYTH8B	Manage services response to young people in crisis	150
LGACOM602A	Co-ordinate and facilitate a change process	40
PRXPD01A	Develop a property investment strategy	70
PRXPD02A	Determine opportunity and risk associated with property investment	70

PRXPD03A	Undertake a property investment feasibility study	70
PRXPD04A	Negotiate partnership arrangements	90
PRXPD07A	Monitor performance of property investment	50
PRXPD08A	Dispose of property	40
PRXPD14A	Prepare a project design brief and documentation	60
PRXPD15A	Appoint and manage a consultant project team	60
PRXPD16A	Appoint project contractors	40
PSPMNGT605A	Manage diversity	40
SRXGOV001A	Participate as a member of an effective Board of an organisation	20
SRXGOV002A	Undertake the role of an individual Director of a organisation	25
SRXGOV003A	Undertake the role of a Chairperson at a Board Meeting	25
SRXGOV004A	Work effectively with the Board of an organisation	25
SRXTEM003A	Work autonomously	7

Some unit of study descriptors are listed under the Unit of Study 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)
21506VIC	Course in Medication Administration for Division 2 Registered Nurses in Victoria
21592VIC	Course in First Aid Level 1 - Emergency Life Support
21593VIC	Course in First Aid Level 2 - Provide First Aid
TAA40104	Certificate IV in Training and Assessment

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)

Course Code: 21358VIC

COURSE LOCATION

Sunbury

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 of 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 settings.

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

The University is committed to the achievement of excellence, access and equity in post-secondary education and training. Accordingly, course entry requirements take into account the wide range of backgrounds and experiences of applicants.

For admission to TAFE courses applicants must be assessed as capable of completing the course for which they are applying.

Applicants are encouraged to apply. Applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

SPECIAL ENTRY REQUIREMENTS

SPECIAL CONDITIONS

It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

FIRST AID LEVEL 2

It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given. Applicants interested in undertaking this course, need to apply to the Health Services Unit.

SELECTION PROCEDURES/SELECTION CRITERIA

Admission to the courses is offered to applicants who satisfactorily pass an English literacy/ numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants \$35 which is non refundable.

COURSE DURATION

The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

COURSE STRUCTURE

Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Core Units of Study (850 Nominal Hours)

Unit of Study Code		Hours
BSBCMN205A	Use business technology	30
CHCDIS3A	Provide services to people with disabilities	50
CHCORG4A	Follow the organisation's Occupational Health and Safety policies	30
HLTCOM4A	Communicate effectively with clients/patients	30
VBM585	Work effectively as a professional nurse	90
VBM587	Undertake client assessment	90
VBM588	Deliver nursing care to clients	140
VBM589	Develop research skills to support nursing practice	20
VBM590	Apply professional nursing practice to client care in residential aged care facilities	50
VBM591	Implement infection prevention and undertake wound management	80
VBM592	Provide individualised health education to clients	60
VBM593	Contribute to the health & wellbeing of patients & clients (Rehabilitation & Community)	30
VBM594	Participate in providing palliative care	50
VBM595	Participate as a preceptor in a work team	30
VBM596	Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders	50

Elective Unit of Study

One unit selected by the student, with the approval of the Head of Unit, from -

Unit of Study Code		Hours
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE IN MEDICATION ADMINISTRATION FOR DIVISION 2 REGISTERED NURSES IN VICTORIA

Course Code: 21506VIC

COURSE LOCATION

Sunbury

CAREER OPPORTUNITIES

This course is designed for Victorian Division 2 Registered Nurses wishing to further their career and education by undertaking a course medication administration.

COURSE OBJECTIVES

The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria. Upon successful completion of the course, the nurse will be eligible to apply for Endorsement to administer medications with the Nurses Board of Victoria.

ENTRY REQUIREMENTS

GENERAL

The University is committed to the achievement of excellence, access and equity in post-secondary education and training. Accordingly, course entry requirements take into account the wide range of backgrounds and experiences of applicants.

NORMAL ENTRY REQUIREMENTS

DIVISION 2 NURSES WITH THE CERTIFICATE IV IN HEALTH (NURSING) QUALIFICATION

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

- Current registration with the Nurses Board of Victoria as a Division 2 Nurse
- Successfully pass an English and Maths test conducted by VETASSESS
- Be currently working as a Division 2 registered nurse.

DIVISION 2 NURSES WITH A HOSPITAL CERTIFICATE

- To qualify for admission to the course, applicants must have:
- Current registration with the Nurses Board of Victoria as a Division 2 Nurse

- Successfully pass an English and Maths test conducted by VETASSESS
- Be currently working as a Division 2 registered nurse.

Applicants are required to pass an Anatomy & Physiology Test to the level of the Certificate IV in Health (Nursing) Course.

SPECIAL REQUIREMENTS

It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. The police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The Police Checks must be submitted to the Clinical Experience Co-ordinator. Failure to provide the Police Check will preclude students from undertaking the required clinical placement. This is a legal requirement of all persons working in Hospitals or Health Service Agencies.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

SELECTION PROCEDURES/SELECTION CRITERIA

Applicants must contact the Health Services Department to obtain an application form for the VETASSESS test.

COURSE DURATION

The course is scheduled as two days per week (Thursday & Friday) for 18 weeks and a final full time 2-week block of clinical experience. There will be 2 intakes per year.

COURSE STRUCTURE

Including class and laboratory hours, students will also be required to satisfactorily complete 76 hours of Supervised Clinical Experience.

Code	Competency
VBN535	Apply principles of pharmacology to safe nursing practice
VBN536	Safely administer medication and monitor therapeutic outcomes for clients with alterations to a range of functional health patterns

ANATOMY & PHYSIOLOGY UPDATE COURSE

Applicants who feel that they would like to update their Anatomy & Physiology knowledge prior to sitting the Anatomy & Physiology test can undertake a short course 2 days per week (Thursdays & Fridays) over 7 weeks. The course covers the Anatomy & Physiology knowledge required of the current Certificate IV in Health (Nursing) course and a review of English and Maths skills required for the VETASSESS test.

The course will be conducted at Sunbury Campus and is a full fee paying course. The course cost will include the Anatomy & Physiology and VETASSESS tests, which will be conducted at Sunbury Campus at the conclusion of the course.

COST OF ANATOMY & PHYSIOLOGY UPDATE COURSE

This course is a full fee paying course and does not have any fee exemptions. The cost is \$485. As places are limited, applicants must book early to secure a place. Successful completion of the Anatomy & Physiology Update Course plus current registration and employment as a Division 2 nurse will satisfy the requirements for entry into the Medications Course.

DELIVERY OF THE COURSE

The Anatomy & Physiology Course is delivered on Thursdays and Fridays. The course is designed to allow successful applicants to complete the course prior to commencing the medications course.

COURSE LOCATION

The course will be delivered at Sunbury Campus.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

COURSE IN FIRST AID LEVEL 1 – EMERGENCY LIFE SUPPORT

Course Code: 21592VIC

COURSE LOCATION**CAREER OPPORTUNITIES**

Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.

COURSE OBJECTIVES

To enable students to provide emergency first aid in the workplace or community environment.

It is also a co-requisite to the Certificate IV in Health (Nursing) course.

ENTRY REQUIREMENTS

Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.

COURSE DURATION

Curriculum document: nominal hours: 8. 1 day only [in class]

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Nominal Hours
VBP112	Apply Cardiopulmonary Resuscitation	4
VBP006	Apply Basic Emergency Life Support	4

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

COURSE IN FIRST AID LEVEL 2 – PROVIDE FIRST AID

Course Code: 21593VIC

COURSE LOCATION**CAREER OPPORTUNITIES**

Most courses that lead to employment now require First Aid Level 1 or 2 as a requirement.

COURSE OBJECTIVES

To enable students to provide emergency first aid in the workplace or community environment.

It is also a co-requisite to the Certificate IV in Health (Nursing) course.

ENTRY REQUIREMENTS

Basic English literacy and numeracy, plus a minimum of 15 years of age for the resuscitation component of the course. The minimum age is a legal requirement.

COURSE DURATION

Curriculum document: 24 nominal hours [3 days in class]

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
VBP112	Apply Cardiopulmonary Resuscitation	4
VBP007	Apply First Aid	20

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAA40104

Contact the Health Services Unit on 9919 3231 for the application and enrolment details for this course.

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

ICA20199 Certificate II in Information Technology

ICA30199 Certificate III in Information Technology

(Software Applications) [Web Pages]

ICA30299 Certificate III in Information Technology (General)

ICA30399 Certificate III in Information Technology

(Network Administration)

21488VIC Certificate IV in Information Technology

ICA40399 Certificate IV in Information Technology

(Network Management)

ICA40199 Certificate IV in Information Technology

(Client Support)

ICA40599 Certificate IV in Information Technology

(Technical Support)

ICA50299 Diploma of Information Technology

(Software Development)

21489VIC Diploma of Information Technology

ICA50601 Dual Diploma – Diploma of Information Technology

(Webiste Development) and

ICA50701 Diploma of Information Technology (Internetworking)

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

Course Code: ICA10101

COURSE LOCATION

Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.

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.

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 units of study:

Core Units of Study

Unit of Study 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 descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN INFORMATION TECHNOLOGY

Course Code: ICA20199

COURSE LOCATION

Offered as a VET in Schools program in partnership with local secondary colleges.

CAREER OPPORTUNITIES

Computer Operator.

COURSE OBJECTIVE

The aim of the course is to provide students with foundation skills in information technology.

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.

Students who are trainees enrolling in the course must be employed under the Apprenticeship Training Scheme.

COURSE DURATION

This is offered subject to secondary college timetabling over 380-430 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

ICAITS014C	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017C	Maintain system integrity
ICAITW001B	Work effectively in an information technology environment
ICAITW002B	Communicate effectively in the workplace
ICAITU004C	Apply occupational health & 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

Elective Units of Study

Elective Units as follows:

- (i) two units selected by the student, with the approval of the Head of Department, having regard to the 10 prescribed units in the Victorian Implementation Guide, Information Technology Training Package (published December 1999); and

- (ii) two units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units in -
- the Victorian Implementation Guide, Information Technology Training Package (published December 1999);
 - any other nationally endorsed Industry Training Package related to the industry;
 - together totalling at least 50 nominal hours.

CERTIFICATE III IN INFORMATION TECHNOLOGY (SOFTWARE APPLICATIONS) [WEB PAGES]

Course Code: ICA30199

COURSE LOCATION

Footscray Nicholson, St Albans, Sunshine, Werribee.

CAREER OPPORTUNITIES

Web Page designer.

SCOPE OF DELIVERY

This course is offered to full-time students.

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.

Recognition of prior learning may be available based on 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 along with an additional 150 hours of electives and options. The total nominal hours for the course are 410, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 360 and 420 hours of class time.

LEARNING AREA

Software Applications

Unit of Study Code		Hours
ICAITU126B	Use advanced features of computer applications	40
ICAITU018C	Develop macros & templates for clients using standard products	60

Web Tools (Flash)

ICPMM13CA	Author a Multimedia Sequence	40
ICAITU019C	Migrate to new Technology	20

Research Project (Dream Weaver)

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 & 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 descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN INFORMATION TECHNOLOGY (GENERAL)

Course Code: ICA30299

COURSE LOCATION

Industry Workplace.

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:

ICAITW001B	Work effectively in an information technology environment
ICAITW002B	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 of Study (320 nominal hours)

Unit of Study Code		Hours
ICAITU019C	Migrate to new technology	20
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS115B	Maintain equipment & 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 of Study (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 descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN INFORMATION TECHNOLOGY (NETWORK ADMINISTRATION)

Course Code: ICA30399

COURSE LOCATION

Industry Workplace.

CAREER OPPORTUNITIES

Network Administrator.

SCOPE OF DELIVERY

This course is offered as an Industry based Traineeship 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;
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.

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 of Study (290 nominal hours)

Unit of Study 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 of Study

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 organisation goals	20
ICAITD003B	Receive and process oral and written communication	20
ICAITPM129A	Apply skills in project integration	20

Some descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN INFORMATION TECHNOLOGY

Course Code: 21488VIC

COURSE LOCATION

Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.

CAREER OPPORTUNITIES

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

SCOPE OF DELIVERY

This course is offered to full time students at Footscray Nicholson, Werribee, Sunshine, St Albans and Melton campuses. It can also be undertaken in part time evening mode at the Footscray Nicholson 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.

Timetable Subject**Office Applications (100 Hours)**

ICAITU006C	Operate Computing Packages
ICAITU126B	Use Advanced Features of Computer Applications

Computer Hardware (80 Hours)

ICAITS014C	Connect Hardware Peripherals
ICAITS021C	Connect Internal Hardware Components
ICAITS025B	Run Standard Diagnostic Tests
ICAITU004C	Apply Occupational Health and Safety Procedures

Professional Communications (40 Hours)

ICAITD128A	Create User & Technical Documentation
ICAITD003B	Receive and Process Oral & Written Communication

Web Design (80 Hours)

ICAIB135A	Create a simple mark-up language document to specification
ICAITU207A	Apply a web authoring tool to convert client data
ICAIB171A	Develop Cascading Style Sheets (CSS)
ICAIB169B	Use development software and IT tools to build a basic web site to specification

Programming 1 (60 Hours)

ICAIB166A	Create utility programs
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Programming 2 (60 Hours)

ICAIB181A	Write and Document program modules
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Semester 2**Programming 3 (60 Hours)**

ICAIB182A	Write and compile code based on requirements
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Dynamic Web Content (45 hours)

ICAIB161A	Build a document using extensible markup language (XML)
ICAITT184A	Ensure site usability

Multimedia Animation (85 hours)

ICPMM13CA	Author a multimedia sequence
ICAIB137A	Produce basic client side script for dynamic web pages
ICPMM11bA	Identify Components of Multimedia

Operate OS (40 hours)

ICAITS020C	Install and Optimise System Software (40 Hours)
ICAITU005C	Operate Computer Hardware

Professional Communications 2 (40 hours)

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

Network Fundamentals Administration (110 hours)

ICAITS030B	Install Software to Networked Computers
ICAITS032B	Provide network systems Administration
ICAITS120B	Administer and Configure a Network Operating System

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN INFORMATION TECHNOLOGY (NETWORK MANAGEMENT)

Course Code: ICA40399

COURSE LOCATION

Industry Workplace.

CAREER OPPORTUNITIES

Network Administrator.

SCOPE OF DELIVERY

This course is offered as an Industry based Traineeship 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:

ICAITW001B	Work effectively in an information technology environment
ICAITW002B	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 of Study (560 nominal hours)**

Unit of Study Code	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	Optimise system performance 30
ICAITPM129A	Apply skills in project integration 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
ICAITW027B	Relate to clients on a business level	40

Two from the following:

Elective Units of Study (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
ICPM65dA	Create web pages with multimedia	50
ICAITS125B	Monitor and administer a database	30
ICAITW026B	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 descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN INFORMATION TECHNOLOGY (CLIENT SUPPORT)

Course Code: ICA40199

COURSE LOCATION

Industry Workplace.

CAREER OPPORTUNITIES

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

SCOPE OF DELIVERY

This course is offered as an Industry based Traineeship 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:

ICAITW001B	Work effectively in an information technology environment
ICAITW002B	Communicate in the workplace
ICAITU004B	Apply Occupation Health and Safety Procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU013B	Integrate commercial computing packages
ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity
ICAITU021B	Design organisational documents using commercial computing packages

Recognition of prior learning may be available based on skills and knowledge acquired 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 of Study

Units of Study Code		Hours
BSX154L403	Apply skills in time management	10
ICAITPM129A	Apply skills in project integration	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 applications for clients	60
ICAITW027B	Relate to clients on a business level	40
		390

Two from the following:

Elective Units of Study (60–190 nominal hours)

ICAITS020C	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
ICAITW026B	Co-ordinate and maintain work teams	20
ICAITU127B	Support 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 descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN INFORMATION TECHNOLOGY (TECHNICAL SUPPORT)

Course Code: ICA40599

COURSE LOCATION

Industry Workplace.

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 an Industry based traineeship 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 Units of Study (480 nominal hours)**

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

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

ICAITS029B	Install network hardware to a network	40
ICAITTW026B	Co-ordinate and maintain work teams	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
ICPM65dA	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 descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)

Course Code: ICA50299

COURSE LOCATION

Footscray Nicholson, St Albans, Sunshine, Werribee.

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 are 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 21488VIC 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
ICAIB075A	Use a library or pre-existing components
ICAITTW027B	Relate to clients on a business level
ICAIB064B	Prepare software development review
ICAIB070B	Create code for applications
ICAIB076A	Implement configuration management

SELECTION PROCEDURES/SELECTION CRITERIA

Selection will be based on academic progress in 21488VIC.

COURSE DURATION

The Diploma of Information Technology 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)

ICAIB060B	Identify Physical Database Requirements
ICAIB136A	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
ICAIB059B	Develop Detailed Technical Design

Advanced VB (68 Hours)

ICAIB069B.1	Develop Software
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OO Java Programming A (70 Hours)

ICAIB069B.2	Develop Software
ICAITT080B	Perform Specific Unit Test for OO 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

ICAITT082B Manage the Testing Process

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 descriptors are listed under the Unit of Study Details section of this Handbook.

**DIPLOMA OF INFORMATION TECHNOLOGY
[SPECIALISING IN MULTIMEDIA]**

Course Code: 21489VIC

COURSE LOCATION

Footscray Nicholson, St Albans, Sunshine, Werribee.

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. These include 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 21488VIC Certificate IV in Information Technology.

SELECTION PROCEDURES/SELECTION CRITERIA

Selection will be based on academic progress in 21488VIC.

COURSE DURATION

The second Diploma year of the course will be offered on a full time basis over 805 Nominal hours.

COURSE STRUCTURE**Multimedia Production (80 hours)**

ICPMM46CA Incorporate Video into Multimedia Presentation

ICPMM47DA Incorporate 3D Modelling into Multimedia Presentation

MM Design 1 (110 hours)

ICPPP11DA Undertake Complex Detailed Design Brief

ICAITAD043B Develop and Present a Feasibility Report

ICAITAD046B Model Preferred System Solutions

MM Design 2 (60 hours)

ICPMM67DA Plan Interface Design

ICAPMM43CA Incorporate Digital Photography in Multimedia 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 Multimedia 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 Database

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 descriptors are listed under the Unit of Study Details section of this Handbook.

**DIPLOMA OF INFORMATION TECHNOLOGY
(WEBSITE DEVELOPMENT)/DIPLOMA OF INFORMATION
TECHNOLOGY (INTERNETWORKING)**

(Dual Diploma)

Course Code: ICA50601 Website Development

Course Code: ICA50701 Internetworking

COURSE LOCATION

Footscray Nicholson, St Albans, Sunshine, Werribee.

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 e-Commerce applications. This course will be offered at the Sunshine campus to full time students.

ENTRY REQUIREMENTS

The successful completion of 21488VIC Certificate IV in Information Technology.

SELECTION PROCEDURES/SELECTION CRITERIA

Selection will be based on academic progress in 21488VIC.

COURSE DURATION

The two Diplomas together offered full time over 740 nominal hours.

COURSE STRUCTURE**Database Programming & Integration (55 hours) ICA50601**

- ICAIB170A Build a Database
- ICAIB180A Integrate a Database with a Website

Data Modelling (100 hours) ICA50601

- ICAITAD139A 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
- ICAIB173A Install Intelligent Hub
- ICAIB174A Install Network Bridges/Switches
- ICAIB176A Install and Configure a Router
- ICAITS192A Configure an Internet Gateway

Content Management (70 hours) ICA50601

- ICAITAD146A Develop Web Site Information Architecture
- ICAITAD152A Implement Risk Management Processes
- ICAIB212A Implement Quality Assurance Process for Websites

Document Production & Management (40 hours) ICA50701

- ICAITD209A Writing for the World Wide Web
- ICAITW214A Maintain Ethical Conduct*

Internet Hardware 2 (90 hours) ICA50701

- ICAIT097B Install and Configure a Network
- ICAIT101B Install and Manage Network Protocols
- ICAITAD045B Produce Network/Communication Design
- ICAITS121A Administer Network Peripherals

Internet Programming (70 hours) ICA50601

- ICAIB165A 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
- ICAIB159A Build a Security Shield for a Network
- ICAITS197A Install and Maintain Valid Authentication Processes*

Server Security 2 (65 hours) ICA50601

- ICAITS196A Implement Secure Encryption Technologies**
- ICAITS202A Ensure Privacy for Users
- ICAITS195A Ensure Dynamic Website Security

Web Project (120 hours) ICA50601

- ICAIB168A Compile and Run an Application
- ICAITAD142A Design a Website to Meet Technical Requirements
- ICAITT083B Develop and Conduct Client Acceptance Test

Network Project Gateway (90 hours) ICA50601/ICA50701

- ICAIB162A Configure a Payment Gateway
- ICAIT1188A Install and Maintain a Server
- ICAIT099B Build an Intranet

*also required for ICA50601

**also required for ICA50701

Some descriptors are listed under the Unit of Study 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.

21239VIC	Certificate IV in Science
RUV20104	Certificate II in Animal Studies
RUV30104	Certificate III in Animal Technology
RUV30204	Certificate III in Captive Animals
RUV30304	Certificate III in Companion Animal Services
RUV40404	Certificate IV in Veterinary Nursing
RUV50104	Diploma of Animal Technology
RTD10102	Certificate I in Conservation and Land Management
RTD20102	Certificate II in Conservation and Land Management
RTD30102	Certificate III in Conservation and Land Management
RTD40102	Certificate IV in Conservation and Land Management
RTD50102	Diploma of Conservation and Land Management
RTD60102	Advanced Diploma of Conservation and Land Management
PML30104	Certificate III in Laboratory Skills
PML50104	Diploma of Laboratory Technology
LGA30104	Certificate III in Local Government
MTM40100	Certificate IV in Meat Processing (Leadership)
MTM40300	Certificate IV in Meat Processing (Quality Assurance)
MTM50100	Diploma of Meat Processing
MTM60100	Advanced Diploma of Meat Processing
FDF10103	Certificate I in Food Processing
FDF20103	Certificate II in Food Processing
FDF30103	Certificate III in Food Processing
FDF40103	Certificate IV in Food Processing
FDF50103	Diploma of Food Processing
HLT31402	Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)
BSB41604	Certificate IV in Occupational Health and Safety
BSB51604	Diploma of Occupational Health and Safety
BSB61004	Advanced Diploma of Occupational Health and Safety
RGR20102	Certificate II in Racing (Stablehand)

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.

Peter Thomson

Head, Department of Science and Biotechnology –TAFE

CERTIFICATE IV IN SCIENCE

Course Code: 21239VIC

COURSE LOCATION

Footscray Nicholson, Werribee.

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

VTAC or lodgement of a timely application form, direct to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

COURSE DURATION

The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

COURSE STRUCTURE

To qualify for the Certificate IV in Science, a learner must complete:

- i) A minimum of 160 hours of units of study in two science streams (Chemistry and Biology – a total of 320 hours), but must include VBD725 Atomic Structure from the Chemistry stream; and VBD734 Cell Biology from the Biology stream; and
- ii) the Core Units of Study (totalling 335 nominal hours)

Unit of Study Code		Hours
NCS015	Presenting Reports	20
VBB223	Introduction to Internet	20
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	50
VBM049	Introduction to Science	20
VBM050	Occupational Health and Safety	20
VBM060	Introductory Mathematics	60
VBM064	Introduction to Scientific Computing	25

- iii) a minimum of 45 hours of units of study from further units of study in science streams, mathematics extension units of study, Job Seeking Skills, computing stream units of study or units of study from other courses/training packages (at an equivalent level or higher), to make up a total of a least 700 hours.

Stream Units of Study**Chemistry Stream**

Unit of Study Code		Hours
VBD725	Atomic Structure	50
VBD727	Organic Chem & Properties of Materials	20
VBM051	Stoichiometry & Solution Chemistry	45
VBM052	Ionic Theory	45

Biology Stream

VBD734	Cell Biology	40
VBM057	Human Anatomy & Physiology	40
VBM058	Introduction to Genetics	40
VBM059	Ecology	40

Computing Stream

AAA631	Scientific spreadsheet applications	25
AAA632	Scientific database applications	25

Communications Stream

NCS003	Job Seeking Skills	20
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Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN ANIMAL STUDIES

Course Code: RUV20104

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Veterinary receptionist, animal attendant.

SCOPE OF DELIVERY

Part-time, on campus.

COURSE OBJECTIVES

This course aims to provide general prevocational training for people who want to undertake work in the animal care industry.

ENTRY REQUIREMENTS

To qualify for admission 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. 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 310 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
RUV2101A	Work in the animal care industry	20
RUV2102A	Follow OHS procedures in an animal care environment	40
RUV2103A	Assist with general animal care	80
RUV2104A	Provide food and water for animals	30
RUV2105A	Participate in workplace communications	20

Elective Units of Study

A minimum of three units, selected by the student, with the approval of the head of department from:

Unit of Study Code		Hours
RUV2106A	Assist with food preparation	20
RUV2107A	Provide basic first aid for animals	30
RUV2108A	Rescue animals and apply basic animal care	30
RUV2401A	Prepare for and conduct a tour or presentation	30
RUV2501A	Provide information on companion animals, products and services	60
RUV2601A	Carry out veterinary reception duties	30
RUV2602A	Carry out daily clinic routines	40
RUV2603A	Assist with surgery preparations	40
RTC2704A	Provide basic first aid	10

A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 1, 2 or 3.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN ANIMAL TECHNOLOGY

Course Code: RUV30104

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Animal attendant, animal carer.

SCOPE OF DELIVERY

Part-time, on campus.

COURSE OBJECTIVES

This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.

ENTRY REQUIREMENTS

To qualify for admission 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

This course may be offered on a part-time basis over 600 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
PMLDATA300A Process and record data	70
PMLTEST305A Perform aseptic techniques	40
RUV2104A Provide food and water for animals	30
RUV2105A Participate in workplace communications	20
RUV3301A Carry out institution containment and exclusion Procedures	40
RUV3302A Conduct euthanasia of research animals	40
RUV3303A Monitor and maintain animals health and wellbeing	50
RUV3304A Provide behavioural enrichment for research animals	40
RUV3305A Carry out simple breeding procedures	30
RUV3306A Work within an animal technology institution	50
RUV3307A Prepare for and monitor anaesthesia in animals	40

Elective Units of Study

A minimum of three units, selected by the student, with the approval of the head of department from:

PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLTEST300A	Perform basic tests	60
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST303A	Prepare working solutions	50
RTC3310A	Operate specialised machinery & equipment	60
RUV2603A	Assist with surgery preparations	40

or

Any other units of competency relevant to the Animal Care and management sector from:

- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook

CERTIFICATE III IN CAPTIVE ANIMALS

Course Code: RUV30204

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

To be advised.

SCOPE OF DELIVERY

Part-time, on campus.

COURSE OBJECTIVES

This course aims to provide training for people operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

ENTRY REQUIREMENTS

To qualify for admission 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

To be advised.

COURSE DURATION

This course may be offered on a part-time basis over 600 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
RUV3101A Carry out workplace OHS procedures	50
RUV3402A Work within a captive animal institution	60
RUV3403A Prepare and present information to the public	30
RUV3404A Assist with collection management	50
RUV3406A Prepare and maintain animal housing	50
RUV3408A Prepare animal diets and monitor feeding	50
RUV3409A Monitor and maintain animal health	60
RUV3410A Capture, restrain and assist in moving animals	60
RUV3412A Monitor animal reproduction	30
RUV3414A Identify behavioural needs and implement improved husbandry	30

Elective Units of Study

A minimum of two units, selected by the student, with the approval of the head of department from:

Unit of Study Code	Hours
RUV3401A Rehabilitate and release native wildlife	50
RUV3405A Develop an institutional husbandry manual	20
RUV3407A Maintain exhibits and assist with their design	50
RUV3411A Care for young animals	30
RUV3413A Condition animals	40
RTD3125A Respond to wildlife emergencies	70

or

Any other units of competency relevant to the Animal Care and management sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook

CERTIFICATE III IN COMPANION ANIMAL SERVICES

Course Code: RUV30304

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Animal carer, pet shop assistant.

SCOPE OF DELIVERY

Part-time, on-campus.

COURSE OBJECTIVES

This course aims to provide training for people working as an assistant within a companion animal organisation.

ENTRY REQUIREMENTS

To qualify for admission 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

This course may be offered part-time over 550 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
RUV2101A	Work in the animal care industry	20
RUV2102A	Follow OHS procedures in an animal care environment	40
RUV2103A	Assist with general animal care	80
RUV2104A	Provide food and water for animals	30
RUV2105A	Participate in workplace communications	20
RUV2107A	Provide basic first aid for animals	30
RUV3101A	Carry out workplace OHS procedures	50
RUV3503A	Work effectively in the companion animal industry	40
RUV3504A	Monitor and maintain health of companion animals	60

Elective Units of Study

A minimum of four units approved by the Head of Department from:

RUV3501A	Provide advice on companion animal selection and general care	50
RUV3502A	Provide advice on selection and care of aquatic animals	30
RUV3505A	Provide enrichment for companion animals	30
RUV3506A	Capture, handle and transport companion animals	30
RUV3507A	Carry out companion animal breeding procedures	50
RUV3508A	Prepare companion animal diets and monitor ding	40
RUV3509A	Maintain aquascapes and aquatic animals	30

and a minimum of three units approved by the Head of Department, relevant to the Companion Animal sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook

CERTIFICATE IV IN VETERINARY NURSING

Course Code: RUV40404

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Veterinary nurse

SCOPE OF DELIVERY

Continuing students only.

COURSE OBJECTIVE

This course aims to provide training to the level required for people operating as veterinary nurses within veterinary clinics.

ENTRY REQUIREMENTS

To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also have paid employment in a vet clinic for at least 2 days per week.

Recognition of prior learning may be available based on 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 applicant, applicants must be working in a veterinary clinic.

COURSE DURATION

This course is offered on a part-time basis over 1050 nominal hours

COURSE STRUCTURE

The course requires the completion of 21 units (comprising 9 core, 8 specialisation and 4 electives).

Core Units of Study

Unit of Study Code		Hours
RUV2101A	Work in the animal care industry	20
RUV2102A	Follow OHS procedures in an animal care environment	40
RUV2103A	Assist with general animal care	80
RUV2104A	Provide food and water for animals	30
RUV2105A	Participate in workplace communications	20
RUV2601A	Carry out veterinary reception duties	30
RUV2602A	Carry out daily clinic routines	40
RUV2603A	Assist with surgery preparations	40
RUV4601A	Coordinate patient admission and discharge	40
RUV4602A	Apply radiograph routines	70
RUV4603A	Perform clinic pathology procedures	70
RUV4604A	Perform clinic office procedures	30
RUV4605A	Carry out surgical nursing routines	80
RUV4606A	Nurse animals	80
RUV4607A	Carry out medical nursing routines	30
RUV4608A	Coordinate and perform theatre routines	40
RUV4609A	Provide specific animal care advice	120
RUV4610A	Carry out veterinary dental nursing procedures	40

Elective Units of Study

A minimum of three units, selected by the student, with the approval of the head of department from:

Unit of Study Code		Hours
RUV4611A	Prepare, deliver and review animal care education programs	50
RUV4612A	Coordinate clinic promotional activities	50
RUV4613A	Develop & implement specific clinic policies	50

or

Any other units of competency relevant to the Veterinary Nursing sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.

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

DIPLOMA OF ANIMAL TECHNOLOGY

Course Code: RUV50104

COURSE LOCATION
Werribee.

CAREER OPPORTUNITIES

Senior Technical Officer, Animal House Manager.

SCOPE OF DELIVERY

Full-time for one year and part-time for 2 years or part-time for four years.

COURSE OBJECTIVE

This course aims to provide training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment

ENTRY REQUIREMENTS

To qualify for admission 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 for full-time study should apply through VTAC, applicants for part-time study should submit a direct application.

COURSE DURATION

This course is offered on a part-time basis over 1115 nominal hours

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	Hours
BSBSBM407A	40
PMLDATA300A	70
PMLTEST305A	40
RUV2104A	30
RUV2105A	20
RUV3301A	40
RUV3302A	40
RUV3303A	50
RUV3304A	40
RUV3305A	30
RUV3306A	50
RUV3307A	40
RUV5301A	40
RUV5302A	80
RUV5303A	40
RUV5304A	20
RUV5305A	80

RUV5306A	Plan an animal technology facility	60
RUV5307A	Manage laboratory procedures	100
RUV5308A	Administer anaesthesia and perform surgery on animals for scientific purposes	60

Elective Units of Study

A minimum of two units, selected by the student, with the approval of the Head of Department relevant to the Animal Technology sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN CONSERVATION AND LAND MANAGEMENT

Course Code: RTD10102

COURSE LOCATION
Werribee.

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 of study

Unit of Study Code	
RTC1801A	Prepare for work

(b) Five units comprising:

- Four units selected from Group B; and
- 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 Unit of Study Details section of this Handbook.

CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT

Course Code: RTD20102

COURSE LOCATION

Werribee.

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**(a) Compulsory units of study**

Unit of Study 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 Unit of Study Details section of this Handbook.

CERTIFICATE III IN CONSERVATION AND LAND MANAGEMENT

Course Code: RTD30102

COURSE LOCATION

Werribee.

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 of study**

Unit of Study 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 Unit of Study Details section of this Handbook.

CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT

Course Code: RTD40102

COURSE LOCATION

Werribee.

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 over 2 semesters or part-time equivalent.

COURSE STRUCTURE

The structure of the course comprises twelve units of study from the following:

Group A Units of Study

Unit of Study Code		Hours
RTD4020A	Plan the implementation of revegetation works	80
RTD4402A	Define the pest problem in a local area	100
RTD4504A	Monitor biodiversity	100
RTD4507A	Produce maps for land management purposes	120

Group B Units of Study

BSZ404A	Train small groups	30
PUACOM012A	Liaise with media at a local level	20
RTC4702A	Minimise risks in the use of chemicals	60
RTD4403A	Develop a pest management action plan within a local area	100
RTD4407A	Investigate a reported pest treatment failure	60
THTPPD05B	Plan and develop interpretive activities	60

Group C

RTC5011A	Collect and classify plants	120
RTD5502A	Conduct field research into natural and cultural resources	200

or

- (i) any other relevant units of study at AQF level 3, 4, or 5 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
- (ii) the relevant units of study at AQF level 3, 4, or 5 within any other nationally endorsed Training Package.

All units of study are selected by the student with the approval of the Head of Department. All Group A and Group B units of study are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

DIPLOMA OF CONSERVATION AND LAND MANAGEMENT

Course Code: RTD50102

COURSE LOCATION

Werribee.

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

Course Code: RTD60102

COURSE LOCATION

Werribee.

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 Unit of Study Details section of this Handbook.

CERTIFICATE III IN LABORATORY SKILLS

Course Code: PML 30104

COURSE LOCATION

Footscray Nicholson and Werribee Campuses.

CAREER OPPORTUNITIES

Recognised industry base qualification for laboratory personnel. Pathway into science courses at Certificate IV or Diploma or Laboratory courses at Diploma level in TAFE.

SCOPE OF DELIVERY

This course is offered on a full-time basis over six months or part-time equivalent.

COURSE OBJECTIVE

To provide a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. To provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health & safety.

ENTRY REQUIREMENTS

To qualify for admission to this 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

Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy literacy assessment.

COURSE DURATION

This course may be offered on a full-time or part-time basis over 480 hours.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal Hours
PMLCOM300B	Communicate with other people	40
PMLDATA200A	Record and present data	40
PMLOHS302A	Participate in laboratory/field workplace safety	40
PMLORG301A	Plan and conduct laboratory/field work	40
PMLQUAL300B	Contribute to the achievement of quality objectives	30

Elective Units of Study

PMLMAIN300B	Maintain the laboratory fit for purpose	30
PMLSAMP302A	Receive and prepare samples for testing	30
PMLTEST300B	Perform basic tests	60
PMLTEST304B	Prepare culture media	30
PMLTEST305B	Perform aseptic techniques	40
PMLTEST308A	Perform microscopic examination	40
PMLCAL400A	Perform standard calibrations	50
PMLQUAL301B	Apply critical control point requirements	40
PMLORG400A	Prepare practical science classes and demonstrations	60

Students are required to complete five units of study plus seven elective units of study. These elective units must include a minimum of four (4) units from the PML 300 series, including at least one of the PML TEST300 or SCIG300* series units, a maximum of two units from the PML 200 series; a maximum of two units from the PML 400 series; and a maximum of two relevant units from other endorsed Training Packages.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF LABORATORY TECHNOLOGY

Course Code: PML50104

COURSE LOCATION

Footscray Nicholson and Werribee (part-time) campuses.

CAREER OPPORTUNITIES

This course is suitable for people seeking employment in a laboratory setting as Technical officers, laboratory technicians, analysts etc.

SCOPE OF DELIVERY

This course is offered on a full-time basis over 2 years or part-time equivalent.

COURSE OBJECTIVE

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological, environmental or pathology science laboratory setting.

ENTRY REQUIREMENTS

Successful completion of an approved course of study at Year 12 level or equivalent, with studies in English, Biology and preferably Chemistry or be mature age and assessed 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

This course may be offered on a full-time basis over 1670 hours or part-time equivalent.

SELECTION PROCEDURES / SELECTION CRITERIA

Non-Exit VCE: Lodgement of a timely Direct Application form, to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment. Exit VCE: Through VTAC.

COURSE DURATION

This course may be offered on a full-time basis over 1670 hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Nominal Hours
PMLCOM300B	Communicate with other people	40
PMLDATA400A	Process and interpret data	70
PMLOHS400A	Maintain laboratory/field workplace safety	50
PMLORG301A	Plan and conduct laboratory/field work	40
PMLQUAL401B	Apply quality system and continuous improvement processes	80
PMLCOM500B	Provide information to customers	30
PMLDATA500B	Analyse data and report results *	80
PMLDATA501B	Use laboratory application software	60

* = prerequisite PMLDATA400A – Process and interpret data

Elective Units of Study**Biological & Environmental Stream**

Twelve elective units as listed in the Laboratory Operations Training Package PML04.

PMLTEST305A	Perform aseptic techniques	40
PMLTEST308A	Perform microscopic examination	40
PMLTEST310A	Perform histological procedures	40
PMLTEST402B	Prepare, standardise and use solutions	100
PMLTEST404A	Perform chemical tests and procedures	100
PMLTEST407A*	Perform biological procedures	130
PMLTEST408A	Undertake environmental field-based monitoring	80
PMLTEST501B*	Perform microbiological tests	140
PMLTEST503B*	Perform histological tests	150
PMLTEST512A*	Apply electrophoretic techniques	100
PMLTEST513A*	Apply routine chromatographic techniques	120
PMLTEST524A*	Apply routine spectrometric techniques	150

Biotechnology Stream

Twelve elective units as listed in the Laboratory Operations Training Package PML04.

PMLTEST305B	Perform aseptic techniques	40
PMLTEST308A	Perform microscopic examination	40
PMLTEST402B	Prepare, standardise and use solutions	100
PMLTEST404A	Perform chemical tests and procedures	100
PMLTEST407A*	Perform biological procedures	130
PMLTEST412A*	Prepare tissue and cell cultures	50
PMLTEST501B*	Perform microbiological tests	140
PMLTEST512A*	Apply electrophoretic techniques	100
PMLTEST513A*	Apply routine chromatographic techniques	120
PMLTEST517A*	Perform tissue and cell culture techniques	100
PMLTEST518A*	Perform molecular biology tests/procedures	150
PMLTEST524A*	Apply routine spectrometric techniques	150

Pathology Testing Stream

Twelve elective units as listed in the Laboratory Operations Training Package PML04.

PMLTEST305A	Perform aseptic techniques	40
PMLTEST308A	Perform microscopic examination	40
PMLTEST310A	Perform histological procedures	40
PMLTEST402B	Prepare, standardise and use solutions	100
PMLTEST404A	Perform chemical tests and procedures	100
PMLTEST407A*	Perform biological procedures	130
PMLTEST501B*	Perform microbiological tests	140
PMLTEST502B*	Perform haematological tests	130
PMLTEST503B*	Perform histological tests	150
PMLTEST504B*	Perform chemical pathology tests	130
PMLTEST512A*	Apply electrophoretic techniques	100
PMLTEST513A*	Apply routine chromatographic techniques	120

Students are required to complete a total of twenty (20) units of competency including all eight (8) core units and twelve (12) elective units. These elective units must consist of a minimum of five (5) units from the PML500 series, a maximum of three (3) units from the PML300 series, a maximum of five (5) units from the PML400 series and a maximum of two (2) units from the PML600 or PML700 series. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN LOCAL GOVERNMENT

Course Code: LGA30104

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government.

SCOPE OF DELIVERY

Workplace.

COURSE OBJECTIVES

The Certificate III in Local Government reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints. (LGA04, ANTA, 2004).

ENTRY REQUIREMENTS

The program is intended for existing employees and trainees working in Local Government who can demonstrate to their employer and to the Head of Department that they are capable of successfully completing the qualification.

SELECTION PROCEDURES

To be advised.

COURSE DURATION

Purchasing Guide nominal hours 440–520. Full-time Trainees – up to 18 months maximum, Part-time Trainees – up to 36 months maximum.

COURSE STRUCTURE**Common Units of Study:**

A minimum of 5 units from those listed below. It is compulsory that LGACORE102B be included in the selection if it has not been previously undertaken. It is recommended that LGACORE104B also be included in the selection if it has not been previously undertaken.

Unit of Study Code	Hours
LGACORE101B	Access learning and career development opportunities 40
LGACORE102B	Follow defined OHS policies and procedures 30
LGACORE103B	Provide service to local government customers 20
LGACORE104B	Work effectively in local government 60
LGACORE105B	Work with others in local government 40
LGAGOVA303B	Co-ordinate production of communication materials 60
LGACOMP007A	Participate in policy development 30
LGACOMP008A	Apply conflict resolution strategies 40
LGACOMP009A	Implement effective communication techniques 40

Elective Units of Study

Seven units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MEAT PROCESSING (LEADERSHIP)

Course Code: MTM40100

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Manager.

SCOPE OF DELIVERY

To be advised.

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

To be advised.

COURSE DURATION

The course is offered on a part time basis over 500-700 nominal hours.

COURSE STRUCTURE**Core Units of Study (300 nominal hours)**

Unit of Study Code	
MTMCOR401A	Manage own work performance
MTMCOR402A	Facilitate quality assurance process
MTMMP1B	Maintain personal equipment
MTMMP2B	Apply hygiene and sanitation practices
MTMMP3B	Apply quality assurance practices
MTMMP4B	Follow safe work policies and procedures
MTMMP5B	Communicate in the workplace
MTMMP6B	Overview the meat industry
MTMMP70B	Participate in occupational health & safety risk control process
MTMMP72B	Facilitate hygiene and sanitation performance; and

Elective Units of Study

Units together totalling eight selected by the student, with the approval of the Head of Department, having regard to the relevant units in any relevant training packages endorsed by the Australian National Training Authority, which selections must include units together totalling at least seven from:

- MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001, and
- MTM00 Australian Meat Industry Training Package, Victorian Implementation Guide, Version 2, DEET 2001, and of which eight selections –
 - (i) a minimum of seven units must be from the Leadership units listed, in the abovementioned Training Authority MTM00 Training Package, at Australian Qualifications Framework Level 4, and a maximum of one unit may be at Australian Qualifications Framework Level 4 or Level 5.

CERTIFICATE IV IN MEAT PROCESSING (QUALITY ASSURANCE)

Course Code: MTM40300

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Quality assurance officer or manager in a meat processing enterprise.

SCOPE OF DELIVERY

Continuing students only. 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 of Study (280 nominal hours)**

Unit of Study 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 of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF MEAT PROCESSING

Course Code: MTM50100

COURSE LOCATION

To be advised.

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 of Study

Unit of Study Code	Hours
MTMMP2B	40
MTMMP3B	40
MTMMP4B	40
MTMMP5B	40
MTMMP70B	20
MTMCOR402A	30
MTMMP72B	30
MTMCOR401A	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 of study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF MEAT PROCESSING

Course Code: MTM60100

COURSE LOCATION

To be advised.

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

Core Units of Study

Unit of Study Code	Hours
MTMMP2B	40
MTMMP3B	40
MTMMP4B	40
MTMMP5B	40
MTMMP70B	20
MTMCOR402A	30
MTMMP72B	30
MTMCOR401A	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 of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE I IN FOOD PROCESSING

Course Code: FDF10103

COURSE LOCATION

On-site.

CAREER OPPORTUNITIES

Machine Operator.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

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 full-time basis over a minimum of 220 nominal hours, or part-time equivalent. Course

COURSE STRUCTURE

The course consists of core, optional and specialist units.

Core Units of Study

Unit of Study Code		Hours
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20

Elective Units of Study

A minimum of four units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN FOOD PROCESSING

Course Code: FDF20103

COURSE LOCATION

On-site.

CAREER OPPORTUNITIES

Production Operator.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

This is an entry-level course for those employed or seeking employment as a production operator in a food processing plant.

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 full-time basis over a minimum of 500 nominal hours, or part-time equivalent.

COURSE STRUCTURE

The course consists of core, optional and specialist units.

Core Units of Study

Unit of Study Code		Hours
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective Units of Study

A minimum of seven units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN FOOD PROCESSING

Course Code: FDF30103

COURSE LOCATION

On-site.

CAREER OPPORTUNITIES

Machine Operator.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

This course provides the knowledge and skills required of those employed or seeking employment as an advanced operator in a food processing plant.

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 full-time basis over a minimum of 660 nominal hours, or part-time equivalent.

COURSE STRUCTURE

The course consists of core, optional and specialist units.

Core Units of Study

Unit of Study Code		Hours
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective Units of Study

A minimum of nine units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN FOOD PROCESSING

Course Code: FDF40103

COURSE LOCATION

On-site.

CAREER OPPORTUNITIES

Machine Operator.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

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 full-time basis over a minimum of 1090 nominal hours, or part-time equivalent.

COURSE STRUCTURE

The course consists of core, optional and specialist units.

Core Units of Study

Unit of Study Code		Hours
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective Units of Study

A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF FOOD PROCESSING

Course Code: FDF50103

COURSE LOCATION

On-site.

CAREER OPPORTUNITIES

Production Manager.

SCOPE OF DELIVERY

Industry.

COURSE OBJECTIVES

The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

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 full-time basis over a minimum of 1530 nominal hours, or part-time equivalent.

COURSE STRUCTURE

The course consists of core, optional and specialist units.

Core Units of Study

Unit of Study Code		Hours
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective Units of Study

A minimum of twenty five units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (HOSPITAL/COMMUNITY HEALTH PHARMACY ASSISTANCE)

Course Code: HLT31402

COURSE LOCATION

Industry based.

CAREER OPPORTUNITIES

Assistant to a pharmacist in a hospital or community health setting.

SCOPE OF DELIVERY

Flexible Delivery.

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. Applicants must also be working in a hospital/community pharmacy department

SELECTION PROCEDURE/SELECTION CRITERIA

Should be working in a hospital or community health setting.

COURSE DURATION

The course is offered on a part-time basis over 395 nominal hours.

COURSE STRUCTURE**Core Units of Study**

Unit of Study 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
HLTN1A	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 descriptors are listed under the Unit of Study Details section of this Handbook.

OCCUPATIONAL HEALTH & SAFETY

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB41604 Certificate IV

Course Code: BSB51604 Diploma

Course Code: BSB61004 Advanced Diploma

COURSE LOCATION

Werribee.

CAREER OPPORTUNITIES

Occupational Health and Safety representative.

SCOPE OF DELIVERY

Part-time, on campus.

For further details on these courses, contact the Department of Science and Biotechnology on 9919 8139.

CERTIFICATE II IN RACING (STABLEHAND)

Course Code: RGR20102

COURSE LOCATION

To be advised.

CAREER OPPORTUNITIES

Stablehand.

SCOPE OF DELIVERY

To be advised.

COURSE OBJECTIVES

The course aims to provide participants with the skills and knowledge required to function effectively in the role of a Stablehand in a Thoroughbred or Harness Racing stable.

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

To be advised by department.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 330 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
RGRH206A	Apply occupational Health and Safety procedures in horse codes	50
RGRH207A	Handle horses safely	80
RGRH208A	Work effectively in the thoroughbred or standardbred code of racing industry	60
RGRH209A	Care for horses	100

Elective Units of Study

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

RGRH205A	Perform basic riding or driving tasks	100
RGRH310A	Oversee safe handling of horses	40

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DEPARTMENT OF SOCIAL AND COMMUNITY STUDIES

The Department of Social and Community Studies–TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses.

The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support 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.

CHC30202	Certificate III in Home and Community Care
CHC30102	Certificate III in Aged Care Work
CHC40102	Certificate IV in Aged Care Work
CHC40202	Certificate IV in Service Co-ordination (Ageing and Disability)
CHC30302	Certificate III in Disability Work
CHC40302	Certificate IV in Disability Work
CHC60102	Advanced Diploma of Disability Work
CHC41702	Certificate IV in Alcohol and Other Drugs Work
CHC51102	Diploma of Alcohol and Other Drugs Work
21212VIC	Certificate IV in Justice
21213VIC	Diploma of Justice
21214VIC	Advanced Diploma of Justice
CHC41602	Certificate IV in Community Services (Lifestyle and Leisure)
CHC50802	Diploma of Community Services (Lifestyle and Leisure)
CHC41502	Certificate IV in Marriage Celebrancy
CHC30802	Certificate III in Community Services Work
CHC50702	Diploma of Community Welfare Work
CHC30602	Certificate III in Youth Work
CHC40602	Certificate IV in Youth Work
CHC50502	Diploma of Youth Work
3113QB0104	Foundations of Counselling
HLT31902	Certificate III in Ambulance Communications (Call Taking)
HLT30202	Certificate III in Non-emergency Patient Transport
HLT41002	Certificate IV in Basic Emergency Care
HLT41102	Certificate IV in Ambulance Communications (Despatch)
HLT50402	Diploma of Paramedical Science (Ambulance)

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 HOME AND COMMUNITY CARE

Course Code: CHC30202

COURSE LOCATION

Footscray Nicholson, Werribee and Industry.

CAREER OPPORTUNITIES

This course is for people wishing to provide care for people living in their own homes.

SCOPE OF DELIVERY

Part-time. At this stage, this course is currently delivered to industry groups only.

COURSE OBJECTIVE

The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

ENTRY REQUIREMENTS

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector and able to undertake manual handling duties, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete 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

Group interview sessions are conducted.

COURSE DURATION

This course may be offered on a full-time basis over a minimum of 495 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
CHCAC3C	Orientation to aged care work	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCCOM2B	Communicate appropriately with clients & colleagues	20
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCDIS1C	Orientation to disability work	50
or		
CHCDIS10B	Provide care and support	50
CHCHC301A	Work effectively in a home and community care environment	50
CHCHC302A	Provide personal care	50
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCOHS302A	Participate in safety procedures for direct care work	30

Elective Units of Study

At least five units selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

CHCAC1C	Provide support to an older person	50
CHCAC2C	Provide personal care	50
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC17A	Support the older person to maintain their independence	20

CHCAOD4B	Support people with alcohol and/or other drugs issues	70
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS304A	Assist with self medication	40
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS9A	Provide support services to clients	50
CHCDIS2C	Maintain an environment designed to empower people with disabilities	90
CHCDIS3C	Provide services to people with disabilities	50
CHCGROUP2C	Support group activities	20
HLTCSD3A	Prepare and maintain beds	15
HLTCSD7A	Care for home environment of clients	20
HLTCSD8A	Transport clients/ patients	20
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
HLTFS5A	Perform kitchenware washing	10
HLTFS7A	Follow basic food safety practices	20
HLTFS8A	Transport food	20
HLTGM1A	Perform routine servicing of plant, equipment and machinery	20
HLTGM2A	Use hand and power tools	20
HLTGM3A	Perform minor general maintenance	20
HLHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20
HLTMS2A	Provide personal laundry service to clients, patients and others	20
HLTMS5A	Perform general housekeeping duties to maintain clean environment	30

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN AGED CARE WORK

Course Code: CHC30102

COURSE LOCATION

Footscray Nicholson, Werribee and Industry.

CAREER OPPORTUNITIES

Aged Care Worker providing personal care in Residential care facilities.

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVE

The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

ENTRY REQUIREMENTS

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector, be able to undertake manual handling duties and demonstrate to satisfaction of the Head of Department, their ability to complete 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

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 may be offered on a full-time basis over a minimum of 470 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
CHCAC1C	Provide support to an older person	50
CHCAC2C	Provide personal care	50
CHCAC3C	Orientation to aged care work	50
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCOHS302A	Participate in safety procedures for direct care work	30
CHCORG3B	Participate in the work environment	20

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at

Certificate III:

Unit of Study Code		Hours
CHCAC4B	Assist in the provision of an appropriate environment	50
CHCAC16A	Provide food services	20
CHCAC17A	Support the older person to maintain their independence	20
CHCAD1C	Advocate for clients	20
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCGROUP2C	Support group activities	20
CHCORG22A	Contribute to service delivery strategy	40
HLTCSD3A	Prepare and maintain beds	15
HLTCSD6A	Respond effectively to difficult or challenging behaviour	20
HLTCSD7A	Care for home environment of clients	20
HLTCSD8A	Transport clients/ patients	20
HLTFA1A	Apply basic First Aid	10
HLTGM1A	Perform routine servicing of plant, equipment and machinery	20
HLTGM2A	Use hand and power tools	20
HLTGM3A	Perform minor general maintenance	20
HLHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20
HLTMS1A	Collect and maintain linen stocks at user locations	15
HLTMS2A	Provide personal laundry service to clients, patients and others	20
HLTMS5A	Perform general housekeeping duties to maintain clean environment	30
HLTMS6A	Perform general cleaning tasks in a clinical setting	15
HLTMS8A	Handling waste in a health care environment	20

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN AGED CARE WORK

Course Code: CHC40102

COURSE LOCATION

Footscray Nicholson, Werribee and Industry.

CAREER OPPORTUNITIES

Supervisor, team leader of Aged Care facility.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVES

The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.

ENTRY REQUIREMENTS

To qualify for admission students must currently hold Certificate III in Aged Care, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on in a supervisory role in the Aged Care sector and have a minimum two years experience in the aged care sector.

Recognition of prior learning may be available based on 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

Group interview sessions are conducted.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 690 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC7C	Plan and monitor service delivery plans	100
CHCAC12C	Provide services to an older person with complex needs	90
CHCADMIN3B	Undertake administrative work	50
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS2C	Deliver and develop client services	50
CHCCS301A	Work within a legal and ethical framework	50
CHCGROUP3C	Plan and conduct group activities	50
CHCINF2B	Maintain organisation's information systems	40
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCORG5B	Maintain an effective work environment	50

Elective Units of Study

At least three units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV:

Unit of Study Code		Hours
BSZ404A	Train small groups	30
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCAD1C	Advocate for clients	20
CHCCD1B	Support community participation	50
CHCCD2B	Provide community education projects	70
CHCCD4B	Develop and implement community programs	150
CHCCD5B	Develop community resources	90
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40

CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCS409A	Meet the dietary and nutritional needs of clients in a culturally appropriate manner	50
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCPOL2A	Contribute to the policy development	50
CHCPOL3A	Undertake research activities	50
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRCCRO009A	Conduct a recreation program for older persons	30

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN SERVICE CO-ORDINATION (AGEING AND DISABILITY)

Course Code: CHC40202

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Team leader, Supervisor, Manager.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVES

The course is appropriate for workers in residential facilities and/ or community care agencies.

ENTRY REQUIREMENTS

To qualify for admission students must currently hold Certificate III in Aged Care or disability, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on in a supervisory role in the Aged Care or Disability sector and have a minimum two years experience in the either of those sectors.

Recognition of prior learning may be available based on 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 be advised.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 755 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCAC7C	Plan and monitor service delivery plans	100
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS3C	Co-ordinate the provision of services and programs	75
CHCCS12A	Develop a service delivery strategy	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCINF3B	Co-ordinate information systems	75
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCNET4A	Work with others	70

CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCORG23A	Co-ordinate work	60

Elective Units of Study

At least five units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

Unit of Study Code		Hours
CHCAD2B	Support the interests, rights and needs of clients within duty of care requirements	75
CHCADMIN3B	Undertake administrative work	50
CHCCD13B	Work within specific communities	70
CHCCD1B	Support community participation	50
CHCCD4B	Develop and implement community programs	150
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCDIS3C	Provide services to people with disabilities	50
CHCDIS4B	Design procedures for support	90
CHCDIS6C	Plan and implement community integration	90
CHCDIS7B	Design and adapt surroundings to group requirements	90
CHCGROUP3C	Plan and conduct group activities	50
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG5B	Maintain an effective work environment	50
HLTCSD6A	Respond effectively to difficult or challenging behaviour	20
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN DISABILITY WORK – TEACHERS AID

Course Code: CHC30302

COURSE LOCATION

Footscray Nicholson, City King.

CAREER OPPORTUNITIES

This course is for people wishing to pursue careers working with people who experience disability. It has a specific focus on working with children in an education setting.

SCOPE OF DELIVERY

Full-time and part-time equivalent.

COURSE OBJECTIVES

This course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.

ENTRY REQUIREMENTS

To qualify for admission students must be able to demonstrate effective communication skills plus an understanding of, and commitment to services for people with disabilities. All applicants are required to attend an interview. Applicants will be selected on the basis of:

- social awareness and commitment to working with people who experience disability;
- relevant paid or unpaid work experience and life experience;
- group, interpersonal skills;
- flexibility and openness;
- appropriate level of literacy and numeracy skills.

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

SELECTION PROCEDURES/SELECTION CRITERIA

All applicants are required to:

- attend a group/individual interview;
- complete a literacy assessment.

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 a minimum of 495 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCDIS12A	Provide care and support for students with severe physical disabilities	30
CHCDIS14A	Support students with additional needs in the classroom	30
CHCDIS18A	Support students with special needs	50
CHCDIS1C	Orientation to disability work	50
CHCDIS2C	Maintain an environment designed to empower people with disabilities	90
CHCDIS5C	Contribute to positive learning	25
CHCOHS302A	Participate in safety procedures for direct care work	30
CHCORG3B	Participate in the work environment	20
HLTFA1A	Apply basic first aid	10

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN DISABILITY WORK

Course Code: CHC40302

COURSE LOCATION

Footscray Nicholson, City King and Industry.

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. Workers with this qualification report to service managers and may liaise with health professionals and other service agencies. They may work without direct supervision and may be required to supervise and/or co-ordinate a limited number of lower classified workers.

SCOPE OF DELIVERY

Full-time or part-time equivalent.

COURSE OBJECTIVE

The course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.

ENTRY REQUIREMENTS

To qualify for admission students must be able to demonstrate effective communication skills plus an understanding of, and commitment to services for people with disabilities. All applicants are required to attend an interview. Applicants will be selected on the basis of:

- Social awareness and commitment to working with people who experience disability
- Relevant paid or unpaid work experience and life experience
- Group, interpersonal skills
- Flexibility and openness
- Appropriate level of literacy and numeracy skills

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

SELECTION PROCEDURES/SELECTION CRITERIA

All applicants are required to:

- attend a group/individual interview
- complete a literacy assessment

Some agencies require that participants provide a police clearance before undertaking workplace training.

COURSE DURATION

This course may be offered on a full-time basis over a minimum of 650 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
CHCCOM3C	Utilise specialist communication skills to build strong relationships 50
CHCDIS1C	Orientation to disability work 50
CHCDIS2C	Maintain an environment designed to empower people with disabilities 90
CHCDIS3C	Provide services to people with disabilities 50
CHCDIS4B	Design procedures for support 90
CHCDIS6C	Plan and implement community integration 90
CHCCS301A	Work within a legal and ethical framework 50
CHCORG5B	Maintain an effective work environment 50
And one from each of the following pairs of units:	
CHCOHS302A	Participate in safety procedures for direct care work or 30

CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace 50
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers & co-workers OR 20
CHCCS405A	Work effectively with culturally diverse clients and co-workers 30

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

Unit of Study Code	Hours
BSBMGT609A	Manage risk 60
CHCAC12C	Provide services to an older person with complex needs 90
CHCAC15A	Provide care support which is responsive to the specific needs of dementia 60
CHCAC16A	Provide food services 20
CHCAD1C	Advocate for clients 20
CHCAD2B	Support the interests, rights and needs of clients within duty of care requirements 75
CHCADMIN3B	Undertake administrative work 50
CHCADMIN5A	Work within the administration protocols of the organisation 75
CHCAOD2B	Orientation to alcohol and other drugs work 50
CHCCD12C	Apply a community development framework 50
CHCCS2C	Deliver and develop client services 50
CHCCS6B	Assess and deliver services to clients with complex needs 50
CHCCS9A	Provide support services to clients 50
CHCCS303A	Provide physical assistance with medication 50
CHCCS304A	Assist with self medication 40
CHCCS402A	Respond holistically to client issues 75
CHCCS409A	Meet the dietary and nutritional needs of clients in a culturally appropriate manner 50
CHCDIS5C	Contribute to positive learning 50
CHCDIS7B	Design and adapt surroundings to group requirements 90
CHCDIS8B	Support people with disabilities as workers OR 50
CHCORG29A	Provide coaching and motivation 70
CHCDIS9B	Maximise participation in the workforce for people with a disability OR 50
CHCES406A	Provide job search support 50
CHCDIS13A	Support older person with disabilities 50
CHCDIS16A	Provide advanced behaviour support 90
CHCGROUP3C	Plan and conduct group activities 50
CHCMH1B	Orientation to mental health work 50
CHCNET4A	Work with others 70
CHCRF2A	Provide intervention support to children and families 70
CHCRH2A	Leisure and health programming 70
CHCRH3B	Develop leisure and health programs for clients with special needs 90
CHCRH4A	Co-ordinate, implement and monitor leisure and health programs 90
HLTFA1A	Apply basic First Aid 10
HLTFA2A	Apply advanced First Aid 30
SRCCRO010A	Conduct a recreational program for people with a disability 30

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

ADVANCED DIPLOMA OF DISABILITY WORK

Course Code: CHC60102

COURSE LOCATION

Footscray Nicholson, Industry.

CAREER OPPORTUNITIES

This course is suited to those who wish to pursue a career working in Human Services/Disability/ Community Work Sector

Workers at this level may operate at an advanced skills level to provide specialist services; act as a resource for other workers; provide professional supervision of staff including volunteers; work intensively with clients; work with clients with complex needs; co-ordinate work programs; supervise accommodation service delivery and manage services.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

This course aims to provide participants with the high level skills and knowledge required to deliver & manage services for people who experience disability .

SELECTION PROCEDURES/SELECTION CRITERIA

To qualify for admission students must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to be able to communicate effectively. All applicants are required to attend an interview. Applicants selected on the basis of;

- Social awareness and commitment to working with people
- Relevant paid work experience in the sector that includes the self directed application of knowledge with substantial depth in the exercise of independent judgement & decision making
- Group, interpersonal skills
- Flexibility and openness
- Appropriate level of literacy and numeracy skills

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

Intending applicants must apply through VTAC, complete a TAFE Supplementary Application Form and attend an interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

COURSE DURATION

This course is offered on a full-time basis over a minimum of 1592 hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
BSBMGT505A	60
CHCAD3A	90
CHCADMIN4B	90
CHCCS4C	90
CHCCS7C	90
CHCDIS11B	150
CHCINF4B	75
CHCNET3B	75
CHCORG7B	75
CHCORG8C	75
CHCORG10B	150
CHCORG11B	90

CHCORG19B	Develop and maintain the quality of service outcomes	90
CHCORG20B	Promote and represent the service	90
CHCORG28A	Reflect and improve upon professional practice	120
and either:		
CHCCOM4B	Develop, implement and promote effective communications techniques (compulsory for management stream)	75
or		
CHCCOM3C	Utilise specialist communication skills to build strong relationships (compulsory for practitioner stream)	50

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Advanced Diploma level. Depending on the focus of the job role, electives may include:

Practitioner Stream

Unit of Study Code	Hours
CHCCM5B	90
CHCCS402A	75
CHCCS601A	75
CHCCS602A	75
CHCCW13B	75
CHCCWI4A	90
CHCDIS16A	90
CHCIC12C	40
CHCMH1B	50
CHCORG27A	60
SRXTEM003A	7

Management Stream

BSBMGT603A	60
BSBMGT604A	60
BSBMGT608A	60
CHCINF6B	90
CHCORG9B	90
CHCORG26A	150
CHCORG27A	60
CHCPOL7A	90
PSPMNGT605A	40

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC41702

COURSE LOCATION

Footscray Park.

CAREER OPPORTUNITIES

Alcohol and other drug rehabilitation workers, outreach.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVES

This course covers workers who provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

ENTRY REQUIREMENTS

To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete 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 is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 715 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCAOD2B	Orientation to the alcohol & other drugs work	50
CHCAOD6B	Work with clients who are intoxicated	50
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues	150
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse units and co-workers	30
CHCNET4A	Work with others	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCORG5B	Maintain an effective work environment	50

Elective Units of Study

At least two units selected from the following:

CHCAOD10A	Work with clients who have alcohol and/or other drugs issues	75
CHCAOD9C	Provide alcohol and/or other drug withdrawal services	150
CHCCM2C	Establish and monitor a case plan	50
CHCCS403A	Provide brief intervention	75
CHCHPROM1A	Share health information	50
CHCMH8A	Provide interventions to meet the needs of consumers with mental health and AOD issues	90
HLTFA1A	Apply basic First Aid	10

and/or (depending on jurisdiction)

HLTFA2A Apply advanced First Aid 30

At least one unit selected from the following:

BSBCMN206A	Process and maintain workplace information	
CHCAOD7B	Provide needle exchange services	50
CHCCD4B	Develop and implement community programs	150
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS406A	Provide education and support on health, wellbeing and parenting	75
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide	150
CHCCS9A	Provide support services to clients	50
CHCHPROM2A	Implement health promotion and community intervention	75
CHCMH1B	Orientation to mental health work	50
CHCRF2A	Provide intervention support to children and families	70
CHCYTH10A	Work effectively with the families of young people	50

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC51102

COURSE LOCATION

Footscray Park.

CAREER OPPORTUNITIES

Alcohol and other drug rehabilitation workers, outreach.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

This course applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy and education/health promotion services.

ENTRY REQUIREMENTS

To qualify for admission students must be currently employed in the drug and alcohol sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete 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 is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

COURSE DURATION

This course is offered on a full-time basis over a minimum of 1082 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCAD1C	Advocate for clients	20
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues	150
CHCAOD10A	Work with clients who have alcohol and/or other drugs issues	75
CHCAOD11A	Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues	90
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS1B	Deliver and monitor services to clients	20
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCW13B	Work with clients intensively	75
CHCNET4A	Work with others	70
CHCORG28A	Reflect & improve upon professional practice	120
And one of the following		
CHCOHS301A	Participate in workplace safety procedures	30
or		
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50

Elective Units of Study

At least five units, selected by the student with the approval of the Head of Department, three (3) units may be selected from the following list or from other Community Services Training Package units available at this or higher levels. Two (2) units may be selected from the following list or from other relevant training package units available at Diploma level:

Unit of Study Code		Hours	Qualifications Framework Level 6. This may be achieved by		
CHCAD3A	Undertake systems advocacy	90	successfully completing a year 12 or a TAFE course. Year 12		
CHCAD4A	Provide advocacy and representation	90	students must apply through VTAC. Applicants need to have studied		
CHCAOD9C	Provide alcohol and/or other drug withdrawal services	150	arts type subjects, such as Legal Studies, History, English Literature		
CHCCD2B	Provide community education projects	70	and/or Social Science. Mature aged adult learner provisions apply.		
CHCCM3B	Develop, facilitate and monitor all aspects of case management	75	These applicants may apply directly to Victoria University of		
CHCCM4B	Promote high quality case management	90	Technology. All students must complete a supplementary form.		
CHCCS3C	Co-ordinate the provision of services and programs	75	Recognition of prior learning may be available based on skills and		
CHCCS403A	Provide brief intervention	75	knowledge acquired by the applicant through previous study, as in		
CHCCSL601A	Work within a structured counselling process	90	articulation, informal or formal learning or from work and/or life		
CHCCSL602A	Facilitate the counselling relationship	120	experience.		
CHCCSL603A	Provide support for clients implementing a course of action	120	SELECTION PROCEDURES/SELECTION CRITERIA		
CHCCSL604A	Reflect and improve upon counselling skills	90	Applicants are required to complete a TAFE Supplementary		
CHCDFV5B	Counsel clients affected by domestic and family violence	70	Application form.		
CHCHPROM2A	Implement health promotion and community intervention	75	COURSE DURATION		
CHCINF5B	Meet statutory and organisational information requirements	90	The Advanced Diploma of Justice 21214VIC requires two years full-		
CHCMH7A	Provide, with consumers, support and interventions to meet the needs of carers and families	90	time study (1329 nominal hours) or part-time equivalent. The		
CHCMH8A	Provide interventions to meet the needs of Consumers with mental health and AOD issues	90	Diploma of Justice 21213VIC may be offered on a full-time basis		
CHCORG11B	Lead and develop others	90	over 1075 nominal hours or part-time equivalent. The Certificate IV		
CHCORG25B	Recruit and co-ordinate volunteers	70	in Justice 21214VIC may be offered on a full-time basis over 650		
CHCORG27A	Provide mentoring support to colleagues	60	nominal hours or part-time equivalent.		
CHCYTH10A	Work effectively with the families of young people	50	COURSE STRUCTURE		
SRXTEM003A	Work autonomously	7	Certificate IV in Justice 21212VIC		
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.			Students must successfully complete the following core units of study		
			and two elective units of study.		
			Core Units of Study		
			Unit of Study 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 units of study selected by the student, with the approval of the Head of Department, having regard to the list of relevant units of study specified in – National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer unit of study bank, ACTRAC, published 1996.		
			Elective Units of Study		
			Unit of Study Code		Hours
			VAK060	Customs	54
			VAL651	Sheriff: Authority and Functions	54
			VBK296	Municipal Law Enforcement	54
			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
			VBK301	Correctional Systems	54
			VBK304	Contemporary Policing	54
			* These units of study must be taken together		
			Diploma of Justice 21213VIC		
			Students must successfully complete the core and elective units of study for Certificate IV in Justice 21212VIC plus the following core units of study and two additional electives		

Core Units of Study

Unit of Study Code		Hours
VAK327	Work Environment – Staffing	38
VAL689	Sociology	68
VBK282	Legal Aspects 3 for Justice Studies	75
VBK284	Criminology	68
VBK285	Justice Delivery	54
VBK289	Applied Psychology	68
VBK290	Cultural Diversity	54

Advanced Diploma of Justice 21214VIC

Students must successfully complete the core and elective units of study for the Diploma of Justice(21213VIC) and the following core units of study and one elective.

Core Units of Study

VAK602	Work Environment – Planning and Organising	38
VBK286	Juvenile Justice	54
VBK287	Crime Prevention	54
VBK295	Organisational Principles and Practices 2	54

Elective Units of Study

VAJ921	Consumer Law and Advocacy	54
VBK302	Human Rights	54
VBK303	Current Issues in Community Law	54
VBK305	Economics for Justice Studies	54

Elective units of study are selected by the student with approval of the Head of Department.

Some descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN COMMUNITY SERVICES (LIFESTYLE AND LEISURE)

Course Code: CHC41602

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Diversional Therapist Assistant, Activities Coordinator.

SCOPE OF DELIVERY

Full-time or part-time.

COURSE OBJECTIVES

The course is appropriate for workers in residential facilities and/or in community agencies and day centres, under professional supervision within defined organisational guidelines or as sole practitioners.

ENTRY REQUIREMENTS

To qualify for admission it is preferred that applicants have completed either an aged care course at Australian Qualification Framework (AQF) level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview.

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

SELECTION PROCEDURES/SELECTION CRITERIA

Pre-selection group interviews.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 630 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50

CHCCS401A	Facilitate co-operative behaviour	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCRH1A	Orientation to work in the leisure and health industry	50
CHCRH2A	Leisure and health programming	70
CHCRH3A	Develop leisure and health programs for clients with special needs	90
CHCRH4A	Co-ordinate, implement and monitor leisure and health programs	90

and one of the following units:

CHCOHS301A	Participate in workplace safety procedures or	30
CHCOHS302A	Participate in safety procedures for direct care work	30

Elective Units of Study

Seven units, selected from the following, or from other Community Services Training Package units:

Group 1

CHCADMIN3B	Undertake administrative work	50
CHCCD12C	Apply a community development framework	50
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS3C	Co-ordinate the provision of services and programs	75
CHCCS402A	Respond holistically to client issues	75
CHCDIS16A	Provide advanced behaviour support	90
CHCGROUP3C	Plan and conduct group activities	50
CHCNET4A	Work with other services	70
CHCORG5B	Maintain an effective work environment	50
CHCORG25B	Recruit and co-ordinate volunteers	70
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRCRO001A	Assist with recreation games not requiring equipment	10
CHCCD4B	Develop and implement community programs	150
or		
SRCRCD007A	Develop recreation programs	20
BSBCMN206A	Process and maintain workplace information or	30
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40

Group 2 Aged Care

CHCAC3C	Orientation to aged care work	50
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
SRCRO009A	Conduct a recreation program for older persons	30

Group 3 Disability

CHCDIS1B	Orientation to disability work	50
CHCDIS6C	Plan and implement community integration	90
CHCDIS7B	Design and adapt surroundings to group requirements	90
SRCRCD006A	Implement community inclusion processes for people with a disability	20
SRCRO010A	Conduct a recreational program for people with a disability	30

Group 4 Mental Health

CHCCS9A	Provide support services to clients	50
CHCMH1B	Orientation to mental health work	50

Group 5 Alcohol and Other Drugs

CHCAOD2B	Orientation to the alcohol and other drugs	50
CHCAOD4B	Support people with alcohol and/or other drugs issues	70

Group 6 Youth

CHCYTH1C	Work effectively with young people	40
CHCYTH5C	Support youth programs	150

Group 7 Working with Specific Groups

CHCCS402A	Respond holistically to client issues	75
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal & Torres Strait Islander people	20

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF COMMUNITY SERVICES (LIFESTYLE AND LEISURE)

Course Code: CHC50802

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Workers in this occupational group work in residential facilities and/or in community agencies and day care centres. Work may be under professional supervision within defined organisational guidelines or as sole practitioners. These workers (assist in) design, implement and evaluate health and leisure for clients in one or more sector areas

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

To provide participants with the vocational education and skills required to pursue employment within the aged care or disability sector as a lifestyle and leisure worker.

ENTRY REQUIREMENTS

It is preferred that applicants have Certificate III in Aged Care or Certificate IV in Disability studies

All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete 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

To be advised.

COURSE DURATION

Part time, one day per week for two years. Delivery and assessment includes a 15 day placement in year one (includes 2 x 5 day intensive placement) and 30 day placement in year two.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	
CHCCD12C	Apply a Community Development Framework
CHCCOMB4B	Develop, implement and promote effective communication techniques
CHCCS401A	Facilitate co-operative behaviour
CHCCS402A	Respond holistically to client issues
CHCCS405A	Work effectively with culturally diverse clients and co-workers
CHCGROUP3C	Plan and conduct group activities
CHCOHS401A	Implement and monitor OHS policies and procedures
CHCORG28A	Reflect and Improve upon Professional Practice

CHCRH1A	Orientation to work in the Leisure and Health Industry
CHCRH2A	Leisure and Health Programming
CHCDIS1B	Orientation to disability work
CHCRH3A	Develop leisure and recreation programs for clients with special needs
CHCRH4A	Co-ordinate, implement and monitor leisure and health programs
CHCORG5B	Maintain and effective work environment
HLFFA2A	Apply Advanced First Aid
CHCAC15A	Provide care support

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN MARRIAGE CELEBRANCY

Course Code: CHC41502

COURSE LOCATION

City King, Footscray Nicholson and St Albans.

CAREER OPPORTUNITIES

Civil Marriage Celebrant

SCOPE OF DELIVERY

Part-time.

COURSE OBJECTIVES

This course covers the responsibilities of marriage celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contract, administration and demonstrating high level communication skills.

ENTRY REQUIREMENTS

To qualify for admission students must be able to demonstrate to the satisfaction of the Head of Department, their ability to complete 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

References; Police check. Attendance at the information session and pre-selection interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 605 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBSBM401A	Establish business and legal requirements	50
BSBSBM403A	Promote the business	50
BSBSBM405A	Monitor and manage business operations	50
BSBSBM406A	Manage finances	50
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCCOM4B	Develop, implement and promote effective communications techniques	75
CHCCS5B	Identify and address specific client needs	15
CHCMCEL401A	Plan, conduct and review a marriage ceremony	160
CUSGEN05A	Make presentations	35

Elective Units of Study

At least two units, selected by the student with the approval of the Head of Department, from the following:

BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN406A	Maintain business technology	40

BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
CHCCS405A	Work effectively with culturally diverse units and co-workers	30

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN COMMUNITY SERVICES WORK

Course Code: CHC30802

COURSE LOCATION

St Albans.

CAREER OPPORTUNITIES

Support Worker within Social and Community Services field.

SCOPE OF DELIVERY

Full-time or part-time equivalent.

COURSE OBJECTIVES

The course applies to community work delivered through a broad range of services which provide support to individuals and groups.

ENTRY REQUIREMENTS

To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete 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 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 may be offered on a full-time basis over 370 nominal hours or part-time equivalent

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCCD12C	Apply a community development framework	50
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCINF2B	Maintain organisation's information systems	40
CHCOHS301A	Participate in workplace safety procedures	30
OR		
CHCOHS302A	Participate in safety procedures for direct care work	30
CHCORG3B	Participate in the work environment	20

Elective Units of Study

At least two units from Group 1

Group 1

CHCAD1C	Advocate for clients	20
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS8A	Provide first point of contact	30
CHCGROUP2C	Support group activities	20
CHCINF8A	Comply with information requirements of the	

	aged care and community care sectors	40
CHCNET1C	Participate in networks	20
HLTCSD6A	Respond effectively to difficult or challenging behaviour	20

or

CHCDIS15A	Provide behaviour support	30
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At least two units, selected by the student with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

Group 2

CHCAOD2B	Orientation to alcohol and other drugs work	50
CHCAOD6B	Work with clients who are intoxicated	50
CHCAOD7B	Provide needle exchange services	50
CHCCS9A	Provide support services to clients	50

Group 3

CHCYTH1C	Work effectively with young people	40
CHCYTH2C	Provide care and protection for young people	60
CHCYTH3C	Support young people to address their circumstances	30
CHCYTH5C	Support youth programs	150
CHCYTH7C	Respond to critical situations	90

Group 4

CHCCCHILD2C	Support the rights and safety of children within duty of care requirements	50
and		
CHCPR0T9C	Provide primary/residential care	90

Group 5

CHCDFV1B	Recognise and respond to domestic and family violence	50
CHCDFV3B	Provide crisis intervention and support to those experiencing domestic and family violence	50
CHCDFV8B	Provide support to children affected by domestic and family violence	70

Group 6

CHCDIS1B	Orientation to disability work	50
CHCDIS2C	Maintain an environment designed to empower people with disabilities	90
CHCDIS3C	Provide services to people with disabilities	50

Group 7

CHCAC1C	Provide support to an older person	50
CHCAC2C	Provide personal care	50
CHCAC3C	Orientation to aged care work	50
CHCAC17A	Support the older person to maintain their independence	20
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40

Group 8

CHCCS9A	Provide support services to clients	50
and		
CHCMH1B	Orientation to mental health work	50

Group 9

BSBCMN206A	Process and maintain workplace information	30
CHCCD1B	Support community participation	50
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCTC1A	Deliver a service consistent with the organisation's mission and values	60
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
HLTFA3A	Maintain First Aid equipment and resources	20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF COMMUNITY WELFARE WORK

Course Code: CHC50702

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

This course is suited to those who wish to pursue a career working in Human Service organisations, Community Work or the Community Welfare Sector. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

This course aims to provide participants with the skills and knowledge required to work in, the Community Welfare sector through direct client work and/or health promotion and community development projects.

ENTRY REQUIREMENTS

To qualify for admission students must have completed the equivalent of two or more years of paid and/or voluntary welfare related work, and be able to demonstrate their ability to undertake study at Australian Qualifications Framework, Level 6

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

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

This course is offered on a full-time basis over a minimum of 1252 hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	Hours
CHCADMIN4B	90
CHCCD15B	150
CHCCM3B	75
CHCCOM4B	75
CHCCS402A	75
CHCCWI3B	75
CHCGROUP3C	50
CHCINF5B	90
CHCNET3B	75
CHCOHS401A	50
CHCORG6B	90

CHCORG28A	Reflect and improve upon professional practice	120
CHCPOL3A	Undertake research activities	50
CHCPOL4A	Develop and implement policy and one of the following	
CHCAD3A	Undertake systems advocacy	90
or		
CHCAD4A	Provide advocacy and representation	90

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, may be selected from the following list, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

CHCAC3C	Orientation to aged care work	50
CHCAC7C	Plan and monitor service delivery plans	100
CHCAC12C	Provide services to an older person with complex needs	90
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCAD2B	Support the interests, rights and needs of clients within duty of care requirements	75
CHCAD3A	Undertake systems advocacy	90
CHCADMIN3B	Undertake administrative work	50
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues	150
CHCAOD9C	Provide alcohol and/or other drug withdrawal services	150
CHCCAR501A	Provide careers guidance	90
CHCCD2B	Support community participation	70
CHCCD5B	Develop community resources	90
CHCCD6B	Establish & develop community organisations	90
CHCCD8B	Support community action	90
CHCCD9B	Support community leadership	90
CHCCD13B	Work within specific communities	70
CHCCD14B	Implement a community development strategy	70
CHCCED501A	Develop and implement education programs in the area of sexual and reproductive health	60
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCHILD2C	Support the rights and safety of children within duty of care requirements	50
CHCCM4B	Promote high quality case management	90
CHCCS4C	Manage the delivery of quality client service	90
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCCS7C	Co-ordinate the assessment and delivery of services to clients with particular needs	75
CHCCS9A	Provide support services to clients	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS404A	Facilitate family intervention strategies	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCS406A	Provide education and support on health, wellbeing and parenting	75
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide	150
CHCCSL601A	Work within a structured counselling process	90
CHCCSL602A	Facilitate the counselling relationship	120
CHCCSL603A	Provide support for clients implementing a course of action	120
CHCCSL604A	Reflect and improve upon counselling skills	90
CHCCWI2B	Implement a case work strategy	50
CHCCWI4A	Design and supervise family intervention strategies	90
CHCDFV10B	Facilitate workplace debriefing and support processes	40

CHCDFV2B	Manage own professional development in responding to domestic and family violence	50
CHCDFV4B	Promote community awareness of domestic and family violence	50
CHCDFV5B	Counsel clients affected by domestic and family violence	70
CHCDIS2C	Maintain an environment designed to empower people with disabilities	90
CHCDIS4B	Design procedures for support	90
CHCDIS6C	Plan and implement community integration	90
CHCDIS7B	Design and adapt surroundings to group requirements	90
CHCDIS9B	Maximise participation in work by people with disabilities	50
CHCDIS10B	Provide care and support	50
CHCDIS11B	Co-ordinate disability work	150
CHCHPROM2A	Implement health promotion and community intervention	75
CHCLEG401A	Utilise legislation	50
CHCMED408A	Identify the need for alternative dispute resolution	50
CHCMED409A	Facilitate alternation dispute resolution processes	50
CHCMH1B	Orientation to mental health work	50
CHCMH7A	Provide, with consumers, support and interventions	90
CHCMH8A	to meet the needs of carers and families	90
CHCORG8C	Provide interventions to meet the needs of consumers with mental health and AOD issues	75
CHCORG8C	Establish and manage new programs or services	120
CHCORG24B	Provide leadership in community services delivery	70
CHCORG25B	Recruit and co-ordinate volunteers	60
CHCORG27A	Provide mentoring support to colleagues	70
CHCORG29A	Provide coaching and motivation	75
CHCPOL5A	Manage research activities	90
CHCPROT11B	Prepare for care and protection of clients in specific need	70
CHCRF2A	Provide intervention support to children and families	40
CHCYTH4C	Support young people in crisis	150
CHCYTH6C	Provide appropriate services for young people	150
CHCYTH8B	Manage service response to young people in crisis	10
HLTFA1A	Apply basic First Aid	30
HLTFA2A	Apply advanced First Aid	7
SRXTM003A	Work autonomously	

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN YOUTH WORK

Course Code: CHC30602

COURSE LOCATION

TBA

CAREER OPPORTUNITIES

TBA

COURSE OBJECTIVES

TBA

For further information on this course contact the department on (03) 9919 2390.

CERTIFICATE IV IN YOUTH WORK

Course Code: CHC40602

COURSE LOCATION

St Albans, Footscray Park.

CAREER OPPORTUNITIES

Youth work, community youth work, outreach, local government.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

The course is appropriate for workers who develop and co-ordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

ENTRY REQUIREMENTS

To qualify for admission students must all applicants must complete a group interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete 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 should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

COURSE DURATION

The course may be offered on a full-time basis over a minimum of 725 nominal hours or part-time equivalent.

COURSE STRUCTURE

Unit of Study Code		Hours
CHCYTH1C	Work effectively with young people	40
CHCYTH2C	Provide care and protection for young people	60
CHCYTH3C	Support young people to address their circumstances	30
CHCYTH6C	Provide appropriate services for young people	150
CHCCD12C	Apply a community development framework	50
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCOHS301A	Participate in workplace safety procedures and one of the following units:	30
CHCYTH4C	Support young people in crisis	40
or		
CHCYTH7C	Respond to critical situations	90

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV:

BSBCMN206A	Process and maintain workplace information	
CHCAOD2B	Orientation to alcohol and other drugs work	50
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide	150
CHCDFV1B	Recognise and respond to domestic and family violence	50

CHCMH1B	Orientation to mental health work	50	CHCCS402A	Respond holistically to client issues	75
CHCCS9A	Provide support services to clients	50	CHCGROUP3C	Plan and conduct group activities	50
CHCNET4A	Work with other services	70	CHCNET4A	Work with other services	70
CHCORG5B	Maintain an effective work environment	50	CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCYTH10A	Work effectively with the families of young people	50	CHCYTH5C	Support youth programs	150
HLTFA1A	Apply basic First Aid	10	CHCYTH6C	Provide appropriate services for young people	150
and/or			CHCYTH8B	Manage service response to young people in crisis	150
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30			
HLTFA3A	Maintain First Aid equipment and resources	20			
CHCCM1C	Undertake case management	20			
OR					
CHCCM2C	Establish and monitor a case plan	50			

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF YOUTH WORK

Course Code: CHC50502

COURSE LOCATION

St Albans, Footscray Park.

CAREER OPPORTUNITIES

Youth work, community youth work, outreach, local government.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVES

This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people.

ENTRY REQUIREMENTS

To qualify for admission students must demonstrate experience either paid or unpaid in the youth work sector or Community services Industry. All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete 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 should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

COURSE DURATION

This course is offered on a full-time basis over a minimum of 912 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
CHCAD2B	Support for the interests, rights and needs of clients within duty of care requirements	75
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCOM4B	Develop, implement and promote effective communication techniques	75
CHCCS3C	Co-ordinate the provision of services and programs	75

Elective Units of Study

At least two units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

Unit of Study Code		Hours
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues	150
CHCCM2C	Establish and monitor a case plan	50
CHCCM3B	Develop, facilitate and monitor all aspects of case management	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide	150
CHCCWI4A	Design and supervise family intervention strategies	90
CHCDFV5B	Counsel clients affected by domestic and family violence	70
CHCMH1B	Orientation to mental health work	50
CHCNET3B	Develop new networks	75
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG27A	Provide mentoring support to colleagues	60
CHCPOL4A	Develop and implement policy	
CHCRF2A	Provide intervention support to children and families	70
CHCYTH9C	Develop and implement procedures to enable young people to address their needs	150
CHCYTH10A	Work effectively with the families of young people	50
SRXTEM003A	Work autonomously	7

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

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

FOUNDATIONS OF COUNSELLING

Course Code: 3113QB0104

COURSE LOCATION

City King.

CAREER OPPORTUNITIES

Allied Health, community counselling.

SCOPE OF DELIVERY

Part-time. This is a full fee paying course.

COURSE OBJECTIVES

The course aims to provide participants with skills for basic counselling or as a pathway to other training in the Community Services sector.

For further information on this course contact the department on (03) 9919 8674.

CERTIFICATE III IN AMBULANCE COMMUNICATIONS (CALL TAKING)

Course Code: HLT31902

For further information on this course contact the department on (03) 9919 8674.

CERTIFICATE III IN NON-EMERGENCY PATIENT TRANSPORT

Course Code: HLT30202

This course is offered by the TAFE School of Human Services, Science and Technology in association with the School of Health Sciences in the Faculty of Human Development.

COURSE LOCATION

St Albans Campus.

CAREER OPPORTUNITIES

To apply for positions of/as patient transport officer (PTO) in the private non-emergency patient transport sector in Victoria. The PTO works as an associate with the primary officer.

SCOPE OF DELIVERY

This is a full fee paying course. This course is offered on a part time basis.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills required of those who drive non-emergency patient transport vehicles.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants 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

English literacy requirements might apply.

COURSE DURATION

The course may be offered on a full-time basis over 395 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study (355 nominal hours)

Unit of Study Code

BSAMED201A	Use basic medical terminology in order to communicate with patients, fellow workers and health professionals
BSBCMN204A	Work effectively with others
CHCAC3A	Orientation to aged care work
CHCDIS1 A	Orientation to disability work
HLTAMBFC1A	Communicate within an ambulance environment
HLTAMBT1A	Transport non-emergency patients
HLTFA2A	Apply advanced first aid
HLTHIR1A	Work effectively in the health industry
HLTHSE1A	Follow the organisation's occupational health and safety policies
HLTIN1A	Comply with infection control policies and procedures
PUAVEH001A	Drive vehicles under operational conditions

Elective Units of Study (40 nominal hours)

One unit (40 nominal hours), selected by the student, with the approval of the Head of Department, from the:

- elective units of the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 3 in any relevant Training Package endorsed by the Australian National Training Authority.

Electives that are currently offered are:

- BZS401A Plan assessment
- BSZ402A Conduct Assessment

These electives contribute to an industry recognised clinical instruction qualification. For further information on units of study, please visit <http://www.ntis.gov.au>. This course is offered on an individual basis, subject to adequate numbers.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN BASIC EMERGENCY CARE

Course Code: HLT41002

COURSE LOCATION

To be advised.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills required of volunteer or similar type workers who operate within a State authority and provide basic emergency response and transport role in isolated or low workload areas. Occupational titles may include Volunteer Ambulance Officer and Community Ambulance Officer.

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

To be advised.

COURSE DURATION

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

COURSE STRUCTURE

Core Units of Study (740 nominal hours)

Unit of Study Code

BSBCMN303A	Contribute to the effective workplace relationships
HLTAMBAE1A	Enable safe access and egress in an emergency
HLTAMBAE2A	Implement specialist access and egress procedures
HLTAMBAE3A	Follow procedures for routine safe extrication of patient
HLTAMBAE4A	Follow procedures for safe extrication of patient in a life threatening situation
HLTAMBCR1A	Deliver basic patient care
HLTAMBFC1A	Communicate within an ambulance environment
HLTAMBFC2A	Communicate in complex or difficult situations
HLTAMBPD1A	Manage personal stressors in the work environment
HLTAMBSC1A	Manage routine scene
HLTAMBSC3A	Manage the scene of an emergency
HLTAMBT1A	Transport non-emergency patients
HLTAMBT2A	Transport emergency patients

HLTHIR1A	Work effectively in the health industry
HLTHSE1A	Follow the organisation's occupational health and safety policies
HLTIN1A	Comply with infection control policies and procedures
PUACOM005A	Foster positive organisational image in the community
PUAVEH001A	Drive vehicles under operational conditions; and

Elective Unit of Study

one unit (40 nominal hours), selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in –

- Australian Qualifications Framework Level 4 in the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001; or
- Australian Qualifications Framework Level 4 in any relevant Training Package endorsed by the Australian National Training Authority.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN AMBULANCE COMMUNICATIONS (DESPATCH)

Course Code: HLT41102

For further information on this course contact the department on 9919 8674.

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

Course Code: HLT50402

COURSE LOCATION

St Albans Campus.

CAREER OPPORTUNITIES

To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.

SCOPE OF DELIVERY

This is a full fee paying course. This course is offered on a part time basis.

COURSE OBJECTIVE

The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants 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

English literacy requirements might apply.

COURSE DURATION

The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study (980 nominal hours)**

Unit of Study Code

BSBCMN204A	Work effectively with others
BSBCMN303A	Contribute to the effective workplace relationships
HLTAMBAE2A	Implement specialist access and egress procedures
HLTAMBAE1A	Enable safe access and egress in an emergency
HLTAMBAE3A	Follow procedures for routine safe extrication of patient
HLTAMBAE4A	Follow procedures for safe extrication of patient in a life threatening situation
HLTAMBCR2A	Deliver standard pre-hospital patient care
HLTAMBFC1A	Communicate within an ambulance environment
HLTAMBFC2A	Communicate in complex or difficult situations
HLTAMBDP1A	Manage personal stressors in the work environment
HLTAMBSC1A	Manage routine scene
HLTAMBSC2A	Manage scene of special event
HLTAMBSC3A	Manage the scene of an emergency
HLTAMBT1A	Transport non-emergency patients
HLTAMBT2A	Transport emergency patients
HLTHIR2A	Contribute to organisational effectiveness in the health industry
HLTIN1A	Comply with infection control policies and procedures
PUACOM005A	Foster positive organisational image in the community
PUAOHSO03A	Implement and monitor the organisation's occupational health and safety policies, procedures and programs
PUAVEH001A	Drive vehicles under operational conditions

Some unit of study descriptors are listed under the Unit of Study 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

CUV30103	Certificate III in Visual Arts & Contemporary Craft
21052VIC	Diploma of Arts (Small Companies and Community Theatre)
CUV30403	Certificate III in Arts Administration
CUV40503	Certificate IV in Arts Administration
SRF30204	Certificate III in Fitness
SRF40204	Certificate IV in Fitness
SRF50204	Diploma of Fitness
SRS40503	Certificate IV in Sport (Development)
SRS50503	Diploma of Sport (Development)
SRO20103	Certificate II in Sport and Recreation
SRO30103	Certificate III in Sport and Recreation
SRO40103	Certificate IV in Sport and Recreation
SRO50103	Diploma of Sport and Recreation
21237VIC	Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)

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 III IN VISUAL ARTS & CONTEMPORARY CRAFT

Course Code: CUV30103

COURSE LOCATION

Footscray Nicholson.

CAREER OPPORTUNITIES

Independent Arts Enterprise, Performance Artist, Artistic Director.

SCOPE OF DELIVERY

Full-time, Flexible delivery.

COURSE OBJECTIVES

To provide young &/or emerging performance practitioners with additional performance & enterprise skills required for the development of new artistic product for the independent arts industry- nationally & internationally. (Course to be developed with existing international exchange partners for future multi-national exchange participants)

ENTRY REQUIREMENTS

Interview, audition &/or portfolio presentation.

SELECTION PROCEDURES

Applicants must attend an audition/interview and a portfolio presentation.

COURSE DURATION

Training Package – Nominal hours: 450 [22 weeks full time].

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	Hours	Description
CUVCOR03A	50	Develop, refine & communicate concept for own work
CUFSAF01B	15	Follow health safety & security procedures
CUVCOR08A	60	Produce drawings to represent and communicate the concept
CUVCOR12A	50	Review history & theory for application to artistic practice

Elective Units of Study

Complete ten other units. At least one unit must be selected from the following areas of the Visual Arts Craft and Design Training Package:

- calligraphy;
- ceramics;
- digital art;
- drawing;
- glass;
- jewellery;
- painting;
- prints;
- sculpture;
- textiles/fibre;
- video art;
- wood;
- photoimaging.

In addition at least one unit must be selected from the following areas of the Visual Arts Craft and Design Training Package:

- professional practice;
- design;
- research and innovation.

Remaining units may be selected from other areas of the Visual Arts Craft and Design.

Training Package or any relevant endorsed Training Package at the appropriate level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF ARTS – SMALL COMPANIES & COMMUNITY THEATRE

Course Code: 21052VIC

COURSE LOCATION

Footscray Nicholson and Sunbury Campuses

CAREER OPPORTUNITIES

Actor, performance maker, stage director, performance artist, independent arts manager

COURSE OBJECTIVES

To develop acting & performance devising skills in creating & producing new theatre works for the independent arts industry.

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:

- some theatre performance experience;
- good communication skills (and ability to read, write and speak English);
- positive team working skills and attitudes.

SELECTION PROCEDURES

Applicants must attend a performance workshop/audition day that includes:

- group warm-up and physical activities;
- devising & improvising activities;
- writing activities;
- individual interview.

(First round – late November; 2nd round – mid February).

COURSE DURATION

The course is offered on a full-time basis over two years (four semesters).

COURSE OUTLINE

Students develop skills in acting, improvisation, movement, voice, mask, clown, scriptwriting and rehearsal and use these to write and produce four stage productions (one per semester).

On-campus skills classes are normally:

- first 10 weeks of each semester: Monday to Thursday 10.30am to 1.00pm;
- last 4 weeks of each semester: Monday to Friday 10.30am to 4.00pm.

Additional course activities & assignments take place in the student's own time and off-campus as part of professional theatre organisations and productions. Some activities happen after hours. Student's must manage their own time and attend all required activities for each unit of study to achieve competency.

COURSE STRUCTURE**Semester One**

Use improvisation, mask, clown, music and lighting to create a performance. Assist in the stage management, rehearsals and production of the performance. Learn how to establish good work relationships.

Units of Study

Unit of Study Code

VBJ303	Improvisation 1
VBJ315	Mask in performance
VBJ316	Music in performance
CUELGT5A	Operate Lighting
CUESMT1A	Assist in Stage Managing the Production
CUESMT3A	Co-ordinate Rehearsals
CUECLE1A	Undertake General Administrative Procedures
CUEFIN1A	Develop a budget
BSXFM1503A	Establish and Manage Effective Workplace Relationships

Semester Two

Use acting, voice and movement and write a script (or vice-versa) to create a performance. Create/source and operate pre-recorded sound. Assist in the rehearsal preparations & organisation of the performance. Maintain good work relationships

Units of Study

Unit of Study Code

VBJ300	Acting 1
VBJ301	Voice 1
VBJ302	Movement 1
VBJ306	Script Writing
CUESMT2A	Prepare for Rehearsal
CUESOU3A	Operate Sound
CUECOR2A	Work With Others
CUETHTCORO2A	Work in a Socially Diverse Environment

Semester Three

Use advanced acting, voice, movement & improvisation to create a performance. Construct some basic set items, design marketing materials and coordinate the production of the performance. Attend professional theatre performances and develop an understanding of the theatre industry and performance aesthetics.

Units of Study

Unit of Study Code

VBJ311	Acting 2
VBJ312	Voice 2
VBJ313	Movement 2
VBJ314	Improvisation 2
CUESET5A	Assist in Making Sets
CUEMAR3A	Undertaking Marketing Activities
CUESMT4A	Co-ordinate Final Production Process
CUEIND1A	Apply Organisation and Industry Knowledge
CUETHTCORO31	Follow Health, Safety and Security Procedures
VBJ305	Australian Theatre

Semester Four

Create and run a practice theatre company that uses any or all of established performance skills to create a performance. Write a funding submission. Develop a CV. Write a job application. Work off-campus for a professional theatre production or organisation.

Units of Study

Unit of Study Code

(Continuation of Acting, Voice, Movement and Improvisation)	
VBJ304	Australian Theatre
CUEEVT1A	Plan and Manage Events
CUESMT5A	Manage the Performance
BSXFM1506A	Manage Workplace Information

In Semester One students complete THGH303A Provide First Aid. In August each year students have the opportunity to create a performance for the tertiary school's drama festival (3DFest) in partnership with Malthouse Theatre. Some 3DFest performances will be selected for professional production in a showcase at the Malthouse Theatre (in South Melbourne). In semester four some students will be selected to attend an exchange program in the Netherlands.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN ARTS ADMINISTRATION

Course Code: CUV30403

COURSE LOCATION

Industry

SCOPE OF DELIVERY

Flexible Delivery.

COURSE OBJECTIVES

The aim of the course is to provide training for the Arts and Culture industry for those who wish to work assisting in a range of administrative, marketing or events positions.

ENTRY REQUIREMENTS

To qualify for admission to the course, applicants must 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.

Recognition of prior learning may be available based on 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

Applicants would normally be enrolled as a trainee.

COURSE DURATION

The course may be offered on a full-time basis over 450 nominal hours or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
CUECOR02B Work with others	15
CUSGEN02B Work in a culturally diverse environment	35
CUFSAF01B Follow health safety and security procedures	15
CUVADM11A Work within an arts organisation context	30

Elective Units of Study

A minimum of ten units selected by the student, with the approval of the Head of Department.

- (i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate III:
 - Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)
- (ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate III:
 - Business Services BSB01 Common units, Recordkeeping, Specialist Administration, Governance);
 - Museums and Library/Information Services CUL99, eg exhibitions;
 - Visual Arts Craft and design CUV03;
 - Entertainment CUE03, eg props, sets, scenic art, costume;
 - Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction;
 - Music CUS01, e.g. performance;
 - Performing Arts (when endorsed);
 - Or from the relevant Training Packages listed as per CUV30403.

The remaining five units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN ARTS ADMINISTRATION

Course Code: CUV40503

COURSE LOCATION

Industry.

SCOPE OF DELIVERY

Flexible Delivery.

COURSE OBJECTIVES

The aim of the course is to provide training for the Arts and Culture industry for those who wish to work in a range of administrative, marketing or events positions.

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 650 nominal hours or part-time equivalent.

SELECTION PROCEDURES

Applicants would normally be enrolled as a trainee.

COURES STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
CUSGEN02B Work in a culturally diverse environment	15
CUEOHS01B Implement workplace health, safety & security	60
BSBFLM404A Lead work teams	50
CUVADM11A Work within an arts organisation context	30
CUVADM12A Work with arts professionals in an arts organisation	30
CUVADM01A Develop and implement arts administration systems and procedures	60

Elective Units of Study

A minimum of thirteen units selected by the student, with the approval of the Head of Department.

- (i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate IV:
 - Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)
- (ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate IV:
 - Business Services BSB01 Common units, Recordkeeping, Specialist Administration, Governance)
 - Museums and Library/Information Services CUL99, eg exhibitions
 - Visual Arts Craft and design CUV03
 - Entertainment CUE03, eg props, sets, scenic art, costume
 - Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction
 - Music CUS01, eg performance
 - Performing Arts (when endorsed)
 - Or from the relevant Training Packages listed as per CUV40503.

(iii) The remaining eight units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN FITNESS

Course Code: SRF30204

COURSE LOCATION

Footscray Park, City South Melbourne.

CAREER OPPORTUNITIES

Fitness Instructor.

SCOPE OF DELIVERY

Full-time and part-time.

COURSE OBJECTIVE

The aim of the course is to provide students with the practical skills and knowledge to become a registered Fitness Instructor.

ENTRY REQUIREMENTS

To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

COURSE DURATION

Duration of the course is one semester full-time (18 weeks).

SELECTION PROCEDURES/ SELECTION CRITERIA

To be advised by department.

COURSE STRUCTURE**Pre-requisite Units of Study**

Unit of Study Code	Hours
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures 10

Core Units of Study

BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities and development	40
BSBCMN304A	Contribute to personal skill development and learning	30
BSBCMN305A	Organise workplace information	30
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30
BSBFLM303A	Contribute to effective workplace relationships	40
ICAITU012C	Design organisational documents using computing packages	40
ICAITU126A	Use advanced features of computer applications	40
SRXFAD002A	Provide advanced first aid response	20
SRXGCSO04A	Meet client needs and expectations	20
SRXGCST03A	Process client complaints	20
SRXINU002A	Apply sport and recreation law	10
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	20

Stream Units of Study

Complete all of the following:

SRFFIT001B	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT003B	Undertake client induction and screening	10
SRFFIT004B	Develop basic fitness programs	20
SRFFIT005B	Apply basic exercise science to exercise instruction	15
SRFFIT006B	Use & maintain core fitness industry equipment	10
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	50
SRFFIT015A	Provide nutrition advice to clients in accordance with recommended guidelines	50
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment	20
SRFSPP002A	Develop and apply an awareness of specific populations to exercise delivery	30
SRXGRO003A	Provide leadership to groups	18

Specialisation Units of Study

Complete one of the following units of study:

Aqua

SRFAQA001B	Instruct water-based fitness classes for low risk clients	65
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Group Exercise

SRFGEX001A	Plan and instruct a group exercise class	20
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Gym

SRFGYM002B	Customise gym instructional skills to include specific areas of expertise current in the fitness industry	15
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Elective Units of Study

Four elective units of competency from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN FITNESS

Course Code: SRF40204

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Personal trainer.

SCOPE OF DELIVERY

Full-time.

COURSE OBJECTIVE

The aim of the course is to provide students with the practical skills and knowledge to become a qualified Personal Trainer.

ENTRY REQUIREMENTS

Students must have satisfactorily completed a Certificate III in Fitness (SRF30204) or equivalent.

COURSE DURATION

This qualification will be conducted over one semester full time (18 weeks).

SELECTION PROCEDURES/ SELECTION CRITERIA

To be advised.

COURSE STRUCTURE**Pre-requisite Units of Study**

Unit of Study Code		Nominal hours
SRXGCSO01A	Create client relationship	10
SRXGCSO02A	Deal with client feedback	10
SRXINU002A	Apply sport and recreation law	10
BSBCMN301A	Exercise initiative in a business environment	20
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures	10
ICAITU012C	Design organisational documents using computing packages	40
SRFFIT001B	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT003B	Undertake client induction and screening	10
SRFFIT004B	Develop basic fitness programs	20
SRFFIT005B	Apply basic exercise science to exercise instruction	15
SRFFIT006B	Use and maintain core fitness industry equipment	10
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	50
SRFFIT015A	Provide nutrition advice to clients in accordance with recommended guidelines	50
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment	20
SRFSPP002A	Develop and apply an awareness of specific populations to exercise delivery	30
SRXGRO003A	Provide leadership to groups	18

Core Units of Study

Unit of Study Code		Nominal hours
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace information	40
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50
SRXGCSO06A	Address client needs	10
SRXGCST05A	Coordinate client service activities	20
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	20
SRXINU004A	Promote compliance with laws and legal principles	12

SRXOGN001A	Conduct projects	15
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	12
SRXRIK001A	Undertake risk analysis of activities	10
SRXTCN001A	Assist with analysis and use of emerging technology	7

Stream Units of Study

Complete all of the following units of study:

Unit of Study Code		Nominal hours
SRFFIT007B	Undertake relevant exercise planning and programming	20
SRFFIT008B	Utilise a broad knowledge of exercise science in exercise planning, programming and instruction	30
SRFFIT009B	Undertake postural appraisal of low risk clients	20
SRFFIT010B	Utilise a broad range of fitness equipment	20
SRFFIT011B	Provide exercise for fitness industry clients with special requirements	20
SRFFIT012B	Utilise an understanding of motivational psychology with fitness clients	20
SRFFIT013B	Provide information and exercise related to nutrition and body composition	20

Specialisation Units of Study

Complete one of the following units of study:

Unit of Study Code		Nominal hours
Aqua Trainer		
SRFAQA002B	Instruct water based fitness activities for moderate risk clients and those with specific fitness goals	10
Children Trainer		
SRFCHA001A	Plan and deliver exercise for children and young adolescents	60
Personal Trainer		
SRFPTI001B	Plan and deliver personal training	30
Older Adults		
SRFOLD001B	Plan and deliver exercise for older adults	40

Elective Units of Study

Four elective units of competency from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF FITNESS

Course Code: SRF50204

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Fitness Specialist/ Manager of a Fitness Centre.

SCOPE OF DELIVERY

Full-time.

COURSE OBJECTIVE

The aim of this course is to provide students with the skills and knowledge to become a registered Fitness Specialist/Manager of a Fitness Centre.

ENTRY REQUIREMENTS

Successful completion of Certificate III in Fitness (SRF30204) and Certificate IV in Fitness (SRF40204) or equivalent.

COURSE DURATION

One year full-time.

SELECTION PROCEDURES/ SELECTION CRITERIA

To be advised.

COURSE STRUCTURE**Pre-requisite Units of Study**

Unit of Study Code		Nominal hours
SRXINU002A	Apply sport and recreation law	10
SRXOGN001A	Conduct projects	15
BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN402A	Develop work priorities	30
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	12
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures	10
SRXRIK001A	Undertake risk analysis of activities	10
SRFFIT007B	Undertake relevant exercise planning and programming	20
SRFFIT001B	Provide orientation to clients prior to undertaking a fitness Program	15
SRFFIT003B	Undertake client induction and screening	10
SRFFIT004B	Develop basic fitness programs	20
SRFFIT005B	Apply basic exercise science to exercise instruction	15
SRFFIT006B	Use and maintain core fitness industry equipment	10
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	50
SRFFIT015A	Provide nutrition advice to clients in accordance with recommended guidelines	50
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment	20
SRFSPP002A	Develop and apply an awareness of specific populations to exercise delivery	30
SRXGRO003A	Provide leadership to groups	18
SRFFIT008B	Utilise a broad knowledge of exercise science in exercise planning, programming and instruction	30
SRFFIT009B	Undertake postural appraisal of low risk clients	20
SRFFIT010B	Utilise a broad range of fitness equipment	20
SRFFIT011B	Provide exercise for fitness industry clients with special requirements	20
SRFFIT012B	Utilise an understanding of motivational psychology with fitness clients	20
SRFFIT013B	Provide information and exercise related to nutrition and body composition	20
SRFCHA001A	Plan and delivery exercise for children and young adolescents	60
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	50

Core Units of Study

BSBADM502A	Manage meetings	30
BSBMGT501A	Market services and concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT507A	Manage environmental performance	60
SRXGCSS07A	Determine needs of client populations	20
SRXINU004A	Promote compliance with laws and legal principles	12
SRXINU005A	Manage culture and education to expand participation in a leisure and recreation service	35
SRXINU006A	Foster the values and ethos of the phenomenon of play	25

SRXINU007A	Manage evolving patterns of work to expand participation in a leisure & recreation service	15
SRXOGN002A	Manage projects	30
SRXOHS003B	Establish, maintain and evaluate the organisation's Occupational Health and Safety system	15
SRXRIK002A	Manage an organisation's risk	40

Specialisation Units of Study

Complete all of the following units:

SRFAHN001A	Make referrals and work collaboratively with allied health professionals where appropriate	15
SRFAHN002A	Receive and respond to rehabilitation referrals from allied health professionals	15
SRFFIT016A	Apply information from postural appraisals to fitness programs for moderate risk clients	60
SRFFIT017A	Provide nutrition information to clients with specific requirements in accordance with recommended guidelines	60
SRFFIT018A	Apply anatomy and physiology to fitness programs for moderate risk clients	80
SRFFSP001A	Provide body composition management programming for moderate risk clients	40
SRFFSP002A	Provide information about injury prevention and management to fitness clients	60
SRFFSP003A	Plan and deliver exercise to promote physical and psychological well-being in low to moderate risk clients	50
SRFFSP004A	Plan and deliver exercise for moderate risk children and young adolescents	40
SRFFSP005A	Plan and deliver exercise for people with a disability	60
SRFFSP006A	Plan and deliver exercise strategies for musculoskeletal rehabilitation	60
SRFFSP007A	Plan and deliver exercise for moderate risk clients with cardio-respiratory considerations	60
SRFFSP008A	Plan and deliver exercise for clients with moderate risk of metabolic syndrome	60
SRFFSP009A	Plan and deliver exercise for moderate risk clients with musculoskeletal needs	60
SRFFSP010A	Plan and deliver exercise for low to moderate risk clients with neurological impairment	60

Elective Units of Study

Four elective units of study from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN SPORT (DEVELOPMENT)

Course Code: SRS40503

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Sports coach, sports official, sports administrator

SCOPE OF DELIVERY

This course is offered on a full-time basis over one year.

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 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 1 year (963 nominal hours) or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace information	40
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50
SRXGCSO06A	Address client needs	10
SRXGCST05A	Coordinate client service activities	20
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	20
SRXINU004A	Promote compliance with laws and legal principles	12
SRXOGN001A	Conduct projects	15
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	12
SRXRIK001A	Undertake risk analysis of activities	10
SRXTCN001A	Assist with analysis and use of emerging technology	7

Additionally students must either complete or have completed associated pre-requisite units. Contact the department for details.

Stream Units of Study

SRSCGP001A	Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities	30
SRSCGP002A	Include special interest groups or people with special needs	15
SRSCGP003A	Implement the fundamental principles of sports Psychology	15
SRSCGP004A	Provide information about the fundamental principles of eating for peak performance	15
SRSOGP001A	Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk	25
SRSOGP002A	Apply rules and regulations to conduct games and competitions	15
SRSOGP004A	Apply self reflection techniques to evaluate and Modify officiating performance	15
SRSOGP005A	Resolve conflict related to officiating	15
SRSOGP006A	Develop a fitness & recovery program for officials	20
SRSSPT003A	Implement sports first aid procedures and apply sports first aid	30
SRXCAI004B	Plan a session or program for participants	8
SRXCAI005B	Conduct a sport and recreation session for participants	8

SRXCAI006B	Organise a sport and recreation program	10
SRXCAI007B	Conduct a sport and recreation program	10
SRXGRO001A	Facilitate a group	12
SRXGRO002A	Deal with conflict	10

Elective Units of Study

A minimum of eleven units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF SPORT (DEVELOPMENT)

Course Code: SRS50503

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Sports coach, sports official, sports administrator

SCOPE OF DELIVERY

This course is offered on a full-time basis over two years. The Certificate IV in Sport (Development) forms the first year of the course.

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 (801 nominal hours) or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code		Hours
BSBADM502A	Manage meetings	30
BSBMGT501A	Market services and concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT507A	Manage environmental performance	60
SRXGCSS07A	Determine needs of client populations	20
SRXINU004A	Promote compliance with laws and legal principles	12
SRXINU005A	Manage culture and education to expand participation in a leisure and recreation service	35
SRXINU006A	Foster the values and ethos of the phenomenon of play	25
SRXINU007A	Manage evolving patterns of work to expand participation in a leisure and recreation service	15
SRXOGN002A	Manage projects	30

SRXOHS003B	Establish, maintain and evaluate the organisation's Occupational Health and Safety system	15
SRXRIK002A	Manage an organisation's risk	40

Additionally students must either complete or have completed associated pre-requisite units. Contact the department for details.

Stream Units of Study

All of the following stream units of study.

Unit of Study Code		Hours
SRSCGP004A	Provide information about the fundamental principles of eating for peak performance	15
SRSCGP009A	Work with officials	10
SRSCGP010A	Provide information regarding drugs in sport issues	5
SRSCGP011A	Support athletes to adopt the principles of sports psychology	20
SRSCGP012A	Support athletes to adopt the principles of eating for peak performance	10
SRSCGP013A	Monitor coach welfare	10
SRSCGP014A	Implement recovery programs	25
SRSOGP007A	Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance	15
SRSOGP008A	Manage conflict related to officiating	15
SRSOGP009A	Plan, implement and evaluate a fitness and recovery program for officials	20
SRSSPT003A	Implement sports first aid procedures and apply sports first aid	30
SRXCAI008B	Plan and prepare an individualised long-term training program	20
SRXCAI009B	Conduct, monitor and adjust individualised long-termTraining programs	20
SRXCAI010B	Evaluate, analyse and modify long-term and/or high performance individualised training programs	20
SRXGRO001A	Facilitate a group	8
SRXGRO002A	Deal with conflict	10

Elective Units of Study

A minimum of nine units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level V, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE II IN SPORT AND RECREATION

Course Code: SRO20103

COURSE LOCATION

City South Melbourne

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 qualification facilitates the development of a range of knowledge and skills in 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 3.

Recognition of prior learning may be available based on 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 part-time basis over 1 year (508 nominal hours). This course is also available as a traineeship.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
BSBCMN201A	Work effectively in a business environment	20
BSBCMN202A	Organise and complete daily work activities	20
BSBCMN203A	Communicate in the workplace	40
BSBCMN204A	Work effectively with others	15
BSBCMN210A	Implement improved work practices	30
BSBCMN215A	Participate in environmental work practices	20
ICAITU006A	Operate computing packages	60
SRXFAD001A	Provide first aid	10
SRXGCSO02A	Deal with client feedback	10
SRXINU001A	Develop knowledge of the sport and recreation industry	10
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures	10

Specialisation Streams

A minimum of one Certificate II in Sport and Recreation (SRO20103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Amenity Horticulture;
- Hospitality;
- General Administration;
- Retail.

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level I, II or III, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN SPORT AND RECREATION

Course Code: SRO30103

COURSE LOCATION

City South Melbourne and Industry based.

CAREER OPPORTUNITIES

Further study

SCOPE OF DELIVERY

This course is offered as the academic component of a Sport and Recreation 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.

Recognition of prior learning may be available based on 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 Sport and Recreation trainee.

COURSE DURATION

The course may be offered on a part-time basis over a minimum of 508 nominal hours.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code	
BSBCMN301A	Exercise initiative in a business environment
BSBCMN302A	Organise personal work priorities and development
BSBCMN304A	Contribute to personal skill development and learning
BSBCMN305A	Organise workplace information
BSBCMN312A	Support innovation and change
BSBCMN313A	Maintain environmental procedures
BSBFLM303A	Contribute to effective workplace relationships
ICAITU012C	Design organisational documents using computing packages
ICAITU126A	Use advanced features of computer applications
SRXFAD002A	Provide advanced first aid response
SRXGCSO04A	Meet client needs and expectations
SRXGCSO03A	Process client complaints
SRXINU002A	Apply sport and recreation law
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry

Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.

Specialisation Streams

A minimum of one Certificate II in Sport and Recreation SRO20103 specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Events and Facilities;
- Sales and Marketing;
- Amenity Horticulture;
- Hospitality;
- General Administration;
- Retail.

Elective Units of study

A minimum of five units of study, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level II, III or IV having regard to relevant units of study listed in any Training Package endorsed by the Australian National Training Authority.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN SPORT AND RECREATION

Course Code: SRO40103

COURSE LOCATION

City South Melbourne.

CAREER OPPORTUNITIES

Sports administration officer.

SCOPE OF DELIVERY

This course is offered on a full-time basis over one year.

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 958 nominal hours or part-time equivalent.

COURSE STRUCTURE

Core Units of Study

Unit of Study Code		Hours
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace information	40
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement & monitor environmental policies	40
BSBFLM404A	Lead work teams	50
SRXGCSO06A	Address client needs	10
SRXGCST05A	Coordinate client service activities	20
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	20
SRXINU004A	Promote compliance with laws and legal principles	12
SRXOGN001A	Conduct projects	15
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	12
SRXRIK001A	Undertake risk analysis of activities	10
SRXTCN001A	Assist with analysis and use of emerging technology	7

Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.

Specialisation Streams

A minimum of one Certificate IV in Sport and Recreation (SRO40103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003:

- Amenity Horticulture;
- Events and Facilities;
- General Administration;
- Retail;
- Sales and Marketing.

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level III or IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

DIPLOMA OF SPORT AND RECREATION

Course Code: SRO50103

COURSE LOCATION

City South Melbourne.

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. The Certificate IV in Sport and Recreation forms the first year of the course.

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 (781 nominal hours) or part-time equivalent.

COURSE STRUCTURE**Core Units of Study**

Unit of Study Code	Hours
BSBADM502A Manage meetings	30
BSBMGT501A Market services and concepts to internal customers	60
BSBMGT502A Manage people performance	60
BSBMGT507A Manage environmental performance	60
SRXGCS07A Determine needs of client populations	20
SRXINU004A Promote compliance with laws and legal principles	12
SRXINU005A Manage culture and education to expand participation in a leisure and recreation service	35
SRXINU006A Foster the values and ethos of the phenomenon of play	25
SRXINU007A Manage evolving patterns of work to expand participation in a leisure & recreation service	15
SRXOGN002A Manage projects	30
SRXOHS003B Establish, maintain and evaluate the organisation's Occupational Health and Safety system	15
SRXRIK002A Manage an organisation's risk	40

Specialisation Streams

A minimum of one Diploma of Sport and Recreation (SRO50103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003:

- Facilities;
- Finance;
- General Administration;
- Human Resources;
- Marketing;
- Recreation.

Elective Units of Study

A minimum of ten units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

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 Units of Study**

Unit of Study 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 Units of Study

One elective unit selected by the student, with the approval of the Head of Department, from the following units:

Unit of Study Code	Hours
VBK957 The Elite Performance Sport Environment	50
VBK958 The Elite Performance Music Environment	50
VBK959 The Elite Performance Dance Environment	50

Some descriptors are listed under the Unit of Study Details section of this Handbook.

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE PERFORMERS (DANCE, MUSIC, SPORT)

Course Code: 21237VIC

COURSE LOCATION

Online.

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.

UNIT OF STUDY DETAILS

In this section the units of study are listed in alpha-numerical order according to their University/OTTE code. Codes beginning with a number are listed first. Look under the Course Structure heading in the course descriptions (pages 35–248) to find the names and codes of the units of study included in a course. Additional unit of study details may be obtained by contacting the relevant department.

023/04 ADDRESS CUSTOMER REQUIREMENTS

Content Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS

Content Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

90989NSWA ORIENTATION TO LITERACY

Content TBA.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

90989NSWB ORIENTATION TO COMMUNICATION SKILLS

Content TBA.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

90992NSWA DEVELOP LISTENING AND SPEAKING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90992NSWB DEVELOP READING AND WRITING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90992NSWC INTERMEDIATE CONVERSATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWE INTERMEDIATE NEGOTIATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWH INTERMEDIATE MEDIA SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWN INTERMEDIATE MATHEMATICAL SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWO INTERMEDIATE MEASUREMENT SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWA BUILDING LISTENING AND SPEAKING SKILLS**Content** TBA.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum

90993NSWB BUILDING READING AND WRITING SKILLS**Content** TBA.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum

90993NSWC POST-BEGINNER STRATEGIES FOR LEARNING**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWD POST-BEGINNER LISTENING AND SPEAKING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWE POST-BEGINNER SPOKEN INTERACTION SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWF POST-BEGINNER SPOKEN DISCOURSE SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWG POST-BEGINNER READING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWH POST-BEGINNER READING AND WRITING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWI POST-BEGINNER WRITING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWJ POST-BEGINNER MATHEMATICAL SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWK POST-BEGINNER MEASUREMENT SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90993NSWL POST-BEGINNER VISUAL NUMERACY SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWA BEGINNER STRATEGIES FOR LEARNING**Content** TBA.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum

90994NSWB BEGINNER COMMUNICATION SKILLS**Content** TBA.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum

90994NSWC BEGINNER SPOKEN INTERACTION SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWD BEGINNER SPOKEN DISCOURSE SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWE BEGINNER SPEAKING AND READING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWF BEGINNER LISTENING AND READING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWG BEGINNER READING AND WRITING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWH BEGINNER WRITING SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWI BEGINNER MATHEMATICAL SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWJ BEGINNER MEASUREMENT SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

90994NSWK BEGINNER VISUAL NUMERACY SKILLS**Content** TBA.**Nominal Hours** 50 Hours**Assessment** As per accredited curriculum

AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS**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.**Nominal Hours** 25 Hours**Assessment** As per accredited curriculum

ABC001 CONSTRUCTION 1**Content** Construction principles, standards and services commonly used in single storey residential scale buildings.**Nominal Hours** 54 Hours**Assessment** As per accredited curriculum

ABC002 CONSTRUCTION 2**Prerequisite(s)** ABC001 Construction 1.**Content** Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.**Nominal Hours** 36-54 Hours**Assessment** As per accredited curriculum

ABC003 CONSTRUCTION 3**Content** To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.**Nominal Hours** 36-54 Hours**Assessment** As per accredited curriculum

ABC004 CONSTRUCTION 4**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.**Nominal Hours** 36-54 Hours**Assessment** As per accredited curriculum

ABC005 MATERIALS 1**Content** Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC006 MATERIALS 2**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.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC007 SERVICES 1**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.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC059 BUILDING QUALITY CONCEPTS 1**Content** Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC061 BUILDERS WORKING DRAWINGS 1A**Content** Read and interpret plans and specifications and undertake basic architectural drafting.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC062 BUILDERS WORKING DRAWINGS 1B**Prerequisite(s)** ABC001 Construction 1.**Content** Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC063 BUILDERS WORKING DRAWINGS 2**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.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC064 BUILDING COMPUTING APPLICATIONS 1**Content** To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC067 BUILDING CONTRACT LAW 1**Content** Provides the student with the knowledge to administer a medium size building contract with due care.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC069 COST CONTROL AND PLANNING 1**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.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum

ABC070 COST CONTROL AND PLANNING 2

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC074 BUILDING DRAFTING EXPERIENCE 2

Prerequisite(s) Registered student. Building 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.

Nominal Hours 600 Hours/75 days

Assessment As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1

Prerequisite(s) ABC001 Construction 1.

Content Procedures and skills necessary to take-off the material required to construct low rise residential projects.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC077 BUILDING QUANTITIES AND ESTIMATING 2

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC082 BUILDING SITE SUPERVISION

Content Knowledge of supervision techniques as they apply to building sites.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 1

Content Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC084 BUILDING SITE SURVEYING AND SET OUT 2

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC086 STRUCTURES 1

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC087 STRUCTURES 2

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2

Prerequisite(s) ABC088 Building Technology 1.

Content Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1

Content Staff and contractual management for small to medium sized projects.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2

Content Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC095 CONSTRUCTION PLANNING 1

Content Provides the participant with the knowledge of the tasks and responsibilities required to manage a medium size building project.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC096 CONSTRUCTION SAFETY

Content Apply safety principles on medium rise and wide span building sites.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY

Content Provides the participants with the knowledge to apply safety.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC105 TIMBER FRAME DESIGN

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2

Prerequisite(s) ABC064 Building Computer Applications 1.

Content Range of computing software applications that will complement skills gained in modules.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC112 DRAFTING STUDIO 1

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC113 DRAFTING STUDIO 2

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC114 DRAFTING STUDIO 3

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC115 BUILDING STUDIO 1

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC504 CALCULATIONS

Content Practically apply the mathematical skills required in the workplace.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABC505 COMMUNICATIONS

Content Training for effective communication in the workplace at a simple, routine and predictable level.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

ABC548 QUALITY PRINCIPLES

Content Implementation of quality principles and practices.

Nominal Hours 8-12 Hours

Assessment As per accredited curriculum

AUM9001A MONITOR AND MAINTAIN WORKPLACE EQUIPMENT

Content Recognise and follow OH&S and environmental regulations, policies and procedures, signs and codes as they apply to work area; Use appropriate personal protective equipment; Follow appropriate manual handling techniques; Take appropriate action to deal with hazards and potential hazards in the workplace; Complete incident/accident investigation reports as/when required; Follow emergency procedures; Recognise and act on factors which lead to an unhealthy lifestyle.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9002A RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS

Content Receive and check materials/components/parts and equipment/tools required for the job; Unpack and store materials/components/parts and equipment/tools as required for the job; Stack/store materials/ parts/components as required for the process; Dispatch materials/ parts/components on completion of the process; Store equipment and tools on completion of the process.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9003A PREPARE AND PROCESS MATERIALS AND COMPONENTS

Content Select materials/components required for the operation/process; Inspect and check materials/components prior to use; Prepare and/or load/secure materials/ components as required; Process materials/components as detailed in enterprise procedures to ensure a quality product.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9004A PREPARE AND USE/OPERATE EQUIPMENT, TOOLS AND/OR MACHINERY

Content Select equipment, tools and/or machinery required for the operation/process; Inspect and check equipment, tools and/or machinery prior to use; Prepare equipment, tools and machinery as required by the process/operation; Use and/or operate equipment, tools and machinery as required by the process/operation; Shut down and/or store equipment, tools and machinery at the conclusion of the operation.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9005A MONITOR AND MAINTAIN CONTINUOUS IMPROVEMENT OF SYSTEMS AND PROCESSES

Content Apply continuous improvement of systems and processes to improve the quality of the product/process; Monitor continuous improvement of systems and processes to ensure the quality of the product/process is continually improved; Use continuous improvement tools and problem-solving techniques to ensure the ongoing improvement of the product and process; Apply continuous improvement of systems/processes/tools to eliminate waste; Incorporate recognised improvement opportunities into the work area.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9006A MONITOR AND MAINTAIN EQUIPMENT, TOOLS AND MACHINERY

Content Monitor equipment and processes; Perform incidental maintenance when required; Apply preventative maintenance systems/processes to maintain operation efficiency and effectiveness.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9007A MANAGE PERSONAL WORK PRIORITIES

Content Recognise requirements for the job according to schedules and work plans; Plan time to meet work schedules so that production rates are maintained; Adjust work priorities to cater for changes in schedules; Predict and recognise problems and take appropriate action.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9008A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS

Content Give and receive instructions, information and messages as required by the job; Instruct and deliver training to others on- and off-the-job as required; Follow enterprise Diversity and Equal Opportunity policies and procedures; Identify procedures and processes for resolving conflict in the workplace; Fill out forms as required by the job.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9009A WORK EFFECTIVELY WITH OTHERS IN TEAMS

Content Participate in teams to achieve production targets; Participate in the decision-making process in team meetings; Participate in addressing team's key production indicators; Organise and conduct team meetings.

Nominal Hours To be advised

Assessment As per endorsed training package

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

BBJ508 REFLECTIVE LEARNING AND PRACTICE 2A**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.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**BBJ509 REFLECTIVE LEARNING AND PRACTICE 2B****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.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**BCC1003A DRAIN/DE-WATER SITE****Content** Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.**Nominal Hours** 12 Hours**Assessment** As per accredited curriculum**BCC1005A USE HAND AND POWER TOOLS****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.**Nominal Hours** 80 Hours**Assessment** As per accredited curriculum**BCC1006A USE SMALL PLANT AND EQUIPMENT****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.**Nominal Hours** 16 Hours**Assessment** As per accredited curriculum**BCC1009A CARRY OUT MANUAL EXCAVATION****Content** Select tools and equipment; Dig small excavations by hand; Clean out excavation; Erect safety equipment; Clean up.**Nominal Hours** 8 Hours**Assessment** As per accredited curriculum**BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY****Content** Plan and prepare job; Spread and compact materials; Clean up.**Nominal Hours** 2-12 Hours**Assessment** As per accredited curriculum**BCC1013A MONITOR MACHINE OPERATION****Content** Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.**Nominal Hours** 8 Hours**Assessment** As per accredited curriculum**BCC1014A CONTROL CONSTRUCTION TRAFFIC****Content** Plan and prepare work; Co-ordinate site traffic; Operate radio; Clean up.**Nominal Hours** 4 Hours**Assessment** As per accredited curriculum**BCC2000A READ AND INTERPRET PLANS****Content** Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Determine drainage requirements; Recognise amendments; Read and interpret specifications.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**BCC2001A CARRY OUT BASIC SITE SURVEY****Content** Plan and prepare work; Maintain given level or specified slope with boning rods; Set up and use dumpy level; Set up and use horizontal laser level; Clean up.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**BCC2002A OXY/LPG ACETYLENE CUTTING****Content** To be advised.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**BCC2003A ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION****Content** Plan and prepare work; set out excavation and erect safety equipment; assist machine excavation operations; install excavation support and clean up.**Nominal Hours** 8 hours**Assessment** As per accredited curriculum**BCC2004A LAY PIPES****Content** Plan and prepare job; Set out and excavate trenches; Install bedding materials; Lower and position pipes; Clean up.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**BCC2005A REPAIR PAVEMENTS****Content** Plan and prepare work; Repair potholes; Clean up.**Nominal Hours** 36 Hours**Assessment** As per accredited curriculum**BCC2006A ERECT/DISMANTLE FENCING AND GATES****Content** Plan and prepare work; Erect fence; Erect gates and signage; Maintain fencing and gates; Remove and make good. Clean up.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum

BCC2009A CARRY OUT CONCRETE WORK

Content Plan work; set out for concrete work; construct reinforcement; place and fix reinforcement; erect formwork; carry out concrete work; strip formwork and clean up site.

Nominal Hours 40 hours

Assessment As per accredited curriculum

BCC3001A CONDUCT TIP TRUCK OPERATIONS

Content Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS

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.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

BCC3003A CONDUCT DOZER OPERATIONS

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.

Nominal Hours 240 Hours

Assessment As per accredited curriculum

BCC3004A CONDUCT EXCAVATOR OPERATIONS

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.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

BCC3005A CONDUCT FRONT END LOADER OPERATIONS

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.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

BCC3006A CONDUCT GRADER OPERATIONS

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.

Nominal Hours 240 Hours

Assessment As per accredited curriculum

BCC3007A CONDUCT SCRAPER OPERATIONS

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.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

BCC3008A CONDUCT SKID STEER LOADER OPERATIONS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3009A CONDUCT ROLLER OPERATIONS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3010A CONDUCT WATER CART OPERATIONS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC3012A CONDUCT DUMP TRUCK OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCC3013A CONDUCT FORKLIFT OPERATIONS

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3014A CONDUCT PIPELAYER OPERATIONS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3015A CONDUCT RECYCLER OPERATIONS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3017A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3018A CONDUCT MATERIALS SPREADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate materials spreader; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3019A CONDUCT PROFILE PLANER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate profile planer; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3028A CONTROL TRAFFIC

Content Plan and prepare traffic control procedure; Establish traffic control operations; Assist in setting out the traffic guidance scheme; Direct traffic; Close down traffic control operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCC3030A INSTALL DRAINAGE AND PIPELINE SYSTEMS

Content Plan and prepare work; Form surface and establish temporary stormwater diversions; Excavate for sub-soil drainage or pipeline; Lay pipelines; Place sub-soil drainage; Install culverts; Construct boxed/enclosed drains; Construct open drains; Clean up.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BCC3031A MAINTAIN DRAINAGE SYSTEMS

Content Plan and prepare work; Test, inspect and flush solid drainage; Inspect, clear and repair culverts; Repair pipe and culvert joints; Repair inspection hole; Clean gully pits; Repair/replace drains; Maintain kerbs, channels, medians, barriers and inverts; Maintain open drains; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCC3032A PREPARE ROAD SUBGRADE

Content Plan and prepare work; Set out subgrade; Assist with subgrade formation; Place and compact subgrade replacement materials.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3034A APPLY BITUMEN SEAL

Content Plan and prepare works; Set out bitumen seal wearing surface; Prepare surface; Apply seal binder; Place and spread aggregate; Roll bitumen seal; Clean up work site.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3035A LAY ASPHALT

Content Plan and prepare works; Prepare surface; Place, spread and compact asphalt; Clean up work site.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC3036A SPREAD AND COMPACT GRANULAR MATERIALS

Content Plan and prepare works; Set out sub-base/base; Control delivered materials; Place and spread materials; Compact materials; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCC3037A PLACE KERB, CHANNEL, MEDIAN AND BARRIER STRIPS

Content Plan and prepare work; Set out and prepare for construction/installation; Install services and conduits; Operate slip from machines for kerb and barrier strips; Pour concrete to installed formwork; Finish kerbs, gutters, barriers and inverts; Install pre-cast concrete units; Repair kerbs, gutters and median/barrier strips; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCC3038A LAY SEGMENTAL/UNIT PAVINGS

Content Define soil type and determine paving material; Prepare to lay paving; Prepare substrate; Construct paving; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCC3039A APPLY ROAD MARKINGS

Content Plan and prepare work; Prepare surface and set out; Prepare marking material; Apply paint with spray gun; Operate line marking machine; Apply paint with roller; Apply paint with brush; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCC3040A INSTALL AND MAINTAIN SIGNAGE AND ROADSIDE FIXTURES

Content Plan and prepare work; Erect light/utility poles; Position signage; Erect road barriers; Erect road/kerb fixtures; Erect road fencing and noise reducers; Maintain walkways, handrailing, fencing and guardrails; Maintain signage; Maintain off road rest or picnic areas; Clean up.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BCC3041A MAINTAIN SEALED ROADS

Content Plan and prepare work; Store, prepare and transport materials; Repair damaged wearing surface and edges; Repair potholes; Repair and seal surface cracks; Maintain kerbs and drainage system; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3050A CONSTRUCT SUBSTRUCTURES - BRIDGE AND WHARVES

Content Plan and prepare work; Set up construction operation; Locate piling rig and drive piles; Pour caissons; Prepare pile heads for designed structure; Construct reinforced concrete pier heads/beams; Fit and fix crossheads/pier beams to piles; Fit and fix waling, bracing and complete abutments; Complete timber abutments; Install bearings/holding down brackets; Install beams/girders/trusses; Clean up.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCC3051A INSTALL DECK

Content Plan and prepare work; Provide safety protection; Install timber decking and kerbing; Install precast or prefabricated deck; Install pre-stressed concrete deck; Prepare for cast in-situ concrete deck; Install built-in/cast-in services, attachments and block outs; Pour concrete and finish; Fit and fix kerbing, handrailing and stairs; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3052A MAINTAIN STRUCTURES - BRIDGES AND MARINE WORKS

Content Plan and prepare work; Maintain substructure connections; Maintain abutments and approaches; Maintain decking and surface finish; Maintain kerbing, stairs and safety railings; Maintain services and signs; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCF2001A USE STATIC MACHINES

Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2004A LAYOUT SIGNS

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK

Content Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF2011A USE COMPUTERS

Content Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

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.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BCF2013A ASSEMBLE COMPONENTS

Content Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

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.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Content Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3000A MAINTAIN STATIC MACHINERY

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3001A SETUP STATIC MACHINERY

Content Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

Content Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF3009A SETTING OUT OF WINDOWS AND DOORS

Content Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES

Content Plan and prepare work; Set up machine; Machine components; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3011A ASSEMBLE (DOOR/WINDOWS)

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3022A APPLY GILDING TO SIGNS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3026A APPLY LINE AND SCROLL

Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

BCF3028A WRITE TICKETS AND SHOWCARDS

Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3029A APPLY WATER GILDING - GLASS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3030A SCREEN PRINT

Content Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY

Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES

Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS

Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3042A MARK OFF/OUT

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3052A SIGN WRITE TO SIMPLE FORMS

Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours 56 Hours

Assessment As per accredited curriculum

BCF3053A SIGN WRITE TO DECORATIVE FORMS

Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS

Content Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES

Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL

Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL

Content Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3062A HAND RENDER PICTORIALS

Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1001A CARRY OUT OH&S REQUIREMENTS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1002A PLAN AND ORGANISE WORK

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS

Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT

Content Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK / BLOCK LAYING)

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

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.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3013A CONDUCT FORKLIFT OPERATIONS

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3022A FINISH EAVES

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.

Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS

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/jamb; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3030A REPLACE GLASS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

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.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3041A UNDERTAKE DOGGING

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3043A OPERATE HOIST

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3044A APPLY DECORATIVE FINISHES

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 glazed finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.

Nominal Hours 114 Hours

Assessment As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

BCG3092A APPLY SOLID RENDER

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR

Prerequisite(s) BCG1005A Use hand and power tools.

Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

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.

Nominal Hours 34 Hours

Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

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.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

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.

Nominal Hours 56 Hours

Assessment As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3115A LAY SEGMENTAL/UNIT PAVING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCGSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Content Research for compliance with building and planning legislation; Record all relevant planning and construction information; Investigate and evaluate a site for establishment, preparation and excavation requirements; Determine trade sequencing; Evaluate and apply cyclone resistant construction to buildings; Evaluate construction standards and practices.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Content Analyse building materials; Investigate suitability of materials for typical domestic scale buildings.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Content Use drawing instruments, equipment and materials to set out drawings; Produce drawings at varying scales using architectural conventions for linework, lettering and symbols; Read and interpret plans and specifications for a single storey dwelling; Draw three-dimensional sketches; Produce building permit approval drawings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS

Content Promote sustainable building and conservation practices in the community; Identify the legal requirements relating to building developments; Determine individual and community responsibilities relating to approval applications for building and land-use developments; Interpret and apply building, land-use and related legislation; Determine the legal responsibilities of builders and owners relative to building projects; Apply special provisions of building and land-use legislation; Establish the system for dispute resolution.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS

Content Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for the site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Content Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5007A UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS

Content Measure linear distances on site using building and basic surveying equipment; Carry out a closed level transverse procedure using the Rise and Fall recording method; Perform grid surveys for contour purposes; Set out T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Content Analyse the Australian administrative legal system; Evaluate administrative law applicable to building control activities; Describe the procedures and benefits of enforcing the law; Analyse the impact of other legislation on State and Territory building/development control legislation; Analyse the professional code of conduct and ethics applicable to building control; Analyse the concepts of liability and responsibility of building practitioners as detailed in legislation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Content Research combustion process as it relates to different materials; Analyse the flammability on the different states of matter; Identify conditions of burning at the fire point; Record mechanisms of heat transfer during fire growth, development and spread; Record the behaviour of building materials subjected to extreme levels of heat; Devise the fire load of a building and describe the effect on the Building Code of Australia (BCA) classification and compartmentation; Report the requirements of fire resistance of materials, building elements and forms of construction.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Content Devise interaction strategies; Assess demographic, cultural, social and psychological considerations; Communicate legislative requirements to individuals and/or groups; Record, analyse and report results.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Content Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5012A ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS

Content Assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing; Assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds; Assess plans and specifications for size, span and spacings of structural members for timber wall frames/s; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS

Content Identify the significance of the Macro and Micro climates in the construction process; Assess design criteria for energy efficient construction; Assess building designs; Identify that energy consumption practices are incorporated into design briefs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS

Content Evaluate documents submitted with an application for building approval; Carry out inspections at various stages of building work; Prepare reports on various building types; Determine the compliance of building services with respect to building legislation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS

Content Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Determine performance criteria for columns; Identify factors affecting design of connections between structural elements; Outline how loads of various types occur and impinge on a building structure.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS

Content Prepare comprehensive checklist schedule to investigate, plan and set up sites; Research and comply with relevant State/Territory legislation and Local Government requirements; Investigate and evaluate building site establishment; Determine stages and sequencing practices for structural systems; Determine requirements for scaffolding systems; Select suitable methods for rubbish removal from building sites; Select suitable cranes and other modes of material handling; Identify and apply of earthquake resistant construction to building; Evaluate construction standards and practices; Plan for continuing maintenance on a construction project.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS

Content Read and interpret plans and specifications; Produce draft working drawings; Produce a set of working drawings for a factory and office complex.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS

Content Identify and analyse the construction faults on building sites up to 3 storeys; Identify construction techniques/methods and materials nominated relevant legislation in the BCA and Australian Standard; solve construction faults in construction techniques/methods; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6004A APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS

Content Evaluation of slope instability; Analyse retaining wall requirements according to the structure; Determine footing design requirements according to situation; Determine requirements for compaction of soil fill.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Content Evaluate layouts of water supply for general and fire fighting use; Evaluate sewerage and drainage disposal methods and their layouts; Evaluate commonly used methods for smoke hazard management, mechanical ventilation and air-conditioning and methods of air filtration and its layout; Evaluate hot water systems and factors affecting selection; Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations; Evaluate fire fighting and fire detection services; Determine the requirements for general electrical and electronic service installation; Evaluate methods for vertical transportation and layout.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Content Analyse the properties, characteristics, constituents and mix design of concrete; Assess the requirements for concrete handling, placement, compaction, finishing and curing methods; Identify concrete faults and repair methods; Assess the effect of fire on concrete; Identify the environmental issues and new technologies which affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS

Content Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Compare performance criteria for columns; Compare methods of stress distribution in connections between structural elements; Determine how loads of various types occur and impinge on a building structure; Evaluate the design of high performance structural elements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS

Content Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6009A IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS

Content Evaluate performance based designs; Apply the performance-based Building Code of Australia (BCA); Evaluate risk assessment; Evaluate fire safety engineering.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS

Content Evaluate smoke control in buildings; Analyse passive fire protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING

Content Distinguish between common law, judicial precedent and legislation; Identify and interpret the court hierarchy and the civil/criminal jurisdictions of each court; Identify and interpret court room procedures; Identify the types of offences and defences within criminal law; Detail types of evidence admissible in a civil and criminal trial; Identify the rules of statutory interpretation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION

Content Devise strategies and models of consultation; Facilitate community consultations; Record analyse and report on outcome of consultations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT

Content Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contract/s.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6014A MANAGE AND PLAN LAND USE

Content Evaluate legislation pertaining to land use planning; Plan land development and control processes; Determine strategies for the use of land.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION

Content Prepare a research plan; Implement research strategies; Organise and analyse information; Report the findings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BCGSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS

Content Evaluate documents submitted with an application for building and land use; Determine the compliance of a new building with the approved plans, relevant legislation and standards during its construction; Compile a report on an existing building of not more than 3 storeys and with a floor area not exceeding 2000 m2 for compliance with relevant legislation.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BCPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR

Content This unit specifies the competency required to prepare for and sustain effective work within the plumbing and services sector of the Building and Construction Industry.

Nominal Hours 12 hours

Assessment As per accredited curriculum

BCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Content This unit specifies the competency required to communicate effectively through oral, visual and written means of communications to facilitate work practices which are safe, meet specifications and provide quality outcomes.

Nominal Hours 12 hours

Assessment As per accredited curriculum

BCPCM2003A CARRY OUT OH&S REQUIREMENTS

Content This unit specifies the competency required to carry out OH&S requirements through safe work practices at a plumbing workplace.

Nominal Hours 36 hours

Assessment As per accredited curriculum

BCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES

Content This unit specifies the competency required to use and interpret plans and specifications associated with construction work and the ability to accurately complete measurements and calculations to establish quantities of materials for plumbing work.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPCM2005A HANDLE AND STORE PLUMBING MATERIALS

Content This unit specifies the competency required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste.

Nominal Hours 6 hours

Assessment As per accredited curriculum

BCPCM2006A USE PLUMBING HAND AND POWER TOOLS

Content This unit specifies the competency required to use hand and power tools in plumbing work applications.

Nominal Hours 40 hours

Assessment As per accredited curriculum

BCPCM2007A CARRY OUT LEVELLING

Content This unit specifies the competency required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications

Nominal Hours 6 hours

Assessment As per accredited curriculum

BCPCM2008A CUT AND JOIN SHEET METAL

Content This unit specifies the competency required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPCM2009A CUT WITH OXY-LPG/ACETYLENE

Content This unit specifies the competency required to use oxy-LPG or oxy-acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPCM2010A MARK OUT MATERIALS

Content This unit specifies the competency required to mark out plumbing materials prior to fabricating piping, steel sections, ducting (sheet materials), roofing and cladding.

Nominal Hours 20 hours

Assessment As per accredited curriculum

BCPCM2011A APPLY FIRST AID IN THE WORKPLACE

Content This unit specifies the competency required to provide basic first aid in the workplace.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT

Content This unit specifies the competency required to weld metals associated with the fabrication, installation and repair of plumbing components and systems, using oxy-acetylene equipment.

Nominal Hours 16 hours

Assessment As per accredited curriculum

BCPCM2013A WELD USING ARC WELDING EQUIPMENT

Content This unit specifies the competency required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

Nominal Hours 16 hours

Assessment As per accredited curriculum

BCPDR2001A LOCATE AND CLEAR BLOCKAGES

Content This unit specifies the competency required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage/roof installations, with the use of mechanically operated drain clearing machines and attachments, and manually operated drain cleaning tools and equipment.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPDR2002A INSTALL DOMESTIC TREATMENT PLANTS

Content This unit specifies the competency required to install pre-cast concrete and/or glass reinforced plastic domestic treatment plants.

Nominal Hours 16 hours

Assessment As per accredited curriculum

BCPDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS

Content This unit specifies the competency required to install stormwater and sub-soil drainage systems up to the point(s) of connection.

Nominal Hours 8 hours

Assessment As per accredited curriculum

BCPDR2005A DRAIN WORKSITE

Content This unit specifies the competency required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.

Nominal Hours 4 hours

Assessment As per accredited curriculum

BCPDR2006A INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES

Content This unit specifies the competency required to install pre-fabricated inspection openings and enclosures.

Nominal Hours 4 hours

Assessment As per accredited curriculum

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Content Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE

Content Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Content Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

Content Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Content Record fee-earner time; Enter disbursements incurred.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

Content Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

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.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

Content Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL402A PROVIDE SUPPORT IN FAMILY LAW MATTERS

Content Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Content Plan search; Conduct search; Receive outcome of search; Deliver information.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION

Content Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSAMED201B USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES

Content Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBADM302A PRODUCE TEXTS FROM NOTES

Content Take notes; Transcribe notes; Edit and revise text.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Content Prepare for audio transcription; Transcribe audiotape; Edit and revise text.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS

Content Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADM305A CREATE AND USE DATABASES

Content Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM306A CREATE ELECTRONIC PRESENTATIONS

Content Use safe work practices; Prepare presentation; Produce presentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM307A ORGANISE SCHEDULES

Content Establish schedule requirements; Manage schedules.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBADM308A PROCESS PAYROLL

Content Processing of payroll from provided data in manual and computerised payroll systems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM310A MAINTAIN A GENERAL LEDGER

Content Process journal entries; Prepare trial balance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES

Content Take dictation using shorthand; Produce complex texts; Edit and revise texts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS

Content Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBADM403A DEVELOP AND USE COMPLEX DATABASES

Content Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS

Content Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM405A ORGANISE MEETINGS

Content Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM406A ORGANISE BUSINESS TRAVEL

Content Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM407A ADMINISTER PROJECTS

Content Plan project administration; Coordinate project administration; Finalise and review project administration.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADM408A PREPARE FINANCIAL REPORTS

Content Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK

Content Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM502A MANAGE MEETINGS

Content Prepare for meetings; Conduct meetings; Follow up meetings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM503A PLAN AND MANAGE CONFERENCES

Content Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS

Content Plan or review administration systems; Implement new or modified administration system; Monitor administration system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADM505A MANAGE PAYROLL

Content Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV401A PROFILE A TARGET AUDIENCE

Content Identify the target market; Segment the market; Profile target audience.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADV402A CONDUCT PRE-CAMPAIGN TESTING

Content Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBADV403A MONITOR ADVERTISING PRODUCTION

Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBADV404A SCHEDULE ADVERTISEMENTS

Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADV501A DEVELOP A CREATIVE CONCEPT

Content Read and absorb background information; Develop a creative concept; Evaluate a creative concept.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV502A WRITE PERSUASIVE COPY

Content Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADV503A COORDINATE ADVERTISING RESEARCH

Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV504A CREATE ADVERTISEMENTS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV505A EVALUATE AND RECOMMEND 'ABOVE THE LINE' MEDIA OPTIONS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV506A EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN

Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN

Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF

Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN

Content Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV603A MANAGE ADVERTISING PRODUCTION

Content Plan the production process for advertisements; Segment the market; Profile target audience.

Nominal Hours 80-120 Hours

Assessment As per accredited curriculum

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN

Content Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.

Nominal Hours 60-80 Hours

Assessment As per accredited curriculum

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS

Content Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBATSIL503A MANAGE CONFLICT

Content This unit covers managing conflict within the Board, the organisation and between the organisation and the community and wider community.

Nominal Hours 60 hours

Assessment As per accredited curriculum

BSBATSIM405A MONITOR FINANCIAL MANAGEMENT AND BUDGETS

Content This unit covers monitoring and acting on financial reports.

Nominal Hours 40 hours

Assessment As per accredited curriculum

BSBCMN106A FOLLOW WORKPLACE SAFETY PROCEDURES

Content This unit covers general Occupational Health and Safety requirements in business organisations and is relevant for employees working under direct supervision with no responsibilities for other people.

Nominal Hours 10 hours

Assessment As per accredited curriculum

BSBCMN107A OPERATE A PERSONAL COMPUTER

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.

Nominal Hours 10-20 Hours

Assessment As per accredited curriculum

BSBCMN108A DEVELOP KEYBOARD SKILLS

Content Use safe work practices; Identify and develop keyboard skills; Check accuracy.

Nominal Hours 10-40 Hours

Assessment As per accredited curriculum

BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

Content Work within organisational requirements; Determine future work/career directions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

Content Organise work schedule; Complete work tasks; review work performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN203A COMMUNICATE IN THE WORKPLACE

Content Gather, convey and receive information and ideas; Draft routine correspondence.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN204A WORK EFFECTIVELY WITH OTHERS

Content Develop effective workplace relationships; Contribute to workgroup activities.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY

Content Select and use technology; Process and organise data; Maintain technology.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS

Content Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS

Content Create simple spreadsheets; Produce spreadsheets; Produce simple charts.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES

Content Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT

Content Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

Content Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING

Content Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN305A ORGANISE WORKPLACE INFORMATION

Content Collect and assess information; Organise information; Review information needs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS

Content Select and prepare resources; Design document; Produce document.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES

Content Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS

Content Maintain daily financial records; Maintain the general ledger; Process cash.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES

Content Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Content Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

BSBCMN311A MAINTAIN WORKPLACE SAFETY

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 the organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN312A SUPPORT INNOVATION AND CHANGE

Content Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN315A WORK EFFECTIVELY WITH DIVERSITY

Content Recognise individual differences and respond appropriately; Work effectively with individual differences.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN316A PROCESS CUSTOMER COMPLAINTS

Content Respond to complaints; Refer complaints; Exercise judgment to resolve customer service issues.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS

Content Identify customer needs and expectations; Provide the identified customer needs and expectations; Develop knowledge for a specific range of products and services.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

BSBCMN318A WRITE SIMPLE DOCUMENTS

Content Plan document; Draft document; Review document.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN319A APPLY ADVANCED FIRST AID

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN320A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES

Content Maintain resources; Record and manage records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN402A DEVELOP WORK PRIORITIES

Content Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN403A ESTABLISH BUSINESS NETWORKS

Content Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS

Content Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION

Content Gather and organise information; Research and analyse information; Present information.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY

Content Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN407A COORDINATE BUSINESS RESOURCES

Content Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN408A REPORT ON FINANCIAL ACTIVITY

Content Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN409A PROMOTE PRODUCTS AND SERVICES

Content Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Content Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN411A MONITOR A SAFE WORKPLACE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN412A PROMOTE INNOVATION AND CHANGE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN414A UNDERTAKE MARKETING ACTIVITIES

Content This unit covers the planning, implementation, management and review of basic marketing and promotional activities.

This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN415A MANAGE FIRST AID POLICY

Content This unit specifies the outcomes required to manage the development and implementation of first aid policy in the workplace. The unit is about coordinating and implementing effective organisational systems for first aid, implementing effective first aid training and practice, and maintaining up-to-date professional development of knowledge and skills for self and supporting others in this area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES

Content Identify risks; Analyse and evaluate risks; Treat risks; Monitor and review effectiveness of treatment of risks.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN417A COORDINATE CUSTOMER SERVICE ACTIVITIES

Content This unit specifies the outcomes required to contribute to quality customer standards and to support personnel to implement customer service standards and systems within the organisation. Note that this unit is not about delivering service directly to the customer, but rather responsibility for the implementation of the customer service systems, policies and procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN418A ADDRESS CUSTOMER NEEDS

Content This unit specifies the outcomes required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting the customer's needs and managing networks to ensure customer's needs are addressed.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN419A MANAGE PROJECTS

Content Define project; Develop project plan; Administer and monitor project; Finalise project; Review project.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBCMN420A WRITE COMPLEX DOCUMENTS

Content This unit specifies the outcomes required to plan documents, draft text, prepare final text and produce documents of some complexity.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION

Content Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBEBUS401A CONDUCT ONLINE RESEARCH

Content This unit covers researching business information using Internet, intranet or extranet, communicating with team as required and presenting reports on research outcomes.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES

Content This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS403A COMMUNICATE ELECTRONICALLY

Content Communicate online; Collaborate online; Implement electronic conferencing procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBEBUS404A TRADE ONLINE

Content This unit covers assessment of suppliers, ordering, purchasing, selling or exchanging business goods and services online including the use of electronic shopping agents, reverse markets and auctions.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS405A CONDUCT ONLINE FINANCIAL TRANSACTIONS

Content This unit covers evaluation, use and management of online financial services.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Content This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

Content This unit covers data analysis, review of website content and updating and maintenance of the business aspects of a website.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS408A IMPLEMENT AND MONITOR DELIVERY OF QUALITY CUSTOMER SERVICE ONLINE

Content This unit covers implementation and monitoring of online customer service policy, developing and enhancing customer relationships online, integrating customer service into business processes and continuous improvement of customer service in accordance with company policy.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS409A LEAD AND FACILITATE E-STAFF

Content Facilitate e-work outcomes; Support e-staff; Manage e-staff performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBEBUS501A EVALUATE E-BUSINESS OPPORTUNITIES

Content This unit covers evaluation of the impact of e-business for an industry sector, new opportunities or capabilities provided by the Internet, threats and opportunities related to e-business, and risks / obstacles to be overcome to take advantage of e-business opportunities.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS502A EVALUATE E-BUSINESS MODELS

Content This unit covers evaluating different e-business models such as e-shop, e-mail, e-brokerage, e-procurement, e-auction, collaboration partners, etc.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS503A DESIGN AN E-BUSINESS

Content This unit covers design of an e-business using an accepted or emerging e-business model. It may be a stand alone e-business or an existing business adding in an e-business facility and running both business models.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS504A IMPLEMENT AN E-BUSINESS STRATEGY

Content This unit covers implementation, monitoring and review of e-business strategy.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS505A IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS

Content This unit covers planning for the introduction of new technologies, implementing new technologies for the business and managing the change process associated with implementation.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS506A PLAN AND DEVELOP A BUSINESS WEBSITE

Content This unit covers the planning, developing and evaluating of the business aspects of a website and integration of the website into business operations.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS507A MANAGE THE BUSINESS ASPECTS OF A WEBSITE

Content This unit covers business management and on-going monitoring of a website to continuously improve its effectiveness.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS508A BUILD A VIRTUAL COMMUNITY

Content This unit covers development of a virtual business community built around a common interest / area of business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS509A IMPLEMENT E-BUSINESS OUTSOURCING ARRANGEMENTS

Content This unit covers preparation of a brief for outsourcing or contracting e-business activities, investigation of collaborative or partnership opportunities, determining outsourcing arrangements and contracting provider/s.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING

Content This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS

Content This unit covers implementation of a knowledge management strategy for an e-business through technology and cultural change.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS512A IMPLEMENT ELECTRONIC COMMUNICATION POLICY

Content This unit covers implementing policy for internal and external electronic communication to enable effective communication processes while meeting legal and ethical requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS513A PLAN E-LEARNING

Content This unit covers identification of learning and development needs, evaluation of online learning opportunities and materials, development of individual learning plans and evaluation of organisational requirements to support e-learning.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS514A IMPLEMENT E-LEARNING

Content This unit covers preparation for the organisation of e-learning and development in a business, implementation, monitoring and evaluation in line with an e-learning strategy. It involves putting the systems into place to allow for the organisation of e-learning processes.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS515A FACILITATE E-LEARNING

Content This unit covers facilitation of learning in an online learning environment, including establishment of the learning environment and evaluation of e-learning outcomes. It involves the competencies required by the facilitator/trainer to allow learning and evaluation to occur.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS516A MANAGE ONLINE PURCHASING

Content This unit covers evaluation of online purchasing methods, development and implementation of a business-to-business purchasing strategy and monitoring and review of online purchasing in the business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS517A MANAGE ONLINE INVENTORY

Content This unit covers choosing an online inventory management model for the business, sourcing inventory, monitoring and maintaining inventory.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS518A MANAGE AN E-BUSINESS SUPPLY CHAIN

Content This unit covers implementation of the e-business supply chain management strategy, managing the supply chain, and evaluating and improving the effectiveness of the supply chain.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS519A MANAGE ONLINE SALES SYSTEMS

Content This unit covers development and implementation of an e-business selling strategy and the monitoring and review of online selling in the business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS520A MANAGE ONLINE PAYMENTS SYSTEMS

Content This unit covers evaluation of online payment system/s, determining appropriate online payment system/s for the business and integrating, monitoring and reviewing the online payment system/s.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS521A PLAN E-MARKETING COMMUNICATIONS

Content This unit covers online marketing research, preparing an e-marketing plan and a website marketing strategy.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS522A CONDUCT E-MARKETING COMMUNICATIONS

Content This unit covers preparing advertisements for Internet, email or facsimile, using and evaluating the effectiveness of electronic marketing.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS523A INVESTIGATE AND PLAN E-WORK BUSINESS SOLUTIONS

Content This unit covers investigation and planning of off-site e-working arrangements where staff perform agreed duties at an alternative site (usually home) during some or all of scheduled work hours. It includes planning an e-work system for a business - a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS524A IMPLEMENT AND MANAGE E-WORKING ARRANGEMENTS

Content This unit covers implementation and management of off-site e-working arrangements where staff perform agreed duties at an alternative site (usually home) during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS601A DEVELOP AN E-BUSINESS STRATEGY

Content This unit covers environmental analysis and strategic planning for e-business that supports the organisation's overall business strategy.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS602A DEVELOP AN ACTION PLAN FOR AN E-BUSINESS STRATEGY

Content This unit covers development of an action plan or operational plan for the implementation and management of an e-business strategy.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS603A EVALUATE NEW TECHNOLOGIES FOR BUSINESS

Content This unit covers identification of new technologies and evaluation of their suitability to the business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS604A DEVELOP A BUSINESS WEBSITE STRATEGY

Content This unit covers development of a web strategy that supports the business strategy, determining marketing objectives and strategies for the website and planning its integration into business operations.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION

Content This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS606A MANAGE E-BUSINESS RISK

Content This unit covers identification and management of risks associated with e-business including objectives failure, technology failure, security, and fraud. It focuses on the development of risk management strategies to provide a secure environment for business transactions.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS607A DEVELOP E-BUSINESS OUTSOURCING POLICY AND GUIDELINES

Content This unit covers development of policy and guidelines for e-business outsourcing or contracting by the business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS608A DEVELOP AND IMPLEMENT ONLINE INFORMATION POLICY

Content This unit covers establishing, implementing and evaluating policies and processes for managing online information.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS

Content This unit covers analysis of existing systems, determining e-business requirements for knowledge management and developing a strategy to meet those requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS610A DEVELOP ELECTRONIC COMMUNICATION POLICY

Content This unit covers development of policy relating to Internet, intranet, extranet and email usage.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS611A DEVELOP AND IMPLEMENT E-BUSINESS HUMAN RESOURCE MANAGEMENT POLICY AND PRACTICES

Content This unit covers investigation of the human resource management environment for e-business and development, implementation and monitoring of policy and practices for e-business human resource management.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS612A DEVELOP AND IMPLEMENT E-WORK POLICY AND GUIDELINES

Content This unit covers the development, implementation, monitoring and evaluation of policy and guidelines for an off-site e-work system that allows employees to perform agreed duties at an alternative site (usually home) during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS613A DEVELOP ONLINE CUSTOMER SERVICE STRATEGIES

Content This unit covers investigating requirements for online customer service, development of policy and strategies for the delivery of customer services and monitoring and evaluation of policy implementation.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS614A BUILD ONLINE CUSTOMER LOYALTY

Content This unit covers development, implementation and monitoring of customer loyalty strategies for e-business.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEBUS615A USE ONLINE SYSTEMS TO SUPPORT MANAGERIAL DECISION-MAKING

Content This unit covers the use of management information systems, decision support systems and executive support systems to underpin managerial decision-making.

Nominal Hours TBA

Assessment As per accredited curriculum

BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Content This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation's client base (that is organisations or enterprises seeking to employ individuals).

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM302A SUPPORT LEADERSHIP IN THE WORKPLACE

Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Content Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM305B SUPPORT OPERATIONAL PLAN

Content Contribute to implementation of operational plan ; Assist in recruiting employees and acquiring resources ; Support operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM306A PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM309B SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Content Contribute to continuous improvement systems and processes; Monitor and report on specified outcomes; Support opportunities for further improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM311B SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Content Encourage a learning environment; Encourage and promote learning of team and individuals; Identify opportunities for improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS

Content Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM404A LEAD WORK TEAMS

Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM405A IMPLEMENT OPERATIONAL PLAN

Content Plan resource use; Acquire resources; Monitor operational performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM406B IMPLEMENT WORKPLACE INFORMATION SYSTEM

Content Identify and source information needs; Collect, analyse and report information; Implement information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM409B IMPLEMENT CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM412A PROMOTE TEAM EFFECTIVENESS

Content Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE

Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM503A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS

Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN

Content Plan resource use; Acquire resources; Monitor operational performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM512A ENSURE WORK TEAM EFFICIENCY

Content Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS

Content Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers' compensation and rehabilitation claims.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBHR402A RECRUIT AND SELECT PERSONNEL

Content Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES

Content Process leave applications; Process job vacancies; Provide information on personnel matters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBHR404A COORDINATE HUMAN RESOURCE SERVICES

Content Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES

Content Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS

Content Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

Content Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Content Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Content Develop the organisation's remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

Content Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR507A MANAGE SEPARATION/TERMINATION

Content Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR508A MANAGE WORK/LIFE SKILLS

Content Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS

Content Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR601A MANAGE CHANGE

Content Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR602A MANAGE HUMAN RESOURCE STRATEGIC PLANNING

Content Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR603A CONTRIBUTE TO ORGANISATION DEVELOPMENT

Content Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR604A MANAGE EMPLOYEE RELATIONS

Content Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR605A CONTRIBUTE TO ORGANISATION DESIGN

Content Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS

Content Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT502A MANAGE PEOPLE PERFORMANCE

Content Allocate work; Assess performance; Provide feedback; Manage follow-up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Content Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS

Content Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT505A ENSURE A SAFE WORKPLACE

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF

Content Determine future people needs; Select appropriate people; Confirm employment arrangements.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS

Content Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS

Content Develop tactical and operational plans; Review business systems.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT604A MANAGE BUSINESS OPERATIONS

Content Implement tactical and operational plans; Monitor performance; Respond to performance data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Content Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT606A MANAGE CUSTOMER FOCUS

Content Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION

Content Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Content Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT609A MANAGE RISK

Content Develop risk management plan; Implement risk management plan; Evaluate risk management plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT610A MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS

Content Establish an environmental management system; Manage innovation and improvement; Review environmental management system.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG301A RESEARCH THE MARKET

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Content Confirm business needs; Identify market needs; Identify marketing opportunities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG401A PROFILE THE MARKET

Content Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG403A ANALYSE MARKET DATA

Content Interpret trends and market developments; Interpret competitor market performance; Report on market data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS

Content Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES

Content Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG406A BUILD CLIENT RELATIONSHIPS

Content Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG407A MAKE A PRESENTATION

Content Prepare the presentation; Deliver a presentation; Review the presentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES

Content Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN

Content Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG504A IMPLEMENT A MARKETING SOLUTION

Content Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG505A REVIEW MARKETING PERFORMANCE

Content Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG601A DEVELOP MARKETING STRATEGIES

Content Scope marketing opportunities; Develop marketing strategies.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG602A DEVELOP A MARKETING PLAN

Content Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG603A MANAGE THE MARKETING PROCESS

Content Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS

Content Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Content Identify business opportunities; Identify personal business skills.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Content Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

BSBSBM402A UNDERTAKE FINANCIAL PLANNING

Content Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM403A PROMOTE THE BUSINESS

Content Develop marketing strategies; Determine a marketing mix for the business; Implement marketing strategies; Monitor and improve marketing performance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Content Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS

Content Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM406A MANAGE FINANCES

Content Maintain financial records; Implement financial plan; Monitor financial performance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM407A MANAGE A SMALL TEAM

Content Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

Nominal Hours 40Hours

Assessment As per accredited curriculum

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE

Content Acquire knowledge of products in a specified area; Convert product knowledge into benefits; Evaluate competitors' products.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBSLS302A IDENTIFY SALES PROSPECTS

Content Employ prospecting methods; Qualify prospects; Manage prospect information.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSBSLS303A PRESENT A SALES SOLUTION

Content Prepare for presentation; Present a sales solution; Manage buyer resistance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSLS304A SECURE PROSPECT COMMITMENT

Content Respond to buying signals; Negotiate the sale; Finalise the agreement.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBSLS305A SUPPORT POST-SALE ACTIVITIES

Content Process the order; Deliver support to agreed expectations; Handle client feedback.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBSLS306A SELF-MANAGE SALES PERFORMANCE

Content Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBSLS401A LEAD A SALES TEAM

Content Plan sales operations; Direct the sales team; Evaluate sales team effectiveness and performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBUN401A DEVELOP AND IMPLEMENT AN ORGANISING PLAN

Content This unit specifies the outcomes required to develop, implement and evaluate a strategic approach to organising and recruiting union members.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

BSBUN402A EMPOWER MEMBERS

Content This unit specifies the outcomes required to identify and develop activists and networks to advance union interests and activities in the workplace and more generally within the community.

Nominal Hours 55 Hours

Assessment As per accredited curriculum

BSBUN403A COMMUNICATE WITH WORKERS

Content This unit specifies the outcomes required to communicate effectively with workers on a one-to-one basis and in groups in order to move them towards union membership, involvement and activism.

Nominal Hours 55 Hours

Assessment As per accredited curriculum

BSBUN404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL MEMBERS

Content This unit specifies the outcomes required to work with diversity and promote equality within the union. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBUN405A PROMOTE THE VALUES, PRINCIPLES AND POLICIES OF THE UNION

Content This unit specifies the outcomes required to model behaviour that supports the values of the union and social justice movements, thereby encouraging confidence and belief in unionism as a way of improving workers' lives.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BSBUN406A UNDERTAKE BARGAINING

Content This unit specifies the outcomes required to effectively manage the process of bargaining to establish agreements on matters of importance to members.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBUN407A PROVIDE ADVICE TO UNION MEMBERS AND UNDERTAKE NEGOTIATIONS

Content This unit specifies the outcomes required to effectively provide advice to union members about their industrial and employment rights and to participate in negotiations either as an individual or as a member of a negotiating team.

This unit covers obtaining, interpreting and providing information to members; preparing for and undertaking negotiations; using effective negotiation techniques; and following-up on outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBUN408A PREPARE CASES FOR THE UNION

Content This unit specifies the outcomes required to undertake research and prepare evidence and case submissions that may be required in the course of representing members and their issues before a tribunal.

This unit addresses undertaking research and preparation of evidence and case submissions that may be required in the course of representing members and their issues before a tribunal.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBUN409A APPEAR BEFORE TRIBUNALS AND REPRESENT MEMBERS

Content This unit specifies the outcomes required to effectively appear before a tribunal and advocate routine matters such as handling grievances, disputes and dismissals, agreement certification and general award maintenance. It includes use of appropriate court/tribunal etiquette, participation in conciliation matters and presenting a case for arbitration.

This unit addresses participation in conciliation and/or arbitration matters before a court/tribunal on behalf of an individual member, groups of members and/or the union

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBUN501A DEVELOP, MANAGE AND REVIEW CAMPAIGNS AND PROJECTS

Content This unit specifies the outcomes required to effectively plan, manage and review union campaigns or projects.

This unit addresses the cycle of planning, managing and reviewing campaign or project in a union context.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

BSBUN502A REPRESENT THE UNION IN KEY FORUMS

Content This unit specifies the outcomes required to take a lead role in representing the union and its positions on key issues. This unit addresses high-level communications that will affect how the union is seen by members and others and the level of influence the union has in decision-making processes.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

BSBUN503A COORDINATE CASE PREPARATION AND RESEARCH

Content This unit specifies the outcomes required to effectively coordinate and prepare key cases on behalf of the union for a court or tribunal. It covers formulating strategies within a legal framework and jurisdictions to achieve optimum outcomes; providing advice on cases; and undertaking research and preparing case submissions.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

BSBUN504A ADVOCATE AND PRESENT CASES FOR MEMBERS

Content This unit specifies the outcomes required to effectively appear before a court or tribunal and advocate a key case on behalf of the union.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBUN505A DEVELOP, IMPLEMENT AND MANAGE UNION POLICY

Content This unit specifies the outcomes required to develop and implement union policy, and manage policy implementation and review.

This unit covers the cycle of development, implementation and review of union policy.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

BSBUN506A COORDINATE RESEARCH AND ANALYSIS

Content This unit specifies the outcomes required to coordinate and undertake major research projects on behalf of the union. It covers planning research, coordinating and undertaking the research process, managing information systems, compiling reports and evaluating the research process.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

BSX023/01 EVALUATE A BUSINESS OPPORTUNITY

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSX023/02 COMPLETE A BUSINESS PLAN

Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSX023/05 MANAGE BUSINESS OPERATIONS

Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX023/07 MANAGE FINANCES

Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT

Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSX154L404 APPLY SKILLS IN COST MANAGEMENT

Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT

Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L602 MANAGE PROJECT SCOPE

Content Manage project authorisation; Define and plan project scope; Manage project scope.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L604 MANAGE COST

Content Develop project budget; Manage project costs; Manage financial completion.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L605 MANAGE QUALITY

Content Develop quality requirements; Manage quality assurance; Improve project quality.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L606 MANAGE HUMAN RESOURCES

Content Manage project organisation and staffing; Manage staff performance; Lead the project team.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L607 MANAGE COMMUNICATIONS

Content Plan project communications; Manage project information; Manage communications; Analyse communications management outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSXFM1404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

BSXFM1407A MANAGE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFM1411A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Content Frontline management plays a prominent role in encouraging and supporting the development of a learning organisation. Promoting a learning environment in which work and learning are integrated is an important goal to be achieved.

Nominal Hours 30 hours

Assessment As per accredited curriculum

BSXFM1501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Self management techniques; Prioritising; Professional competency.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSXFM1502A PROVIDE LEADERSHIP IN THE WORKPLACE

Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.

Nominal Hours 40

Assessment As per accredited curriculum

BSXFM1503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFM1504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Content Team planning; Commitment and cooperation; Team performance; Work team/group.

Nominal Hours 40-60 Hours

Assessment As per accredited curriculum

BSXFM1505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSXFM1506A MANAGE WORKPLACE INFORMATION

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSXFM1507A MANAGE QUALITY CUSTOMER SERVICE

Content Internal and external customer requirements; Delivery of quality products; Customer Service.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSXFM1511A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSZ401A PLAN ASSESSMENT

Content Requirements for planning an assessment in a specific context; requirements for determining evidence; selecting appropriate assessment methods and developing an assessment tool.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT

Content Identify and cover the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ403A REVIEW ASSESSMENT

Content Requirements to review assessment procedures in a specific context.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS

Content Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Content Prepare for persons to plan a training program. This involves the identification of competencies to meet the needs of a target group and the planning and promotion of appropriate training strategies.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Content Identify a training program for a target group. This involves planning a series of training sessions to meet the identified competency requirements of the target group.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSZ407A DELIVER TRAINING SESSIONS

Content Prepare for a person to deliver training sessions as part of a training program

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ408A REVIEW TRAINING

Content Record training data and review training.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ501A ANALYSE COMPETENCY REQUIREMENTS

Content Research and document competency requirements. It covers identification and review of relevant sources of information, and the development of an implementation plan.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ502A DESIGN AND ESTABLISH THE TRAINING SYSTEM

Content Prepare to design and establish a training problem.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ503A DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM

Content Prepare to design and establish an assessment system.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ504A MANAGE THE TRAINING AND ASSESSMENT SYSTEM

Content Responsible for managing a training and assessment system. The unit applies to those operating in assessment only or training and assessment contexts.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ505A EVALUATE THE TRAINING AND ASSESSMENT SYSTEM

Content Evaluate an external or internal training and assessment system. (AQTF compliance is addressed in the evaluation study).

Nominal Hours 45 Hours

Assessment As per accredited curriculum

BSZ506A DEVELOP ASSESSMENT PROCEDURES

Content Developing an assessment procedure for a target group, including determining evidence requirements and selecting appropriate assessment methods to be used by assessors.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSZ507A DEVELOP ASSESSMENT TOOLS

Content Requirements for selecting, developing, validating and documenting new assessment tools to be used by assessors.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSZ508A DESIGN TRAINING COURSES

Content Requirements and responsibilities for designing training courses as part of a training system to meet client-identified outcomes and, where appropriate, receive formal recognition.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCAC1C PROVIDE SUPPORT TO AN OLDER PERSON

Content Demonstrate an understanding of the physical and psychosocial aspects of ageing; Establish and maintain appropriate relationships with older people; Assist the older person to identify and meet their needs; Respond to situations of risk to the older person within work role and responsibilities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC2C PROVIDE PERSONAL CARE

Content Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person's personal care needs; Support or assist the older person to meet their personal care needs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC3C ORIENTATION TO AGED CARE WORK

Content Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of 'positive ageing'; Support the rights and interests of older person.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC4B ASSIST IN THE PROVISION OF AN APPROPRIATE ENVIRONMENT

Content Providing support and assistance to provide a clean, comfortable, safe and secure environment.

Nominal Hours 50 hours

Assessment As per accredited curriculum

CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS

Content Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person's cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person's expressions of identity and sexuality.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS

Content Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CHCAC12C PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS

Content Evaluate and prioritise the needs of an older person with complex care issues; Liaise and negotiate with appropriate personnel in the development of a service delivery plan; Co-ordinate the delivery of the service delivery plan; Co-ordinate the monitoring, evaluation and review of the service delivery plan.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA

Content Use communication strategies which take account of the progressive and variable nature of dementia; Provide appropriate activities to maintain clients' dignity, skills and health at an optimum level; Develop and implement strategies which minimise the impact of challenging behaviours.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCAC16A PROVIDE FOOD SERVICES

Content Maintain food safety while carrying out food handling activities; Comply with hygienic work practices and appropriate OHS guidelines; Distribute meals and refreshment to clients; ect utensils and meal trays; Prepare foods as required.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAC17A SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE

Content Support the older person with their instrumental activities of living; Recognise and report changes in an older person's ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD1C ADVOCATE FOR CLIENTS

Content Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD2A SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAD2B A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAD3A UNDERTAKE SYSTEMS ADVOCACY

Content Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION

Content Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCADMIN3B UNDERTAKE ADMINISTRATIVE WORK

Content Maintain accounts; Participate in budgeting processes; Operate equipment; Maintain equipment; Monitor equipment use and needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCADMIN4B MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCADMIN5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Content Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/ OR OTHER DRUGS ISSUES

Content Respond to cues; Assist in responding to people's needs; Use self-protection strategies.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED

Content Provide a service to intoxicated clients; Assist client with longer term needs; Apply strategies to reduce harm or injury.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES

Content Provide needle and syringe services; Provide education on safer drug use.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content Assess the needs and status of client/s; Develop a case management plan with the client; Refer clients.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES

Content Check needs of clients; Support management of withdrawal; Evaluate client withdrawal; Assist clients with ongoing harm minimisation.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content Provide services to meet client needs; Review client progress; Evaluate work undertaken with clients.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAOD11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES

Content Apply suitable counselling and support techniques to assist individuals with AOD issues; Review personal and agency ability to deliver service to address all client needs.

Nominal Hours TBA

Assessment As per accredited curriculum

CHCCAR501A PROVIDE CAREERS GUIDANCE

Content Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD1A SUPPORT COMMUNITY PARTICIPATION

Content Work with individuals and the community to promote participation; Support existing community activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD1B SUPPORT COMMUNITY PARTICIPATION

Content Work with individuals and the community to promote participation; Support existing community activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS

Content Develop the education project; Deliver the education project; Review the education project.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Content Identify information requirements; Address information requirements.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Content Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD5B DEVELOP COMMUNITY RESOURCES

Content Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD7A SUPPORT COMMUNITY RESOURCES

Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCD8B SUPPORT COMMUNITY ACTION

Content Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD9B SUPPORT COMMUNITY LEADERSHIP

Content Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK

Content Operate within a community development framework; Work with individuals and groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD13B WORK WITHIN SPECIFIC COMMUNITIES

Content Define the issues of specific communities or groups; Undertake relevant work in the context of specific communities or groups; Evaluate work undertaken within specific communities.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Working with individuals and in the community to facilitate public awareness and resolution of issues.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Establish and build group processes; Facilitate and maintain public processes; Implement structures.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD18A FACILITATE THE DEVELOPMENT OF COMMUNITY CAPACITY TO MANAGE PLACE

Content Research and display the diversity of issues and factors that describe a 'Place'; Identify community need for information, skills and opportunities for involvement in place management; Identify and assess the effectiveness of methods for creating and increasing community awareness of the agency's role and purpose regarding place management; Develop a place plan; Manage and review implementation of place plan.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD19A ESTABLISH AND MAINTAIN COMMUNITY, GOVERNMENT AND BUSINESS PARTNERSHIPS

Content Define opportunities for specific partnerships; Develop a framework for the partnership; Maintain the partnership; Evaluate the effectiveness of the partnership.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD501A DEVELOP AND IMPLEMENT EDUCATION PROGRAMS IN THE AREA OF SEXUAL AND REPRODUCTIVE HEALTH

Content Identify health and well being issues in the areas of sexuality and sexual health in the community; Maximise participant's experience of a positive learning environment; Design the educational program to meet specific needs; Evaluate program delivery and effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCCD11C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM

Content Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCHILD2C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS

Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCHILD3A PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

Content This unit applies to workers who use a range of strategies that aim to prevent child abuse and neglect by building the capacities of individuals and communities to care for children. It can apply to working with individuals, groups or a community. It focuses on providing access to appropriate developing information and support networks.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCCM1C UNDERTAKE CASE MANAGEMENT

Content Provide for client needs and monitor progress on a regular basis; Promote client's development.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCM2C ESTABLISH AND MONITOR A CASE PLAN

Content Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Content Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT

Content Provide a lead in case management practice; Provide practice advice on complex cases.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCM5B DEVELOP PRACTICE STANDARDS

Content Promote practice standards; Provide case work consultancy to promote best practice.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCN1D ENSURE CHILDREN'S HEALTH AND SAFETY

Content Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children; Travel with children safely; Administer medication within guidelines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCN2C CARE FOR CHILDREN

Content Provide physical care; Create opportunities for children to develop their understanding of physical needs; Establish an environment that encourages children to complete tasks themselves; Respond to the emotional needs of children; Settle new arrivals.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCN3C PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER

Content This unit covers the preparation of nutritionally balanced food for babies, children and young people applying basic food handling practices including personal hygiene.

Nominal Hours 20 hours

Assessment As per accredited curriculum

CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES

Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Respond to threats and situations of danger.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCN5C CARE FOR BABIES

Content Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCN5C CARE FOR CHILDREN

Content Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CHCCN11C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT

Content Assess and improve the safety of environments; Co-ordinate 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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCN20B ADVOCATE FOR THE RIGHTS AND NEEDS OF CHILDREN AND YOUNG PEOPLE

Content This unit focuses on advocating for the child with family/community members, other services/workers and the general public. This unit is not focused on advocating to children.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Content Exercise effective communication techniques; Follow routine instructions; Complete reports as required.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS

Content Effective communication in the workplace and applying specialist communication techniques.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS

Content Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS1B DELIVER AND MONITOR SERVICES TO CLIENTS

Content Identify clients needs by collecting routine information; Deliver client service; Review client service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES

Content Target client services; Deliver client service; Develop and promote client services.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS

Content Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE

Content Co-ordinate services provided to clients; Plan client service delivery; Review client services.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Content Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Content Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS8A PROVIDE FIRST POINT OF CONTACT

Content Greet and observe client; Collect routine information from the client; Identify priority of need for service; Provide information to clients about the service and other relevant services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCS9A PROVIDE SUPPORT SERVICES TO CLIENTS

Content Establish an appropriate working relationship with clients to assist them to identify their needs; Support clients to meet their needs; Promote preventative strategies; Review work with clients; Use self-protection strategies as required; Refer clients; Provide specialist services to clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY

Content Assess eligibility to access the service; Information is provided to the clients and the clients carer to facilitate an informed choice; Strategy is determined with the client and relevant workers; Identify the potential safety risks and minimise risk of injury.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK

Content Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation's policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION

Content Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation's procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS304A ASSIST WITH SELF MEDICATION

Content Check authority to provide assistance; Assist with self administration; Comply with the organisation's procedures for handling the range of contingencies which may arise.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR

Content Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES

Content Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS403A PROVIDE BRIEF INTERVENTION

Content Explain what brief intervention is and how it can be effectively used; Assess a client's need for intervention and the type of brief intervention required; Practice and use brief intervention strategies which match a client's stage of change; Monitor brief intervention activities.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS404A P FACILITATE FAMILY INTERVENTION STRATEGIES

Content Assess needs of families in the community; Facilitate the delivery and family inclusive service; Review and monitor practice.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS

Content Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING

Content Identify clients particular needs and interests in relation to health, wellbeing and parenting; Lead a group to communicate about parenting; Identify and respond to group and individual needs; Support the practice of new behaviours.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER

Content Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS501A ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE

Content Identify and estimate the level and immediacy of the current self-harm/suicide risk; Undertake the necessary action required to promote safety; Facilitate and strengthen the individual's links to further care; Provide on-going support once it is assessed that there is no imminent risk.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCS601A WORK WITH CLIENTS WITH SPECIFIC AND COMPLEX NEEDS

Content Conduct complex assessment; Design and apply appropriate strategies and program(s); Monitor and evaluate the plan.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS602A WORK WITH FAMILIES OF CLIENTS

Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Bring the counselling process to an end.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCSL601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS

Content Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCSL602A FACILITATE THE COUNSELLING RELATIONSHIP

Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; ng the counselling process to an end.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCCSL603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION

Content Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCCSL604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS

Content Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCWI2B IMPLEMENT A CASE WORK STRATEGY

Content Establish an appropriate working relationship with clients; Promote preventative strategies; Provide a specialist service to clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCWI3B WORK WITH CLIENTS INTENSIVELY

Content Provide high quality case work; Enlist specialist services; Establish transition processes.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCWI4A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES

Content Guide the assessment of need of families in the community; Facilitate the implementation of relevant policies and directions; Design the delivery of an inclusive service; Supervise the quality of service delivery.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDFV1B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE

Content Work within a domestic violence framework; Promote confidence with clients affected by domestic violence; Identify client needs; Respond to client needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV2B MANAGE OWN PROFESSIONAL DEVELOPMENT IN RESPONDING TO DOMESTIC AND FAMILY VIOLENCE

Content Work within a domestic violence framework; Model high standards of performance; Develop and maintain professional competence.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV3B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE

Content Identify immediate risks and needs; Explore interventions; Develop and implement support plans.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV4B PROMOTE COMMUNITY AWARENESS OF DOMESTIC AND FAMILY VIOLENCE

Content Identify information, resource and service requirements; Support community participation; Promote domestic violence awareness.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV5B COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Establish confidence; Explore issues; Identify possible future directions.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Establish confidence and rapport with children; Explore issues and develop plans; Provide support, advocacy and information.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCDFV10B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Facilitate workplace debriefing and support processes

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCDIS1B ORIENTATION TO DISABILITY WORK

Content Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

Nominal Hours 47-50 Hours

Assessment As per accredited curriculum

CHCDIS1C ORIENTATION TO DISABILITY WORK

Content Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Content Work to enhance the independence and 'self-determination' of the person with a disability; Foster the independence of a person with a disability; Contribute to the development and review of policy and legislation related to disabilities and disability services; Recognise and accommodate the expressions of identity and sexuality of the person with a disability.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Content This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a people with a disability.

Nominal Hours 90 hours

Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS3C M PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Content Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT

Content Assess the person with a disability's personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING

Content Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Content Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS7B DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

Content Assess locations; Design and/or use appropriate aids; Design new location to group requirements.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS9B MAXIMISE PARTICIPATION IN THE WORKFORCE FOR PEOPLE WITH A DISABILITY

Content Prepare people with disabilities to work in open and supported employment; Match workplace/job and person with a disability; Assess skills and productivity for wages; Provide information on the industrial relations system as it relates to the employment of people with disabilities; Monitor employment opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS10B PROVIDE CARE AND SUPPORT

Content Establish and maintain an appropriate relationship with people with disabilities; Provide appropriate support to people with disabilities; Assist in maintaining an environment that enables maximum independent living.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS11B CO-ORDINATE DISABILITY WORK

Content Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCDIS12A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH SEVERE PHYSICAL DISABILITIES

Content Provide care and support for personal daily routines of students with severe disabilities; Develop and apply knowledge and skills related to safety and comfort needs of students with major movement impairments; Assist with prosthetic devices and aids used by students with severe disabilities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS13A SUPPORT OLDER PEOPLE WITH DISABILITIES

Content Assist people with disabilities who are ageing to identify their current and future needs; Support the interests and needs of people with disabilities who are ageing; People with disabilities who are ageing are encouraged and supported to exercise independent action and thinking; Support the interests, rights and needs of people with disabilities with pervasive age related changes, including people with dementia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS14A SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM

Content Work with others to support students with additional needs; Support individual students with additional needs; Assist with classroom programs to support students with additional needs; Contribute to learning opportunities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS15A PROVIDE BEHAVIOUR SUPPORT

Content Follow daily lifestyle routines; Support people with disabilities to engage in their daily routine; Provide support to reduce inappropriate behaviours; Manage challenging behaviour.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT

Content Demonstrates an understanding of the influence and purpose of behaviour; Assess problem behaviour.; Develop multi-element support plans to meet individual needs; Utilises appropriate reactive strategies.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS18A SUPPORT STUDENTS WITH SPECIAL NEEDS

Content Develop and maintain knowledge and understanding of the area of special need; Work with others to support students with special need; Support individual students with special need; Assist with programs to support students with additional need; Contribute to learning opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCES406A PROVIDE JOB SEARCH SUPPORT

Content Initiate contact with the client; Determine job readiness and establish vocational profile; Assist client to use self-help facilities; Provide job search support; Provide Job Search Skills Development; Monitor job search strategy.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCFC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

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; Support the cognitive development of children within the relevant age group.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC2C FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT

Content Create opportunities for children to develop and practice a wide range of physical skills that develop independence and autonomy; Provide experiences that promote mutual support and cooperation and the value of diversity; Provide experiences aimed at developing self esteem, self concept; Interact appropriately with the child to foster development.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC3C FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT

Content Encourage children's independence and autonomy; Foster children's developing self-esteem and developing self-concept; Create opportunities and activities that encourage children to express their feelings, needs and ideas; Provide experiences for children to support and cooperate with each other; Provide opportunities for social interaction.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CHCFC6C PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN'S EXPRESSIVE DEVELOPMENT

Content This unit is an essential part of delivery of childcare services and relates to developing and delivering programs that provide opportunities for children to develop and experiment with self-expression through visual arts experiences and through language and literature experiences.

Nominal Hours 60 hours

Assessment As per accredited curriculum

CHCFC7C USE MUSIC AS A MEDIUM TO ENHANCE CHILDREN'S EXPERIENCE AND DEVELOPMENT

Content This unit is an essential part of the programming and delivery of child care services and aims to provide essential developmental experiences in music and movement.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCFC8A PROVIDE EXPERIENCES WHICH ENHANCE CHILDREN'S DEVELOPMENT AND LEARNING

Content This unit relates to the development and delivery of programs that match children's' developmental stages and promotes a desire to learn and provides skills to do so through science, mathematics, technology and environmental experiences and through dramatic, imitative and imaginative play experiences.

Nominal Hours 60 hours

Assessment As per accredited curriculum

CHCFC20B PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN

Content This unit applies to workers in childcare settings and refers to the role of workers in assisting and promoting the development of children's ethical understandings.

Nominal Hours 30 hours

Assessment As per accredited curriculum

CHCGROUP2C SUPPORT GROUP ACTIVITIES

Content Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.

Nominal Hours 15-20 Hours

Assessment As per accredited curriculum

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES

Content Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT

Content Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles; Cultural and religious issues when working in home and community settings.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHC302A PROVIDE PERSONAL CARE

Content Demonstrate an understanding of personal care.; Recognise and report changes in an older person's health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrated understanding of lifting/moving methods and aids and equipment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHPROM1A SHARE HEALTH INFORMATION

Content Identify health information requirements; Develop health information in an appropriate context; Implement sharing of health information; Evaluation presentation of health information.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHPROM2A IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION

Content A knowledge of key issues in preventative health care is applied; Work within the educational framework of health promotion.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN

Content Communicate positively with children on an ongoing basis; Promote positive behaviour; Collaborate with children about their interests; Respect similarities and differences and encourage children to respect these differences; Support children in learning about the decision making process.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR

Content Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child's behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC20B MANAGE COMPLEX BEHAVIOURAL SITUATIONS

Content This unit describes the requirement for worker to manage complex behavioural situations.

Nominal Hours 30 hours

Assessment As per accredited curriculum

CHCINF2B MAINTAIN ORGANISATION'S INFORMATION SYSTEMS

Content Maintain accurate records; Handle organisational correspondence; Provide information as required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCINF3B CO-ORDINATE INFORMATION SYSTEMS

Content Gather and record information; Prepare and present reports; Supervise processes for collection, use, storage and dissemination of information.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCINF4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF6A MANAGE INFORMATION STRATEGICALLY

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF6B MANAGE INFORMATION STRATEGICALLY

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF7B MEET INFORMATION NEEDS OF THE COMMUNITY

Content Identify information requirements; Address information requirements.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCINF8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS

Content Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements..

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS

Content Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCLEG401A UTILISE LEGISLATION

Content Apply an understanding of relevant legislation; Identify and interpret relevant legislative provisions; Identify strategies in response to the client's needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMCEL401A PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY

Content Comply with legal obligations; Plan ceremony; Conduct ceremony; Review ceremony.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CHCMED408A IDENTIFY THE NEED FOR ALTERNATIVE DISPUTE RESOLUTION

Content Identify the dispute; Outline dispute resolution models; Support parties in identifying the most appropriate dispute resolution process.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMED409A FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES

Content Identify the dispute; Facilitate the structure of the alternative dispute resolution process; Assist clients to work to achieve resolution.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMH1B ORIENTATION TO MENTAL HEALTH WORK

Content Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMH7A PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES

Content Identify and address the needs of families and carers of consumer; Work with consumers and consumer networks to support needs of those with mental illness.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCMH8A PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES

Content Support consumers with a dual diagnosis; Identify, liaise with and support available services to address co-existing morbidity issues.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCNET1C PARTICIPATE IN NETWORKS

Content Identify and select appropriate networks; Make effective use of relevant networks.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCNET2B MAINTAIN EFFECTIVE NETWORKS

Content Develop co-operative working relationships and strategic alliances with other organisations; Represent the organisation; Maintain networks.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCNET3B DEVELOP NEW NETWORKS

Content Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCNET4A WORK WITH OTHER SERVICES

Content Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE

Content Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK

Content Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE

Content Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCOHS501A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM

Content Establish and maintain participative arrangements for the management of OHS; Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events; Establish and maintain an OHS induction and training programs; Establish and maintain a system for OHS records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCOHS502A EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM

Content This competency covers the ongoing evaluation and improvement of the OHS system within the area of managerial responsibility, in order to ensure that the workplace is, so far as is practicable, consistently safe and without risks to the health of employees.

Nominal Hours 90 hours

Assessment As per accredited curriculum

CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT

Content Contribute to the effective operation of the workgroup; Review and develop own work performance; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT

Content Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG7B MANAGE WORKPLACE ISSUES

Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Content Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCORG9B MANAGE PROJECTS AND STRATEGIES

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 of project/strategy; Evaluate and report on project/strategy.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE

Content Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG12B REVIEW ORGANISATIONAL EFFECTIVENESS

Content Managing the continuous improvement of practices of the organisation.

Nominal Hours 150 hours

Assessment As per accredited curriculum

CHCORG13B MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING

Content Undertaking ongoing strategic planning to assist in continual improvement of the service or organisation.

Nominal Hours 90 hours

Assessment As per accredited curriculum

CHCORG14B MANAGE A SERVICE ORGANISATION

Content Planning and monitoring the development direction and changes of a complex organisation, range of programs or major program area.

Nominal Hours 90 hours

Assessment As per accredited curriculum

CHCORG15B PROMOTE THE ORGANISATION

Content Developing and implementing promotional strategies and activities to maximise organisational effectiveness.

Nominal Hours 150 hours

Assessment As per accredited curriculum

CHCORG16B MANAGE TRAINING

Content Planning, developing and implementing training as a specialist activity to address individual skill levels to optimise organisational performance.

Nominal Hours 150 hours

Assessment As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE

Content Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES

Content This unit describes the requirement for worker to act as a resource to other services.

Nominal Hours 90 hours

Assessment As per accredited curriculum

CHCORG22A CONTRIBUTE TO SERVICE DELIVERY STRATEGY

Content Carry out work activities according to organisational procedures; Contribute to implementation of service delivery.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCORG23A CO-ORDINATE WORK

Content Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery;.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG23B CO-ORDINATE WORK

Content Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG24B PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

Content Develop effective leadership role; Provide direction; Promote community work and maintain quality performance.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS

Content Identify the need and roles for volunteers in the organisation; Recruit volunteers; Initiate volunteers to organization; On-going support of volunteers is provided.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCORG26A MANAGE A SERVICE LEGAL AGREEMENT

Content Investigate partnership opportunities; Negotiate support agreement terms and conditions; Implement support agreement; Evaluate support agreements.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES

Content Establish a relationship with mentoree; Offer mentoring support.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE

Content Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCORG29A PROVIDE COACHING AND MOTIVATION

Content Prepare for on job coaching; Coach on the job; Follow up coaching.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT

Content Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES

Content Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCPOL4A DEVELOP AND IMPLEMENT POLICY

Content Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.

Nominal Hours To be advised

Assessment As per accredited curriculum

CHCPOL5A MANAGE RESEARCH ACTIVITIES

Content Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCPOL7A MANAGE POLICY DEVELOPMENT

Content Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCPR1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE

Content Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure; Actively guide and encourage children to undertake a variety of developmentally appropriate activities; Facilitate children's play and leisure.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCPR2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT

Content Establish an environment that can foster children's development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan, implement and evaluate developmentally appropriate experiences for children; Encourage children's involvement in experiences.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CHCPR3C DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS

Content Gather information about the child through observation; Gather information about the child from secondary sources; Record observations appropriately; Use observations and information collected to understand the child and contribute to program planning.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCPR9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN

Content Gather and document detailed information about the child; Monitor children's developmental progress and develop understanding of individual children; Use information from observations with others; Use information to plan the program; Design observation systems with others.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR10C DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE

Content Design and implement programs with all those involved; Design and implement programs to enhance development of children; Design and implement programs which are relevant to the cultural and social contexts of the children and their community; Develop appropriate settings and environments; Monitor and evaluate programs.

Nominal Hours 170 Hours

Assessment As per accredited curriculum

CHCPR14B OBSERVE CHILDREN AND INTERPRET OBSERVATIONS

Content This unit relates to the observation and interpretation of children's developmental progress.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCROT9C PROVIDE PRIMARY/ RESIDENTIAL CARE

Content Outline terms of placement with client in care; Provide/mobilise domestic support; Provide for client education, support and development; Contribute to reintegration of client.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCROT11B PREPARE FOR CARE AND PROTECTION OF CLIENTS IN SPECIFIC NEED

Content Options to address client needs are identified; Care and protection actions are negotiated and evaluated.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCQM601A MANAGE AN ACCREDITATION PROCESS

Content This unit describes the knowledge and skills required to facilitate the evaluation of an organisation against standards through an accreditation process.

Nominal Hours 60 hours

Assessment As per accredited curriculum

CHCRF1C WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD

Content Establish a positive relationship with family members; exchange information with family members about the child's physical and emotional care needs; respond to a family member's concern about their child and reach agreement with family members about care practices.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

CHCRF2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES

Content This unit describes the knowledge and skills required to work with families to identify issues that require early intervention for reducing risk and developing capacity for increased effectiveness as a family unit.

Nominal Hours 70 hours

Assessment As per accredited curriculum

CHCRF11B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Content Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; 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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY

Content Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING

Content Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Content Identify and assess the specific requirements of special needs clients in leisure and health programs; promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED

Content Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH4B CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCSD12B ACT AS A RESOURCE TO WORKERS

Content This unit describes the requirement for worker to act as a resource to workers.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE

Content Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE

Content Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES

Content Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCYTH4C SUPPORT YOUNG PEOPLE IN CRISIS

Content This unit focuses on risk management strategies in crisis situation.

Nominal Hours 40 hours

Assessment As per accredited curriculum

CHCYTH5C SUPPORT YOUTH PROGRAMS

Content Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE

Content Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH7C RESPOND TO CRITICAL SITUATIONS

Content Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS

Content Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH9C DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS

Content This unit monitors and upgrades organisational approaches to young people with highly complex problems.

Nominal Hours 150 hours

Assessment As per accredited curriculum

CHCYTH10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE

Content Establish relationship with family members; Exchange information with family members about young persons needs and risks; Determine a mutual approach to addressing the needs of young people; Respond to families' concerns about young persons.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUECOR02A WORK WITH OTHERS

Content Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUECOR02B WORK WITH OTHERS

Content This unit describes the skills and knowledge needed to work harmoniously and effectively with team members, colleagues and others in a work environment.

Nominal Hours 15 hours

Assessment As per accredited curriculum

CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS

Content Communicate with the customer; maintain personal presentation standards; provide services to customers; respond to customer complaints.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CUEEVT1A PLAN & MANAGE EVENTS

Content Prepare for events; Prepare implementation strategy; Oversee event implementation.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CUEEVT2A TOUR THE SHOW

Content Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.

Nominal Hours 138 Hours

Assessment As per accredited curriculum

CUEFIN1A DEVELOP A BUDGET

Content Plan for a budget; Develop and prepare budget.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUEFIN2A MANAGE A BUDGET

Content Allocate funds; Monitor and control expenditure; Complete financial reports.

Nominal Hours 30-33 Hours

Assessment As per accredited curriculum

CUEFINO2B MANAGE A BUDGET

Content Allocate funds, monitor and control expenditure; complete financial reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUEIND1A APPLY ORGANISATION & INDUSTRY KNOWLEDGE

Content Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CUELGT5A OPERATE LIGHTING

Content Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

Content Plan, implement, review and report on marketing and promotional activities.

Nominal Hours 39 Hours

Assessment As per accredited curriculum

CUEMAR2A UNDERTAKE MARKET RESEARCH

Content Plan market research. Conduct research. Analyse research findings.

Nominal Hours 39 Hours

Assessment As per accredited curriculum

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

Content Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP

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.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

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.

Nominal Hours 9-10 Hours

Assessment As per accredited curriculum

CUEOHSO1B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Content Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUESET5A ASSIST IN MAKING SETS

Content Prepare to assist in making sets; Construct set elements; Work with others to package sets for transportation.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

CUESMTIA ASSIST IN STAGE MANAGING THE PRODUCTION

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.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

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.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSALS

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.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT

Content Repair sound equipment; Maintain sound equipment.

Nominal Hours 39-40 Hours

Assessment As per accredited curriculum

CUESOU3A OPERATE SOUND EQUIPMENT

Content Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CUESOU4A MIX SOUND

Content Tune and balance sound equipment; Mix sound; Evaluate and modify technical aspects.

Nominal Hours 141 Hours

Assessment As per accredited curriculum

CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS

Content Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUETHTCORO2A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CUETHTCORO31 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES

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.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFADM02A ADDRESS COPYRIGHT

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA

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.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFEDT08A EDIT DIALOGUE AND SOUND

Content Assess dialogue and sounds to meet the project requirements. Prepare to edit dialogue and sounds. Split the dialogue. Clean up and edit the dialogue and sound. Document dialogue and sound edit. Review creative and technical quality. Complete work operations.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUFIMAO1A PRODUCE AND MANIPULATE DIGITAL IMAGES

Content Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CUFIMAO3A CREATE 2D DIGITAL ANIMATION

Content Identify animation requirements; Identify scope of 2D animation software; Produce key drawings for animation; Produce 2D animation; Evaluate animation.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUFIMAO4A CREATE 3D DIGITAL ANIMATION

Content Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CUFIMAO5A CREATE 3D DIGITAL MODELS AND IMAGES

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CUFIMAO6A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS

Content Receive and interpret the brief for visual effects design; Break down scripts to produce 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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CUFIMAO7A CREATE TITLES FOR SCREEN PRODUCTION

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFMEMO1A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE

Content Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEMO2A AUTHOR A MULTIMEDIA PRODUCT

Content Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.

Nominal Hours 50-51 Hours

Assessment As per accredited curriculum

CUFMEMO3A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORIZING A MULTIMEDIA PRODUCT

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFMEMO4A TEST A MULTIMEDIA PRODUCT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEMO5A MANAGE MULTIMEDIA ASSETS

Content Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEMO6A DESIGN A MULTIMEDIA PRODUCT

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFMEMO7A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEMO8A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEMO9A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Content Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Content Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CUFMEM12A UPDATE WEB PAGES

Content Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO

Content Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS

Content Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFPOPO9A CONDUCT A BRIEFING

Content Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFRADO1A ORIGINATE AND DEVELOP THE CONCEPT

Content Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFSAFO1A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Content Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUFSAFO1B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content The purpose of this module is to provide students with skills and knowledge, which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUFWRT05A WRITE CONTENT AND/OR COPY

Content Plan and prepare to write the content and/or copy; Write content/copy.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

Content Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLBO01A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY

Content Source and apply industry information; source and apply information on industry employment obligations and opportunities; seek opportunities to update knowledge.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLBO02A OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS

Content Establish and confirm customer's information request/need; determine details of required information resources; search external and networked sources; obtain and return information.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CULLBO03A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS

Content Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CULLBO04A PROCESS INFORMATION ORDERS

Content Develops the skills and knowledge required to process orders for information resources in accordance with organisational acquisitions requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

CULLBO05A SEARCH DATABASES

Content Identify and access databases; search databases; check and download information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB203B DEVELOP AND USE INFORMATION LITERACY SKILLS

Content Source information; access information; prepare/ present information; develop information literacy skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB205B PROCESS AND MAINTAIN INFORMATION RESOURCES

Content Process information resources; arrange resources to facilitate access.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB206B ASSIST WITH CIRCULATION SERVICES

Content Provide information to customers in relation to circulation/ lending; process loan transactions; process financial transactions.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CULLB302B USE CATALOGUING TOOLS

Content Select cataloguing tools; apply cataloguing tools.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB307B USE MULTIMEDIA

Content Use multimedia; maintain multimedia equipment/ programs; evaluate multimedia options.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB401B ASSIST CUSTOMERS TO ACCESS INFORMATION

Content Determine customer's information requirements; advise customers on independent access opportunities; source and provide information.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB412B UNDERTAKE CATALOGUING ACTIVITIES

Content Construct bibliographic descriptions; locate, retrieve and transfer bibliographic information/ records; provide cataloguing support.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CULLB505B ANALYSE AND DESCRIBE INFORMATION MATERIALS

Content Identify description requirements; analyse material; describe material and format description; monitor and review analysis and description practices and procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB506B CATALOGUE AND CLASSIFY MATERIAL

Content Analyse format and content of material; catalogue material; classify material; contribute to maintenance and development of cataloguing practices.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS

Content Evaluate current systems and services; evaluate potential new systems and services; establish systems and services.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB509B SELECT AND ACQUIRE INFORMATION MATERIALS

Content Review collection; develop/access acquisition recommendations; access qualities of recommended acquisitions; review supplier and format options; recommend and/or act on selections.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB510B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS

Content This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Nominal Hours 50 hours

Assessment As per accredited curriculum

CULLB602B USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS

Content Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL

Content Analyse specialist/ complex material; describe specialist/ complex material; contribute to enhancement of systems for describing material.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB708B MANAGE INFORMATION ACCESS

Content Monitor and evaluate customer information requirements; develop and maintain policies and strategies for information availability and access; implement and manage information access policies; develop and manage cooperative information access activities; manage change in relation to information access.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULMS009A IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES

Content Develops the skills and knowledge to provide general preventive care for cultural material. As such, the unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.

Nominal Hours TBA

Assessment As per accredited curriculum

CULMS207A ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS

Content Contribute to identifying opportunities for new activities and events; set up a small activity or event; assist with presentation of the activity or event.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY

Content Operate computer hardware; Operate computer packages; Access and use user support resources.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS

Content Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Content Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.

Nominal Hours 33 Hours

Assessment As per accredited curriculum

CUSADM03A MANAGE A PROJECT

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.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT

Content Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN

Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS

Content Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS

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.

Nominal Hours 18-20 Hours

Assessment As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

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.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

CUSADM10A ESTABLISH AND MANAGE CONTRACTS

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.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSBAD13A ASSESS PERFORMING AND RECORDING DEALS

Content Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISES FOR AN ACT OR SHOW

Content Manage crises as they arise prior to the performance; Manage crises during an event.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBAD18A MANAGE ARTISTS AND THEIR CAREERS

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.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBF112A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME

Content Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty rates 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.

Nominal Hours 33 Hours

Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

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.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

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.

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

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.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBMA05A PROMOTE THE ACT TO OBTAIN DEALS

Content Assess the record industry and extend network. Create positive profile of the artist or group. Compile a presentation kit for press, marketing or promotion to record companies.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSBMA07A ASSESS THE FEASIBILITY OF AN ACT FOR PROMOTION

Content Analyse the act against the purpose of the presentation. Verify the viability of the act.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

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.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBRA19A DEVELOP ARTISTS AND REPERTOIRE

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.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSFIN01A FINANCE A PROJECT

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.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY

Content Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.

Nominal Hours 20-24 Hours

Assessment As per accredited curriculum

CUSGEN02B WORK IN A CULTURALLY DIVERSE ENVIRONMENT

Content This unit describes the skills and knowledge to work successfully in an environment with people from diverse social and cultural backgrounds.

Nominal Hours 35 hours

Assessment As per accredited curriculum

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

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.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSGEN05A MAKE PRESENTATIONS

Content Plan and prepare for the presentations; Make presentations; Evaluate presentations.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSMAR01A PROMOTE PRODUCTS AND SERVICES

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.

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE

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.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSMGE03A USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC

Content Use instruments, technology and/or equipment effectively. Maximise benefit from technical support systems. Ensure that equipment is used safely. Use production techniques to shape personal sound.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUSMGE04A ANALYSE MUSIC

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.

Nominal Hours 69 Hours

Assessment As per accredited curriculum

CUSMGE07A ANALYSE HARMONY

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.

Nominal Hours 81 Hours

Assessment As per accredited curriculum

CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC

Content Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.

Nominal Hours 30-39 Hours

Assessment As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Content Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

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.

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS

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.

Nominal Hours 60-70 Hours

Assessment As per accredited curriculum

CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE

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.

Nominal Hours 81 Hours

Assessment As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE

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.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION

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.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP

Content Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSRADO1A COLLECT AND ORGANISE INFORMATION

Content Collect relevant information; Assess the information; Organise the information; Communicate the information.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSRADO2A CONDUCT RESEARCH

Content Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY

Content Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.

Nominal Hours 9-10 Hours

Assessment As per accredited curriculum

CUSSOU04A RECORD SOUND

Content Prepare to record sound; Record sound.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT

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.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSSOU09A MIX SOUND SOURCES

Content Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.

Nominal Hours 33 Hours

Assessment As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE

Content Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS

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.

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSSOU13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT

Content Determine production requirements. Prepare for sound operation. Set up sound equipment. Operate sound equipment. Disassemble sound equipment after use. Pack sound equipment for transit.

Nominal Hours 33 Hours

Assessment As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE

Content Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING

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.

Nominal Hours 81-102 Hours

Assessment As per accredited curriculum

CUSSOU22A IMPLEMENT SOUND DESIGN

Content Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.

Nominal Hours 50-51 Hours

Assessment As per accredited curriculum

CUSSOU23A SPECIFY SOUND SYSTEMS

Content Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.

Nominal Hours 33-5 Hours

Assessment As per accredited curriculum

CUSSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS

Content Determine the production requirements; Plan for digital sound editing; Perform digital sound editing; Evaluate the production; Complete documentation and store appropriately; Decommission the editing facility.

Nominal Hours 84 Hours

Assessment As per accredited curriculum

CUSTGE01A SUPERVISE TECHNICAL OPERATIONS

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.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUVADM01A DEVELOP AND IMPLEMENT ARTS ADMINISTRATION SYSTEMS AND PROCEDURES

Content This unit describes the skills and knowledge required to develop and implement administration systems specifically within the context of an arts organisation. While skills in the development of administration systems are generic, this unit also has a focus on the contextual knowledge required for arts administrators.

Nominal Hours 60 hours

Assessment As per accredited curriculum

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS

Content Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT

Content This unit describes the skills and knowledge required to work within an arts organisation context. As such the unit requires a general knowledge and understanding of the spectrum of arts organisations and the application of that knowledge to specific work practices.

Nominal Hours 30 hours

Assessment As per accredited curriculum

CUVADM12A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION

Content This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.

Nominal Hours 30 hours

Assessment As per accredited curriculum

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK

Content This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.

Nominal Hours 50 hours

Assessment As per accredited curriculum

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE

Content The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUVCOR08A PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT

Content This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept.

Nominal Hours 60 hours

Assessment As per accredited curriculum

CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT

Content Research suitable drawing techniques for representing the concept; Determine purpose for drawings; Explore drawing techniques and produce drawings.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CUVCOR12A REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE

Content This unit describes the skills and knowledge required to source and review information on history and theory for application to own work.

Nominal Hours 50 hours

Assessment As per accredited curriculum

CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Content Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CUVCRS04A PRODUCE TECHNICAL DRAWINGS

Content The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce technical drawings. It outlines the ways technical drawing can be applied to a range of contexts where visual representation is required.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

Content The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING

Content The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVDES01A APPLY COLOUR THEORY IN RESPONSE TO A BRIEF

Content The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply colour theory in response to a brief.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUVDES02A APPLY THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF

Content This purpose of this unit is to provide students with skills and knowledge required to explore and apply the design process in a 2-dimensional (2D) way in response to a brief.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVDES03A APPLY THE DESIGN PROCESS TO 3-DIMENSIONAL WORK IN RESPONSE TO A BRIEF

Content The purpose of this unit is to provide the participants with the skills, knowledge required to explore and apply the design process in a 3-dimensional way in response to a brief.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVDES04A INTEGRATE COLOUR THEORY AND DESIGN PROCESSES IN RESPONSE TO A BRIEF

Content The purpose of this unit is to provide the participants with the skills, knowledge required to explore and integrate colour theory and design process using 2D and/or 3D space.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUVDES05A INTERPRET AND RESPOND TO A BRIEF

Content The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUVDSP01A SOURCE AND APPLY DESIGN INDUSTRY KNOWLEDGE

Content The purpose of this unit is to provide the participants with the skills, required to source apply and update general knowledge of the design industry.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUVDSP02A DEVELOP SELF AS DESIGNER

Content This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to work as a practising designer.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUVDSP04A RESEARCH AND APPLY THE HISTORY AND THEORY OF DESIGN TO DESIGN PRACTICE

Content This unit is to provide students with skills and knowledge required to research and analyse the history and theory of design for application to design practice.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

CUVDSP11A RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK

Content The purpose of this unit is to provide the participants with the skills, knowledge required to research and apply techniques for application to any type of illustrative work.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVPRP01A DEVELOP SELF AS AN ARTIST

Content Acquire and develop technical skills; Develop conceptual skills and ideas; Develop own voice; Evaluate own work; Research work opportunities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUVVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES

Content The purpose of this unit is to provide students with skills and knowledge required to use techniques, materials and equipment for the production of digital images.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP12A PRODUCE DIGITAL IMAGES

Content The purpose of this unit is to provide the participants with the skills, knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP13A RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION

Content The purpose of this unit is to provide students with skills and knowledge required to research and experiment with various techniques for the realisation of digital images.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP35A PRODUCE PAINTINGS

Content Prepare and maintain resources for painting; Explore painting techniques to plan work; Realise paintings.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP36A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

Content Inform work through experimentation with painting techniques and media; Develop and refine a conceptual vision for paintings; Determine and organise resource requirements for new work; Realise paintings.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP45A PRODUCE PRINTS

Content Prepare and maintain resources for the production of prints; Explore printmaking techniques to plan work; Realise prints.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUVVSP46A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS

Content Inform work through experimentation with printmaking techniques and media; Develop and refine a conceptual vision for prints; Determine and organise resource requirements for new work; Realise prints.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

EA034 COMMUNICATION STUDIES

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.

Nominal Hours 40 Hours

Assessment Practical.

EA045 QUALITY CONCEPTS

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.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA050 ENGINEERING COMPUTING

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.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA090 FAULT FINDING AND DIAGNOSTICS

Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA100 ANALOGUE ELECTRONICS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA102 ESTABLISHING A CONTRACTING BUSINESS

Content Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA160 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (PLC)

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA929 SCADA SYSTEMS

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB160 PROGRAMMABLE LOGIC CONTROL SYSTEMS (PLC) APPLICATIONS

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.

Nominal Hours 40-80 Hours

Assessment As per accredited curriculum

FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS

Content This is a Core unit. It covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to carry out routine work tasks.

Nominal Hours 20 hours

Assessment As per accredited curriculum

FDFCORFSY1A FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY

Content This is a Core unit. It covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours 20 hours

Assessment As per accredited curriculum

FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES

Content This is a Core unit. It covers the skills and knowledge required to maintain personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

Nominal Hours 30 hours

Assessment As per accredited curriculum

FDFCORHS1A FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY

Content This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours 40 hours

Assessment As per accredited curriculum

FDFCOROHS2A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES

Content Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FDFCOROHS3A MONITOR THE IMPLEMENTATION OF OH&S

Content Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY

Content This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours 20 hours

Assessment As per accredited curriculum

FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES

Content This is a Core unit. It covers the skills and knowledge required to apply quality principles and system requirements when carrying out work responsibilities where work involves the operation of packaging and/or processing equipment.

Nominal Hours 30 hours

Assessment As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Monitor quality of work outcome; Participate in maintaining and improving quality at work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

FDFCORWCM1A COMMUNICATE WORKPLACE INFORMATION

Content This is a Core unit. It covers the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.

Nominal Hours 20 hours

Assessment As per accredited curriculum

FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION

Content Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNAMERCO3B SERVE LEGAL PROCESS

Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBACCO1B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACCO2B PREPARE INCOME TAX RETURNS

Content Gather and verify data; Calculate taxable income; Review compliance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACCO3B MANAGE BUDGETS AND FORECASTS

Content Prepare budgets; Forecast estimates; Document budget; Monitor budget outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBACCO4B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY

Content Compile data; Prepare reports.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC05B ESTABLISH AND MAINTAIN ACCOUNTING INFORMATION SYSTEMS

Content Identify record and system requirements; Evaluate alternative systems; Acceptance test system; Prepare system documentation; Implement reporting systems and records; Monitor reporting systems; Review reporting procedures.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC06B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Content Review corporate governance requirements; Implement operating procedures; Monitor policy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBACC07B PREPARE COMPLEX TAX RETURNS

Content Returns and assessments; tax collection for companies; capital gains tax; superannuation funds; tax collections for companies and superannuation funds; electronic lodgement of tax.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC09B AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBACC10B EVALUATE TAX COMPLIANCE

Content Tax planning and tax avoidance; payment and recovery of tax; objections, penalties and reviews; penalty tax and prosecution; tax scheduling.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC11B MONITOR CORPORATE GOVERNANCE

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC15B EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC16B EVALUATE FINANCIAL RISK

Content Risk management; credit management principles; options, futures, and forward and spot markets.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC17B DEVELOP AND IMPLEMENT FINANCIAL STRATEGIES

Content Microeconomic principles; macroeconomic principles.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC21A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Content Implement an integrated accounting system; Process transactions within the system; Maintain the system; Produce reports; Ensure system integrity.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

FNBACC27A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION

Content Activity based costing; process costing; operations costing; joint and by-products; standard costing; factory management techniques.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC28A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS

Content Tax-effect accounting; consolidations; accounting for leases; compliance with Australian Accounting Standards.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC30A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Content Gather and record operating and cost data; Analyse data; Prepare budgeted reports; Review costing system integrity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBVCN01A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Content Establish the client's needs; Identify any conflict of interest between conveyancer and client; Identify parties, properties and other interests; Determine terms of engagement; Determine contingency strategies; Initiate the transaction.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

FNBVCN02A OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION

Content Identify information needs; Perform relevant document searches and investigations; Evaluate issues arising with transaction; Deal with third parties and other professionals; Present information relevant to the transaction to the client.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCVN03A LIAISE WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTIES

Content Develop trust and confidence in business relationships; Build and maintain business networks and relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCNV04A NEGOTIATE TO ACHIEVE GOALS AND MANAGE DISPUTES

Content This unit describes the functions associated with negotiating and communicating with a range of stakeholders to perform required tasks, manage disputes and achieve the goal of furthering the interests of a client in a transaction.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBCNV05A PREPARE AND EXECUTE DOCUMENTS

Content Prepare and/or analyse documentation; Present document for execution.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

FNBCNV06A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS

Content Review for compliance with trust account requirements; Establish and manage trust accounts; Maintain records of trust transactions; Monitor and review Trust Accounts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBCNV07A FINALISE TRANSACTIONS

Content Arrange and attend settlement (if required); Determine contingency requirements for settlement where contractual obligations remain unfulfilled; Complete transaction.; Implement post-transaction procedures, as appropriate.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNBCNV08A MANAGE PRACTICE ACTIVITIES

Content This unit describes the function associated with establishing an effective office environment, including the development of policies and procedures for the management of a conveyancing practice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBCNV09A CONTROL PRACTICE BUDGET

Content This unit describes the function associated with researching, defining, developing and implementing a budget for a new or existing conveyancing practice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBCNV19A MANAGE EFFICIENT FINANCIAL SYSTEMS

Content This unit covers strategic management of finances in a Conveyancing practice. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day to day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to practice performance as defined in the practice's strategic plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCVN18A IMPLEMENT CLIENT SERVICE STRATEGY

Content Develop practice client service strategy; Implement and monitor practice client service strategy; Evaluate practice client service strategy.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS

Content Batch monetary items and prepare deposit facility.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

FNBFIN65A PROCESS JOURNAL ENTRIES

Content Check and verify supporting documentation; prepare journals; authorise journals; enter data into system; check journal processing report; file documentation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

FNBFIN70A PREPARE FINANCIAL FORECASTS AND PROJECTIONS

Content Basic business mathematics; percentages; algebra; simple and compound interest; annuities; break-even analysis; introduction to statistics; data analysis and interpretation; parameter estimation; probability.

Nominal Hours 60-70 Hours

Assessment As per accredited curriculum

FNSICGEN301A COMMUNICATE IN THE WORKPLACE

Content This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.

Nominal Hours 30 hours

Assessment As per accredited curriculum

FNSICGEN302A USE TECHNOLOGY IN THE WORKPLACE

Content This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.

Nominal Hours 50 hours

Assessment As per accredited curriculum

FNSICGEN304A APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE

Content This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work

Nominal Hours 25 hours

Assessment As per accredited curriculum

FNSICIND401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY

Content This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.

Nominal Hours 30 hours

Assessment As per accredited curriculum

FPPCOM2A PREPARE AND PRESENT VERBAL AND WRITTEN WORKPLACE INFORMATION

Content Select and present verbal information; read routine instructions and reports and prepare brief written statements.

Nominal Hours 20 hours

Assessment As per accredited curriculum

HLTAMBAE1A ENABLE SAFE ACCESS AND EGRESS IN AN EMERGENCY

Content This unit involves implementing procedures to enable safe access to a patient at the scene of a life-threatening incident and then safely removing the patient from the scene.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBAE2A IMPLEMENT SPECIALIST ACCESS AND EGRESS PROCEDURES

Content This unit involves implementing specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBAE3A FOLLOW PROCEDURES FOR ROUTINE SAFE EXTRICATION OF PATIENT

Content This unit involves following procedures to ensure safe extrication of the patient under routine conditions.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBAE4A FOLLOW PROCEDURES FOR SAFE EXTRICATION OF PATIENT IN A LIFE THREATENING SITUATION

Content This unit involves following procedures to ensure safe extrication of the patient at the scene of an incident that may be life threatening.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBCR1A DELIVER BASIC PATIENT CARE

Content This unit involves assessing basic patient needs, planning the procedure(s) to be implemented, implementing procedure(s) and monitoring the state of the patient at the level of basic patient care.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBFC1A COMMUNICATE WITHIN AN AMBULANCE ENVIRONMENT

Content This unit covers the skills required to exercise effective communication skills within the Ambulance industry.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBFC2A COMMUNICATE IN COMPLEX OR DIFFICULT SITUATION

Content This Unit involves communication where there are special difficulties in conveying or receiving information in the context of providing ambulance services.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBDP1A MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT

Content This unit involves recognising stress in the work environment and developing a personal stress management plan. It also involves providing and receiving support from colleagues in the management of stress at work.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBSC1A MANAGE ROUTINE SCENE

Content This unit involves the routine management of a non-emergency situation to ensure safety at the scene.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBSC3A MANAGE THE SCENE OF AN EMERGENCY

Content This unit involves management of procedures involving patient care at the scene of an emergency.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBT1A TRANSPORT NON-EMERGENCY PATIENTS

Content This unit involves the transport of non-emergency patients, checking the ambulance vehicle and equipment.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTAMBT2A TRANSPORT EMERGENCY PATIENTS

Content This unit involves transportation of patients and other appropriate personnel under emergency circumstances.

Nominal Hours TBA

Assessment As per accredited curriculum

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTCOM3A MANAGE A PRACTICE

Content Establish the practice; Implement financial management procedures; Implement practice management strategies; Implement personnel management strategies.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE

Content Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTCSD3A PREPARE AND MAINTAIN BEDS

Content Prepare area for bed making; Make bed; Leave bed ready for occupancy or continued occupancy.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR

Content Plan responses; Apply response; Report and review incidents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTCSD7A CARE FOR HOME ENVIRONMENT OF CLIENTS

Content Obtain correct information regarding client and their environmental needs; Provide information for client; Monitor and maintain equipment; Implement home care or domestic assistance plan; Maintain a safe and hygienic home environment for clients; Monitor client service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTCSD8A TRANSPORT CLIENTS/ PATIENTS

Content Prepare for transport; Transport client Deliver client.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFA1A APPLY BASIC FIRST AID

Content Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

HLTFA2A APPLY ADVANCED FIRST AID

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES

Content Maintain resources; Record and manage records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFA4A MANAGE FIRST AID POLICY

Content This unit encompasses the management of policy development and the implementation of effective systems for human and physical resources to ensure that First Aid can be provided in the workplace.

Nominal Hours 40 hours

Assessment As per accredited curriculum

HLTFS5A PERFORM KITCHENWARE WASHING

Content Prepare to wash dishes and associated items; Wash and dry dishes; Store dishes.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

HLTFS7A FOLLOW BASIC FOOD SAFETY PRACTICES

Content Maintain food safety while carrying out food handling activities; Comply with personal hygiene standards.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFS8A TRANSPORT FOOD

Content Prepare to transport food; Transport food.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM1A PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY

Content Carry out routine assessment of plant, equipment and machinery; Prepare for routine servicing and/or minor repairs; Perform routine servicing and minor repairs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM2A USE HAND AND POWER TOOLS

Content Identify and select hand and power tools; Use hand tools; Use power tools; Clean Up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM3A PERFORM MINOR GENERAL MAINTENANCE

Content Identify maintenance task to be undertaken; Identify tools and materials required; Prepare to undertake maintenance; Perform maintenance; Clean up work area; Notification of completion of task and complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY

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.

Nominal Hours 20-30 Hours

Assessment As per accredited curriculum

HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS

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 service delivery.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHOM12A WORK WITHIN A HOMEOPATHIC FRAMEWORK

Content Demonstrate knowledge of homeopathic paradigm; Identify and describe the principles and practices of homeopathy; Demonstrate basic knowledge of other therapies; Represent homeopathy to the community; Work within clinic and regulation guidelines.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTHSE1A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHSE2A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about the organisation's OHS policies, procedures and programs; Integrate into basic work practices the participative arrangements for the management of OHS; Integrate into basic work practices the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Integrate into basic work practices the organisation's procedures for providing OHS training; Integrate into basic work practices the organisation's procedure for maintaining OHS records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTMS1A COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS

Content Collect soiled linen; Distribute clean linen; Maintain linen stock levels.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTMS2A PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS

Content Collect soiled linen and personal clothing; Wash, dry and finish personal and other laundry items; Sort and return finished items.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT

Content Maximise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTMS6A P PERFORM GENERAL CLEANING TASKS IN A CLINICAL SETTING

Content Maximise safety during cleaning; Clean and maintain surfaces in clinical areas; Ensure maintenance of cleaning standards; Manage waste; Equipment and cleaning agents are safely stored.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTMS8A HANDLING WASTE IN A HEALTH CARE ENVIRONMENT

Content Determine job requirements; Identifies and segregates waste; Transports and stores waste appropriately; Conduct quality control activities; Cleans up work areas.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNAT1A PROVIDE NATUROPATHIC TREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client/patient; Review treatment

Nominal Hours 120 Hours

Assessment As per accredited curriculum

HLTNAT2A PROVIDE THE WESTERN HERBAL MEDICINETREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTNAT3A PLAN NATUROPATHIC NUTRITIONAL TREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

HLTNAT4A PROVIDE ACUTE HOMOEOPATHIC TREATMENT

Content Manage acute treatment using homoeopathic remedies within a naturopathic framework; Advise and resource the client /patient; Review treatment.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

HLTNAT5A PLAN THE NATUROPATHIC NUTRITIONAL STRATEGY

Content Determine treatment strategy; Discuss the treatment strategy with the client/patient.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTNAT6A PERFORM THE NATUROPATHIC HEALTH ASSESSMENT

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; Make a comprehensive assessment of the client/patient.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNAT7A MANAGE WORK WITHIN THE NATUROPATHIC FRAMEWORK

Content Communicate knowledge of naturopathic philosophy, principles and practices; Demonstrate commitment to ethical work practices; Manage workplace relationships; Manage the achievement of quality standards; Ensure ongoing development of self and team.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNAT8A APPLY NATUROPATHIC DIAGNOSTIC FRAMEWORK

Content Analyse and interpret information received; Critically evaluate the diagnosis; Inform the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNAT9A WORK WITHIN A NATUROPATHIC FRAMEWORK

Content Inform the client/patient; Identify and describe the principles and practices of naturopathy; Develop knowledge of complementary therapies; Represent naturopathic framework to the community; Work within clinic and regulation guidelines.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNUT1A APPLY LITERATURE RESEARCH FINDING TO NUTRITIONAL PRACTICE

Content Manage information needs; Access information; Evaluate information; Apply information to treatment strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNUT2A PROVIDE SPECIALISED NUTRITIONAL CARE

Content Identify nutritional needs for specific health outcomes; Plan the specialised treatment; Provide the specialised nutritional treatment; Manage the specialised nutritional treatment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES

Content Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS

Content Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST /WARD STOCK

Content Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT

Content Manage treatment; Apply remedial massage techniques; Advise and resource the client/patient; Review treatment.

Nominal Hours 380 Hours

Assessment As per accredited curriculum

HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY

Content Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK

Content Analyse and interpret information received; Inform the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT

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.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

HLTREM6A PROVIDE THE MASSAGE TREATMENT

Content Manage treatment; apply massage techniques; advise and resource the client; review treatment.

Nominal Hours 340 Hours

Assessment As per accredited curriculum

HLTREM7A PLAN THE MASSAGE TREATMENT

Content Select the therapeutic principles to determine treatment; discuss the treatment strategy with the client/ patient.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTTIN4A MANAGE THE CONTROL OF INFECTION

Content Ensure potential infectious material is removed in accordance with clinic guidelines; Ensure equipment and surfaces are clean and sanitised; Ensure personal hygiene is maintained in the workplace; Establish and monitor guidelines for hazard identification and control.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT

Content Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN

Content Design network; Evaluate network traffic; Finalise network design.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT

Content Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)

Content Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

Content Analyse components; Prepare schema; Prepare component model; Iterate and review model.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS

Content Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN

Content Derive the high level design from specification; Refine the design; Validate the design.

Nominal Hours 40 hours

Assessment As per accredited curriculum

ICAITAD139A DESIGN A DATABASE

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS

Content Define the technical environment; Define the human computer interface; Determine site hierarchy; Design website.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK

Content Determine user needs; Determine LAN specification.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK

Content Identify WAN needs; Identify WAN specification.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE

Content Develop navigation system; Test and sign off.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

Content Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES

Content Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN

Content Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Content Identify database scope; Identify database requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION

Content Undertake DBMS modelling; Monitor database performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW

Content Review software standards; Review implementation standards; Review software metrics and milestones.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITB069B DEVELOP SOFTWARE

Content Code each program module; Review each program module; Document each program module.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS

Content Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS

Content Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB076B IMPLEMENT CONFIGURATION MANAGEMENT

Content Identify and clarify configuration management requirements; Employ appropriate control mechanisms; Implement monitoring mechanisms; Manage release of product.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB136A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

Content Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITB159A BUILD A SECURITY SHIELD FOR A NETWORK

Content Security framework is developed; Security framework is implemented; Security framework is tested and monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB161A BUILD A DOCUMENT USING EXTENSIBLE MARKUP LANGUAGE

Content This unit defines the competency required to build a valid extensible markup language document and not an extensible markup language application.

Nominal Hours 20 hours

Assessment As per accredited curriculum

ICAITB162A CONFIGURE A PAYMENT GATEWAY

Content Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB165A CREATE DYNAMIC PAGES

Content Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB166A CREATE UTILITY PROGRAMS

Content This unit defines the competency required to develop relatively small utility programs in a procedural language, an application language or a scripting language, from a requirements definition.

Nominal Hours TBA

Assessment As per accredited curriculum

ICAITB168A COMPILE AND RUN AN APPLICATION

Content Write basic application; Run the application; Document the application.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE TO SPECIFICATIONS

Content Website structure developed; Build site; Test site.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB170A BUILD A DATABASE

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB171A DEVELOP CASCADING STYLE SHEETS (CSS)

Content Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB173A INSTALL INTELLIGENT HUB

Content Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB174A INSTALL NETWORK BRIDGES/SWITCHES

Content Bridges/ switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB176A INSTALL AND CONFIGURE ROUTER

Content Router is installed and configured; Router and network is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB180A INTEGRATE A DATABASE WITH A WEBSITE

Content Database(s) is prepared; Database logins are created; Data source names are created; Database connectivity tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB181A WRITE AND DOCUMENT PROGRAM MODULES

Content Code each program module; Review each program module; Document the program.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB182A WRITE AND COMPILE CODE, BASED ON REQUIREMENTS

Content Declare and assign variables; Code modules; Unit test each module; Determine exception handling procedures; Use debugging and error handling techniques; Document the program code.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB212A IMPLEMENT QUALITY ASSURANCE PROCESS FOR WEB SITES

Content Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION

Content Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION

Content Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITD209A WRITING FOR THE WORLD WIDE WEB

Content Site content requirements are determined; Site content is written; Upload content.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAIT1090B CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION

Content Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAIT1097B INSTALL AND CONFIGURE A NETWORK

Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAIT1099B BUILD AN INTRANET

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAIT1100B BUILD AN INTERNET INFRASTRUCTURE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAIT1101A INSTALL AND MANAGE NETWORK PROTOCOLS

Content Install and configure network protocol environment; Install network protocol applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAIT1101B INSTALL AND MANAGE NETWORK PROTOCOLS

Content Install and configure network protocol environment; Install network protocol applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAIT1188A INSTALL AND MAINTAIN A SERVER

Content Installation plan is developed; Server is installed; Server operation is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITPM129A APPLY SKILLS IN PROJECT INTEGRATION

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS010C APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS

Content Scan immediate environment to identify possible problems; Identify, assess and resolve routine problems; Refer non-standard problem to supervisor.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS014B CONNECT HARDWARE PERIPHERALS

Content Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS014C CONNECT HARDWARE PERIPHERALS

Content Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS015B INSTALL SOFTWARE APPLICATIONS

Content Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS017B MAINTAIN SYSTEM INTEGRITY

Content Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS017C MAINTAIN SYSTEM INTEGRITY

Content Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS020B INSTALL AND OPTIMISE SYSTEM SOFTWARE

Content This unit defines the competency required to apply aspects of systems optimisation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE

Content Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS

Content This unit defines the competency required to connect internal hardware components according to specifications

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS

Content Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION

Content Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS023B PROVIDE ONE TO ONE INSTRUCTION

Content Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS024B PROVIDE BASIC SYSTEM ADMINISTRATION

Content Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION

Content Record security access; Record software licences; Carry out system back-up; Restore system back-up; Document security access.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS

Content Operate system diagnostics; Scan system for viruses.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK

Content Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

Content Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS

Content Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback.

Nominal Hours 36-40 Hours

Assessment As per accredited curriculum

ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION

Content Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

Content Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM

Content Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS106B ACTION AND COMPLETE CHANGE REQUESTS

Content Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITS107B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM

Content Determine maintenance methodologies and repositories; Implement change management system; Report review of results.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY

Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS

Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES

Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

Content Diagnose problems; Configure database; Tune database.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES

Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING

Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY

Content Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

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.

Nominal Hours 20-50 Hours

Assessment As per accredited curriculum

ICAITS121A ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS124B MONITOR AND ADMINISTER NETWORK SECURITY

Content Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS125B MONITOR AND ADMINISTER A DATABASE

Content Start up a database; Manage database; Manage database access.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS192A CONFIGURE AN INTERNET GATEWAY

Content Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS195A ENSURE DYNAMIC WEBSITE SECURITY

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

Content Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Content Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS202A ENSURE PRIVACY FOR USERS

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN

Content Prepare test environment and gather tools; Prepare test data; Complete test plan.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITT078B PERFORM UNIT TEST

Content Prepare for unit test; Conduct unit test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST

Content Prepare for test; Conduct test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS

Content Prepare for test; Conduct test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS

Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM

Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY

Content Design a user test; Conduct user test; Evaluate user test; Document results.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITTW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITTW002B COMMUNICATE IN THE WORKPLACE

Content Establish contact with clients; Process information.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

Content Establish own work schedule; Participate in team structure.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITTW026B COORDINATE AND MAINTAIN TEAMS

Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITTW214A MAINTAIN ETHICAL CONDUCT

Content Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU005B OPERATE COMPUTER HARDWARE

Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE

Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU006A OPERATE COMPUTING PACKAGES

Content Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES

Content This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU006C OPERATE COMPUTING PACKAGES

Content Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES

Content Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU013B INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content Produce required organisational documents; Determine and use help.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content Produce required organisational documents; Determine and use help.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Content Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU019C MIGRATE TO NEW TECHNOLOGY

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

Content Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content Manipulate data; Access and use support resources; Configure the computing environment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU127B OPERATE SYSTEM SOFTWARE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITU128A OPERATE A PERSONAL COMPUTER

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION

Content Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION

Content Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION

Content Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU132A OPERATE A PRESENTATION PACKAGE

Content Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

Content Access the internet; Search the internet; Send and organise messages; Create an address book.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA

Content Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS

Content Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPKN11A DEMONSTRATE KNOWLEDGE AND REQUIREMENTS OF GRAPHIC PRE-PRESS

Content The purpose of this unit is to provide students with skills and knowledge required to work or dealing with the graphic pre-press area of the printing industry. It facilitates technical communication and the ability to work as a team member.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM13CA AUTHOR A MULTIMEDIA SEQUENCE

Content Identify the elements of multimedia; Identify the scope of authoring software; Use authoring software; Create a multimedia presentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT

Content Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE

Content Assess digital camera qualities; Photograph and upload a digital image.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

Content Use multimedia text software; Create multimedia text.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS

Content Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

ICPMM45CA INCORPORATE ANIMATION INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM46CA INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital video; Use digital video software; Design and edit digital video; Present a digital video sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM47DA INCORPORATE 3D MODELLING INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of 3D Modelling; Use 3D modelling software; Design and edit a 3D model; Present a 3D modelling sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS

Content Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET

Content Identify and use local resources and identify and use remote resources.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA

Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPMM67DA PLAN INTERFACE DESIGN

Content Identify the features of interface design; Develop interface design strategies; Produce user documentation.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPPP11BA DEVELOP A BASIC CONCEPT DESIGN

Content This purpose of this unit is to provide students with skills and knowledge required to assess the requirements of the brief, assemble layout materials, render a simple graphic design and produce finished artwork in a professional manner.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICPPP11DA UNDERTAKE A COMPLEX DESIGN BRIEF

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPPP21BA SELECT AND APPLY TYPE

Content The purpose of this unit is to provide students with skills and knowledge required to develop appropriate Industry standard typographic solutions in response to simple briefs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICPPP21DA COMPOSE AND EVALUATE TYPOGRAPHY

Content The purpose of this unit is to provide students with skills and knowledge required to compose type, solve technical typographic problems, ensure a quality of typographic output and manage the type system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPPP22CA SCAN IMAGES FOR REPRODUCTION

Content The purpose of this unit is to provide students with skills and knowledge required to mount original copy, set up scanner and produce images to industry standard.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPPP32CA ELECTRONICALLY COMBINE AND ASSEMBLE DATA

Content The purpose of this unit is to provide students with skills and knowledge to create data using electronic files.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPPP32DA ELECTRONICALLY COMBINE COMPLEX IMAGES

Content The purpose of this unit is to provide students with skills and knowledge required to assess requirements for combining and editing complex images, solve technical combining problems and prepare information for output devices and manage the combining system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPPP52BA OUTPUT IMAGES TO FILM AND PAPER

Content The purpose of this unit is to provide students with skills and knowledge required to set up and maintain output devices and output images using industry standard tools and equipment as appropriate.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICPPP53BA OUTPUT IMAGES TO ELECTRONIC MEDIA

Content The purpose of this unit is to provide students with skills and knowledge underlying skills of image transfer is applicable across sectors of the design and pre-press industries. The module utilises special purpose industry software packages as appropriate.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICPSU62CA WORKTEAM COMMUNICATION

Content Participate in a small group discussion to reach agreement on a workplace related issue; co-operate with team members to plan and prepare a simple presentation; present a job related report to a group.

Nominal Hours 50 hours

Assessment As per accredited curriculum

ICS2A SHARE IDEAS IN THE WORKPLACE

Content Clarify idea/s for communication; prepare for communication; share idea/s.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/SERVICE FROM INCOMING EXQUIRIES

Content Identify customer needs; Close sales; Input sales records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS

Content Identify customer needs; Close sales; Input sales records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT

Content Identify customer needs; Close sales; Input sales records; Provide sales support where required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

KBK425 KOORI CULTURAL IDENTITY

Content This unit relates to the basic office administration duties and precautions, which are expected to be performed by a drafts person in an office, working under limited supervision

Nominal Hours 30 Hours

Assessment As per accredited curriculum

LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES

Content This unit relates to the basic office administration duties and precautions, which are expected to be performed by a drafts person in an office, working under limited supervision

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS

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

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

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 residential buildings (past and present).

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Content This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

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 to single storey residential dwellings Classes 1 and 10, complying with the Building Code of Australia (BCA), under limited supervision.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTK PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTL PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTM PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES

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 drafts person, working under minimal supervision.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE 'B' AND 'C' COMMERCIAL BUILDINGS

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.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN

Content This unit relates to the application of environmental sustainability to building design principles and material selection.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTW EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS

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).

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTX PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'B' BUILDING PROJECTS

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'C' BUILDING PROJECTS

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE 'C' BUILDINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE 'B' BUILDINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

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).

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Content This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS

Content This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS

Content The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION'S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP

Content This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

LGACOM407B MANAGE FINANCES WITHIN A BUDGET

Content This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS

Content This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS

Content This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOM503B PREPARE A BUDGET

Content This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS

Content This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOM603B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES

Content This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT

Content This unit covers participating in research activities and consultation processes that inform policy development. The unit looks specifically at the gathering of information to underpin policy development and the research necessary to analyse policies that impact on the client group and the work of the organisation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES

Content This unit covers dealing effectively with conflict, both in the workplace and outside the organisation. The unit outlines the knowledge and skills required to assess potential conflict situations and deal appropriately with the situation to achieve a resolution. The unit is suitable for all people working within the organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOMP009A IMPLEMENT EFFECTIVE COMMUNICATION TECHNIQUES

Content This unit covers communicating to ensure the effective operation of the workplace. The unit specifically looks at facilitating discussions, producing written materials and making presentations. It is suitable for all people working within the organization and is applicable across a range of contexts.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACOMP024A DEVELOP COMMUNITY RELATIONS

Content This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LGACOMP025A MANAGE A LOCAL GOVERNMENT PROJECT

Content This unit covers managing a project and includes project planning, resourcing, implementation and evaluation. The unit is suitable for those working in local government who undertake projects and other local government initiatives within the community and the wider business context.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LGACOMP026A PROVIDE TEAM LEADERSHIP

Content This unit covers providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES

Content This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.

Nominal Hours 0 Hours

Assessment As per accredited curriculum

LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE

Content This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS

Content This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT

Content This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT

Content This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACORE501B PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL

Content This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS

Content This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE

Content This unit covers developing, maintaining and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LGACORE603B REPRESENT COUNCIL'S ROLE AND VALUE IN THE COMMUNITY

Content This unit covers relationship building and communication with stakeholders in an effort to promote the value of council to the community. The need for staff to represent the value of council to the community and stakeholders through relationships that are mutually beneficial to all parties is recognised.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LGADMIN421A PARTICIPATE IN NEGOTIATIONS

Content This unit covers participating in negotiations either as an individual or as a member of a team. It includes effective negotiation techniques, planning and preparing for negotiation and finalising the agreement. The unit is suitable for those working as team leaders or managers or those dealing extensively with the community or other external stakeholders.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

LGAGOVA303B COORDINATE PRODUCTION OF COMMUNICATION MATERIALS

Content This unit covers the planning, organising and checking of the production of the range of communication materials required by council.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

Content This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LGAPLEM502A APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT

Content Identify and gather data on the application of ecologically sustainable development principles to the built environment; Develop strategies for the application of ecologically sustainable development principles to the built environment; Develop plan to apply ecologically sustainable development principles to the built environment; Monitor and review strategies for the application of ecologically sustainable development principles to the built environment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LMFCR0001A FOLLOW SAFE WORKING POLICIES AND PRACTICES

Content Follow workplace procedures for hazard identification and risk control; maintain personal well-being for job; apply emergency response first aid; contribute to the workplace management of occupational health and safety.

Nominal Hours 40 hours

Assessment As per accredited curriculum

LMFCR0002A COMMUNICATE IN THE WORKPLACE

Content Gather, convey and receive information and ideas; Draft routine correspondence.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

LMFCR0003A CARRY OUT MEASUREMENTS AND CALCULATIONS

Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

LMFCR0004A WORK EFFECTIVELY WITH OTHERS

Content Develop effective workplace relationships; Contribute to workgroup activities.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

LMFDN4001A PRODUCE DRAWINGS FROM DESIGN CONCEPTS

Content Prepare for the task; Establish design requirements and limitations; Quantify and draft initial drawing; Complete drawing.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

LMFDN4002A PRODUCE LINE AND COMPONENT PRODUCTION DRAWINGS

Content Produce line drawings; Prepare component production drawings.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

LMFDN4003A PRODUCE PATTERNS AND/OR TEMPLATES

Content Prepare for and dimension the task; Plan process; Plot dimensions; Complete pattern or template.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

LMFDN4004A DESIGN, CONSTRUCT AND TEST JIGS

Content Identify production requirements; Design jig; Construct jig; Test jig.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

LMFDN4005A WORK WITHIN A FURNITURE DESIGN TEAM

Content Interpret design brief; Research relevant information; Contribute to design concepts; Contribute to the presentation of design/product; Maintain records.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

LMFDN5001A GENERATE AND TRANSFER COMPLEX COMPUTER-AIDED DRAWINGS AND SPECIFICATIONS

Content Create exploded assembly drawings; Create job sheets; Convert drawings for CNC applications.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

LMFFF2004A PREPARE SURFACES FOR FINISHING

Content Prepare for surface preparation; Prepare surfaces; Clean work area and maintain equipment.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

LMFFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS

Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Use power tools; Clean up work area and tools.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFM2002A ASSEMBLE FURNISHING COMPONENTS

Content Prepare for assembly; Assemble components; Clean work area and maintain equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

LMFFM2003A SELECT AND APPLY HARDWARE

Content Plan and prepare work; Apply and/or fit and finish; Finalise operation and maintain equipment.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

LMFFM2004A APPLY SHEET LAMINATES BY HAND

Content This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.

Nominal Hours 24 hours

Assessment As per accredited curriculum

LMFFM2005A JOIN SOLID TIMBER

Content Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

LMFFM2006A HAND MAKE TIMBER JOINTS

Content Plan and prepare for work; Make joint; Complete housekeeping.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 56 Hours

Assessment As per accredited curriculum

LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES

Content Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

LMFFM3002A CONSTRUCT FURNITURE USING LEG AND RAIL METHOD

Content Prepare for work; Complete construction; Finalise operation.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

LMFFM3003A PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD

Content Prepare for work; Complete construction; Finalise operation.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

LMFFM3005A FABRICATE CUSTOM FURNITURE

Content Prepare for work; Complete construction; Assemble custom furniture; Clean work area and maintain equipment.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

LMFFM3006A INSTALL FURNISHING PRODUCTS

Content Prepare the work; Complete installation; Finalise operation clean work site.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

LMFFM3011A PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS

Content Identify object to be drawn; Establish drawing criteria and limitations; Quantify and draft initial drawing; Complete drawing.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LMFFM3012A PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION

Content Read plans and job specifications; Prepare cutting lists; Read and interpret cutting lists.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

LMFFM3020A SET UP, OPERATE AND MAINTAIN SAWING MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFM3022A SET UP, OPERATE AND MAINTAIN JOINING MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 52 Hours

Assessment As per accredited curriculum

LMFFM3023A SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFM3025A SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES

Content Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

LMFFM3033A CONSTRUCT JIGS AND FIXTURES

Content Identify the purpose of the jig or fixture; Plan jig or fixture construction; Collect materials and equipment; Construct the jig or fixture; Clean up work area and maintain equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LMFFT4010A IDENTIFY AND CALCULATE PRODUCTION COSTS

Content Gather information; Estimate materials and labour; Determine/calculate overheads; Calculate costs; Document details and verify where necessary.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

LMFGN3001A READ AND INTERPRET WORK DOCUMENTS

Content Identify document type and purpose; Read and interpret the document; Plan own work sequence; Maintain document files.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

LMFGN3002A ESTIMATE AND COST JOB

Gather information; Estimate materials, time and labour; Calculate costs; Document details and verify where necessary.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION

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.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT

Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES

Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK

Content Identify task requirements; Plan steps required to complete task; Review plan.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.1C12A APPLY QUALITY SYSTEMS

Content Understand and follow standard operational or specification requirements; Engage in quality improvement.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.2C11A ORGANISE AND ANALYSE INFORMATION

Content Access information and/or records; Give verbal and/or written reports.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.3C11A OPERATE IN A WORK BASED TEAM ENVIRONMENT

Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING

Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.5C11A MEASURE WITH GRADUATED DEVICES

Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.6C10A PLAN A COMPLETE ACTIVITY

Content Identify activity requirements; Plan process to complete activity; Modify plan.

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM2.7C10A PERFORM COMPUTATIONS – BASIC

Content Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.8C10A PERFORM COMPUTATIONS

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.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.9C10A PERFORM COMPUTER OPERATIONS

Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM4.18AB GENERAL WOODWORKING MACHINE OPERATIONS

Content Determine job requirements; Set up woodworking machinery; operate woodworking machines; Check finished component.

Nominal Hours 40 hours

Assessment As per accredited curriculum

MEM5.10AA UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING

Content Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING

Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.

Unit Weight Points 2-4 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.20AB PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS

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.

Unit Weight Points 8 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING

Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.50AA PERFORM ROUTINE GAS METAL ARC WELDING

Content Identify weld requirements; Prepare materials for welding; Prepare equipment for welding; Perform routine welding using GMAW.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM5.12AB PERFORM ROUTINE METAL ARC WELDING

Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING

Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.10AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.11AA COMPLEX MILLING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.12AA COMPLEX GRINDING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.21AA PERFORM COMPLEX LATHE OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.2AA PERFORM PRECISION SHAPING/PLANING/SLOTING OPERATION

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.5AA PERFORM GENERAL MACHINING

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.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM7.6AA PERFORM LATHE OPERATIONS

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.

Unit Weight Points 4-8 Points

Assessment As per endorsed training package

MEM7.7AA PERFORM MILLING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM7.8AB PERFORM GRINDING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM8.14AA APPLY PROTECTIVE COATINGS (BASIC)

Content Determine job requirements; work piece prepared for application of protective coating; equipment prepared for application of surface coating materials; apply single pack coatings; clean and store equipment; inspect finish surface; selected and maintain personal protective equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM9.1AA DRAW AND INTERPRET SKETCH

Content Prepare freehand sketch; Interpret details from freehand and sketch.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM9.10BB CREATE 3D MODELS USING COMPUTER AIDED DESIGN SYSTEM

Content This unit covers the competencies required to prepare the 3D CAD environment, create and modify 3D models, and produce output from the 3D model. The unit applies to the fields of mechanical, electrical/electronic, fabrication and fluid power.

Nominal Hours 40 hours

Assessment As per accredited curriculum

MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS

Content Determine design requirements; Create design.

Unit Weight Points 6 Points

Nominal Hours 60 Hours

Assessment As per accredited curriculum

MEM9.2AA INTERPRET TECHNICAL DRAWING

Content Interpret technical drawings; Select correct technical drawing.

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM9.21AA INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES

Content Identify drawing/lofting requirements; determine drawing/lofting procedure & equipment apply drawing/lofting procedures; submit lines plans.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES

Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT

Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)

Prerequisite(s) MEM9.2A Interpret Technical Drawing.

Content Determine job requirements; Transfer dimension; Make templates as required.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

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.

Unit Weight Points 2-4 Points

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS

Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM16.1BA GIVE FORMAL PRESENTATIONS AND TAKE PART IN MEETINGS

Content Participate in formal meetings; Give formal presentations.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM18.2A USE POWER TOOLS/HANDHELD OPERATIONS

Content Use power tools.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM18.18AB MAINTAIN PNEUMATIC SYSTEM COMPONENTS

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.

Unit Weight Points 4 Points

Nominal Hours 60 Hours

Assessment As per endorsed training package

MEM18.19AA MAINTAIN & REPAIR PNEUMATIC SYSTEMS

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; Undertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic power system; Recommission pneumatic system.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.1AB USE HAND TOOLS

Content Use hand tools.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM18.20AB MAINTAIN HYDRAULIC SYSTEM COMPONENTS

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.

Unit Weight Points 4 Points

Nominal Hours 80 Hours

Assessment As per endorsed training package

MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS

Content Use power tools.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM18.3AB USE TOOLS FOR PRECISION WORK

Prerequisite(s) MEM18.2A Use Hand Power Tools.

Content Use tools to produce precision work to specifications; Tools and equipment stored appropriately.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.5AA BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL

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.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.55AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS

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.

Unit Weight Points 3 Points

Assessment As per endorsed training package

MEM18.6AA DISMANTLE/REPAIR/REPLACE/ASSEMBLE & FIT ENGINEERING COMPONENTS

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

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM25.2AA FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES

Content Form components; integrate components; undertake post curing of materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM25.3AA SET UP MARINE STRUCTURES

Content Inspect & prepare site; undertake levelling and measurement readings; erect marine vessel structures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM25.4AA FAIR AND SHAPE SURFACES

Content Determine job requirements; prepare for filling/sanding/grinding operations; perform filling/sanding/grinding operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM25.5AA CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES

Content Determine job requirements; construct marine vessel timber components; assemble components.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

MEM25.7AA MAINTAIN MARINE SURFACES

Content Inspect vessel and identify maintenance/repair requirements; clean and prepare vessel sectors and surfaces; perform cosmetic maintenance/repair; finish surfaces.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM25.8AA REPAIR MARINE SURFACES AND STRUCTURES

Content Determine nature and extent of damage and subsequent repair requirements; remove damaged sectors; repair damaged sectors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM25.9AA FORM TIMBER USING HOT PROCESSES

Content Determine job requirements; prepare jigs and templates; form timber shapes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM25.10AA PERFORM FITOUT PROCEDURES

Content Determine job requirements; construct fitout components; assemble fitout components; install components.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MEM25.11AA INSTALL MARINE SYSTEMS

Content This unit covers the competencies required for the installation and testing of engine/plant and ancillary equipment relevant to propulsion, stability, steering and fuel systems for mechanically powered marine vessels.

Nominal Hours 80 hours

Assessment As per accredited curriculum

MEM25.13AA PRODUCE 3-DIMENSIONAL PLUGS/MOULDS

Content Determine plug requirements; construct plug; finish plug; determine mould requirements; produce mould.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

MEM25.14AA PERFORM MARINE SLIPPING OPERATIONS

Content Set up slipping facilities; perform hauling out procedures; perform launching procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MEM50.3AA FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT

Content Identify from work procedures and personal observation activities that may impact on the environment; complete housekeeping duties; follow clean up procedures; assist the business to maintain the quality of the environment.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

MEM50.4AA MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES

Content Assess the environmental implications of the task to be conducted; select work area and method; dispose of potential pollutants; support implementation of marine and slipway management plans.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

MTMCOR401A MANAGE OWN WORK PERFORMANCE

Content Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMCOR402A FACILITATE QUALITY ASSURANCE PROCESS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

MTMMP1B MAINTAIN PERSONAL EQUIPMENT

Content This unit describes the competencies necessary to maintain, clean and store personal equipment including personal protective equipment.

Nominal Hours TBA

Assessment As per accredited curriculum

MTMMP2B APPLY HYGIENE AND SANITATION PRACTICES

Content Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace's hygiene and sanitation requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP3B APPLY QUALITY ASSURANCE PRACTICES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP4B FOLLOW SAFE WORK POLICIES AND PROCEDURES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP5B COMMUNICATE IN THE WORKPLACE

Content Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP6B OVERVIEW THE MEAT INDUSTRY

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMMP70B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMMP72B FACILITATE HYGIENE AND SANITATION PERFORMANCE

Content Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

NCS002 WRITING SKILLS FOR WORK

Content Competency based training in communication skills to write simple work related documents.

Nominal Hours 20-80 Hours

Assessment As per accredited curriculum

NCS003 JOB SEEKING SKILLS

Content Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.

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.

NCS015 PRESENTING REPORTS

Content Materials research; Information analysis; Solution identification and development; Oral presentation delivery.

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

Prerequisite(s) NE03 AC Principles

Content Provide the knowledge and skills of power control using thyristors

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE07 AMPLIFIER PRINCIPLES 1

Prerequisite(s) NE04 Power Supply Principles

Content Provide the knowledge and skills to use amplifier principles and concepts

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE30 ELECTRIC MOTOR PROTECTION AND CONTROL

Prerequisite(s) NE10 A.C. Machines; NE11 D.C. Machines

Content To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE75 THYRISTOR APPLICATIONS

Prerequisite(s) NE05 Power Control Devices; NE04 Power Supply Principles

Content Knowledge and skills of power control circuits that use thyristors

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE177 PROGRAMMABLE LOGIC CONTROLLERS 1

Content This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.

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

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.

Nominal Hours 10-80 Hours

Assessment To be advised.

NOS250 INTRODUCTION TO THE INTERNET

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.

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.

PMLCAL400A PERFORM STANDARD CALIBRATIONS

Content This unit of competency covers the ability to calibrate test and measurement equipment without deviation in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PMLCOM300B COMMUNICATE WITH OTHER PEOPLE

Content This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLCOM500B PROVIDE INFORMATION TO CUSTOMERS

Content This unit of competency covers the ability to respond to both internal and external inquiries of a specialised technical nature. The advice and information requested should require the gathering of information, such as: trend analysis, collection of data and samples, confirmation of validity of results, revision of plans, or product advice additional to that on data sheets.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLDATA200A RECORD AND PRESENT DATA

Content This unit of competency covers the ability to record and store data, perform basic calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLDATA300A PROCESS AND RECORD DATA

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

PMLDATA400A PROCESS AND INTERPRET DATA

Content This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

PMLDATA500B ANALYSE DATA AND REPORT RESULTS

Content This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe.

This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLDATA501B USE LABORATORY APPLICATION SOFTWARE

Content This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Content Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE

Content This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY

Content This unit of competency covers the ability to apply enterprise OHS policies and procedures dealing with the identification and control of hazards, working safely at all times, emergency response and contributing to the maintenance of workplace safety. It is expected that personnel will be provided with clear directions, information, training and appropriate supervision. Responses are restricted to a 'first response' approach, including the notification of appropriate enterprise personnel.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY

Content This unit of competency covers the ability to monitor and maintain the occupational health and safety (OHS) and environmental programs within a work area where the person has some supervisory responsibility for others. Personnel will be able to participate in risk assessment and management processes, such as working with other staff to assess and manage risks associated with technical activities, coaching others in participating in OHS and environmental management issues, being a safety representative or participating in a safety committee. Their work is done in accordance with defined enterprise policies and procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PMLORG301A PLAN AND CONDUCT LABORATORY/FIELD WORK

Content This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLORG400A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS

Content This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips. Personnel are required to assess and treat risks associated with practical activities. They may work autonomously but are required to liaise closely with teaching staff about the design and scheduling of practical activities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLQUAL300B CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

Content This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLQUAL301B APPLY CRITICAL CONTROL POINT REQUIREMENTS

Content This unit of competency covers the ability to monitor critical, quality and regulatory control points related to a person's work responsibilities. This unit of competency also covers support for ongoing improvement of the enterprise HACCP (Hazard Analysis and Critical Control Points) plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Content This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work and detect non-conformances and work with others to suggest improvements in productivity and quality.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLSAMP302A RECEIVE AND PREPARE SAMPLES FOR TESTING

Content This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare a range of samples for testing. All operations are performed in accordance with standard operating procedures (SOPs). This unit does not include testing, tissue processing or similar techniques.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Content Receive, label and store samples for testing; Prepare sample; Perform tests on samples.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLTEST300B PERFORM BASIC TESTS

Content This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLTEST303A PREPARE WORKING SOLUTIONS

Content Safely use laboratory chemicals, glassware and equipment; Make up working solutions; Check existing stock solutions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PMLTEST304B PREPARE CULTURE MEDIA

Content This unit of competency covers the ability to prepare culture media free of contamination required and facilitate optimal growth of organisms and cells. It also includes the ability to organise the materials, equipment and work environment and follow standard methods.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Content Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEST305B PERFORM ASEPTIC TECHNIQUES

Content This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEST308A PERFORM MICROSCOPIC EXAMINATION

Content This unit of competency covers the ability to prepare routine samples and examine them using a light microscope, standard methods and readily available advice. Personnel are required to set up microscopes for optimum resolution and observe, identify and report sample characteristics. The unit covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES

Content This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax. Personnel will work under direct supervision and have ready access to enterprise procedures. Viewing of slides is covered in PMLTEST308A Perform microscopic examination. More complex histological tests involving specialised stains, histochemistry and immunohistochemistry are covered in PMLTEST503B Perform histological tests.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS

Content This unit of competency covers the ability to prepare, standardise and use solutions to monitor the quality of prepared solutions.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES

Content This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

PMLTEST407A PERFORM BIOLOGICAL PROCEDURES

Content This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.

Nominal Hours 130 Hours

Assessment As per accredited curriculum

PMLTEST408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING

Content This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLTEST501B PERFORM MICROBIOLOGICAL TESTS

Content This unit of competency describes the ability of technical personnel to contribute to the culture, isolation and identification of micro-organisms for investigating the physiology and pathology of plants and animals; for monitoring the natural environment; and to assist in the production of foods, pharmaceutical goods and other manufactured materials.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

PMLTEST502B PERFORM HAEMATOLOGICAL TESTS

Content This unit of competency describes the ability to determine levels, function, activity and interactions of cellular and plasma components of blood using tests and procedures identified with the discipline of laboratory haematology. This unit of competency does not cover the laboratory aspects of transfusion science; these are covered in the unit PMLTEST509A Perform immunohaematological tests. While this unit focuses on the laboratory investigation of human physiology and pathology, it reasonably describes aspects of work performed in veterinary settings.

Nominal Hours 130 Hours

Assessment As per accredited curriculum

PMLTEST503B PERFORM HISTOLOGICAL TESTS

Content This unit of competency covers the ability to perform tests and procedures associated with processing and staining tissues for examination of tissue structure and abnormalities by pathologists and scientists to assist with disease diagnosis. The unit covers tests and procedures that are associated with anatomical pathology (including frozen sections), and may involve the use of automated processors and staining machines. The unit principally refers to techniques performed on human tissues, but many aspects may be relevant to animal and plant tissues.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

PMLTEST504B PERFORM CHEMICAL PATHOLOGY TESTS

Content This unit of competency covers the ability to perform tests and procedures associated with the detection and monitoring of tissue and bodily fluid responses to normal physiological processes and to disease through the identification and quantifying of chemical components. The unit covers tests and procedures that are usually associated with the laboratory discipline of clinical biochemistry. They are performed in a full or partial computerised and automated environment where large numbers of samples must be managed, analysed and their results recorded. The unit principally refers to human pathology but many aspects are relevant to veterinary pathology.

Nominal Hours 130 Hours

Assessment As per accredited curriculum

PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES

Content This unit of competency covers the ability to analyse samples using electrophoretic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES

Content This unit of competency covers the ability to analyse samples using routine chromatographic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES

Content This unit of competency covers the ability to analyse samples using routine spectrometric techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

PRDRE08A MANAGE EFFICIENT FINANCIAL SYSTEMS

Content Establish system requirements; Design financial management systems; Prepare and review financial plans; Monitor and review financial reporting systems.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PRDRE09A IMPLEMENT AND MONITOR FINANCIAL MANAGEMENT SYSTEMS

Content Establish and maintain financial records; Prepare format for presentation and delivery of financial reports; Monitor financial transactions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PRDRE10A MANAGE AGENCY RISK

Content Analyse potential risks to agency and clients; Implement agency policies and procedures to minimise risk; Establish ongoing monitoring and reporting systems to minimise risk to agency and clients; Ensure security of managed properties.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PRDRE11A PROVIDE PROPERTY APPRAISAL

Content Obtain and analyse market information; Research and record property factors and rental price indicators; Formulate accurate advice to assist clients in making informed decisions; Maintain relevant property records to assist appraisals and listings.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

PRDRE13A OBTAIN PROPERTY LISTINGS

Content Establish and monitor client motivation and expectations of the agency; Deliver property listing presentations; Provide advice on available options; Provide property appraisals; Secure property marketing listing; Negotiate fees and conditions with lessors; Record and act on instructions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRDRE14A MARKET PROPERTY

Content Develop marketing plan for subject property; Promote and advertise property.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PRDRE15A UNDERTAKE PROPERTY SALE BY PRIVATE TREATY

Content Screen buyer enquiries; Undertake property inspection; Apply effective sales presentation techniques; Decide on future contacts with prospects; Maintain communication with vendor; Submit offers and negotiate property sales; Maintain client relationships.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PRDRE16A MONITOR SALES PROCESS

Content Plan for property settlement; Prepare documentation for agency disbursements.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

PRDRE18A LEASE PROPERTY

Content Screen tenant enquiries; Undertake property inspection; Obtain and review tenancy applications; Prepare and complete tenancy documentation; Record tenancy arrangements and prepare instructions for future records of transactions in the agency database.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRDRE19A PROVIDE PROPERTY MANAGEMENT SERVICES

Content Operate trust accounts for managed property clients; Undertake risk management for managed properties; Ensure security of managed properties; Maintain and protect condition of managed property; Plan for tenancy renewals; Ensure landlord's legal rights are protected; Obtain vacant possession of managed properties.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PRDRE22A PRESENT AND EXPLAIN PROPERTY REPORTS

Content Undertake property inspection; Define the main features of building styles in the market as they affect the subject property; Prepare a property condition report; Analyse cost benefits of property improvements; Present and discuss condition report; Take instructions.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

PRDRE23A MAINTAIN AGENCY/CLIENT RELATIONSHIP

Content Take and act on instructions; Maintain a diary system; Delegate responsibility where appropriate; Maintain quality of transactions; Resolve outstanding matters; Maintain agency/client records.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

PRDRE26A CONDUCT PROPERTY SALE BY AUCTION

Content Prepare for auction sale; Conduct auction; Complete auction sale.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PRDRE28A MAINTAIN TRUST ACCOUNT

Content Establish trust account record-keeping systems; Secure cash disbursements; Establish, supervise and control staff activities in relation to trust account transactions; Maintain records of trust account transactions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PRMWM11A RESPOND TO WASTE EMERGENCY

Prerequisite(s) Nil

Content Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT

Prerequisite(s) Nil

Content Organise for moving; Perform routine checks on load shifting equipment; Start 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

Prerequisite(s) Nil

Content Identify wastes; Identify hazards.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

PRSS0103A PREPARE FOR WORK IN THE SECURITY INDUSTRY

Content This competency standard covers the skills and knowledge required to understand legal and procedural requirements of the security industry. It requires the ability to access industry information and applicable legislative guidelines. It also requires a knowledge of identifying and accessing future learning opportunities.

Nominal Hours TBA

Assessment As per accredited curriculum

PRSSO201A COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY

Content This competency standard covers the skills and knowledge required to facilitate effective exchanges of information in a security environment. It requires the ability to accurately receive and relay information in both verbal and written modes, adapt interpersonal styles and techniques to varying social and cultural environments, and complete routine correspondence and documentation.

Nominal Hours TBA

Assessment As per accredited curriculum

PRSSO202A MAINTAIN WORKPLACE SAFETY

Content This competency standard covers the skills and knowledge required to follow Occupational Health and Safety policies and procedures to ensure own safety and that of others in the workplace. It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations, and communicate workplace safety requirements.

Nominal Hours TBA

Assessment As per accredited curriculum

PRSSO203A WORK EFFECTIVELY IN THE SECURITY INDUSTRY

Content This competency standard covers the skills and knowledge required to work effectively within the security industry. It requires the ability to interpret and comply with legal and procedural requirements, complete daily work activities, and identify opportunities for professional development.

Nominal Hours TBA

Assessment As per accredited curriculum

PRSSO204A WORK AS PART OF A TEAM

Content This competency standard covers the skills and knowledge required to work effectively as part of a team. It requires the ability to identify own and team members roles and responsibilities, use effective interpersonal techniques to build positive relationships, and comply with legislative and procedural requirements to complete tasks within designated timeframes.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

PRSSO205A PROVIDE SECURITY SERVICES TO CUSTOMER

Content This competency standard covers the process of providing a security service to customers. It requires the ability to establish effective relationships, identify problems, and deliver a service according to specific instructions. Competency also requires a knowledge of communication and problem solving techniques to promote customer confidence.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

PRSSO206A PROVIDE FIRST AID

Content This competency standard covers the skills and knowledge required to provide essential first aid. It requires the ability to recognise and respond to an emergency using basic life support measures. The procedures described in this unit relate to providing an initial response where first aid is required. This unit does not deal with complex casualties or incidents and the functions would be carried out under routine supervision within organisational guidelines.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO207A RESPOND TO SECURITY RISK SITUATION

Content This competency standard covers the skills and knowledge required to carry out a response to a security risk situation. This unit may be assessed together with PRSSO222 - Protect self and others using basic defensive techniques. It requires the ability to identify risks, determine the safest response and participate in a review and debriefing of response activities..

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRSSO208A GIVE EVIDENCE IN COURT

Content This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

PRSSO209A PROTECT PERSONS

Content This competency standard covers the process of ensuring the safety of persons while escorting them between and within locations. It requires the ability to prepare for the assignment including obtaining and interpreting assignment instructions, escorting the client and identifying potential threats to client safety. This work would be carried out under routine supervision within organisational guidelines.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO210A CONTROL ACCESS TO AND EXIT FROM PREMISES

Content This competency standard covers the process of monitoring and managing the access and exit of persons and vehicles from premises. It requires the ability to manage people, inspect baggage and vehicles, and manage vehicular traffic.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

PRSSO211A MONITOR AND CONTROL INDIVIDUAL AND CROWD BEHAVIOUR

Content This competency standard covers the process of observing and monitoring people to maintain safety and security of people and property. It requires the ability to interpret and follow assignment instructions, accurately monitor individual and crowd behaviour, and identify and respond to potential threats and incidents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PRSSO215A OPERATE BASIC SECURITY EQUIPMENT

Content This competency standard covers the process of selecting and operating security equipment and resources, including computers, monitoring and communication equipment appropriate to a variety of tasks. Competence also requires a knowledge of the functions associated with operational equipment, including undertaking routine maintenance and reporting faults to appropriate persons.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO216A PATROL PREMISES

Content This competency standard covers the process of maintaining the security of premises and property. It requires the ability to conduct mobile security patrols, providing security for a range of separate sites or locations, detecting abnormal safety or security events, and responding to alarm activations or other warnings.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSO222A PROTECT SELF AND OTHERS USING BASIC DEFENSIVE TECHNIQUES

Content This competency standard covers the process of applying basic defensive techniques in a security risk situation. This unit should be assessed together with PRSSO207 Respond to Security Risk Situation. It requires the ability to use basic lawful defensive techniques to protect safety of self and others within requirements of applicable legislation.

Nominal Hours TBA

Assessment As per accredited curriculum

PRSSO301A PREPARE AND PRESENT SECURITY DOCUMENTATION AND REPORTS

Content This competency standard covers the skills and knowledge required to plan, organise and present documentation in required formats appropriate for use in the security industry. It requires the ability to gather and evaluate the quality of information and data, prepare and review drafts, and present final reports and documentation. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PRSSO302A MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Content This competency standard covers the skills and knowledge required to follow defined Occupational Health and Safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace. It requires the ability to identify hazards, apply emergency procedures and communicate OHS requirements to colleagues. This work would be carried out under limited supervision within organisational guidelines. The unit is based on Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO303A DETERMINE RESPONSE TO SECURITY RISK SITUATION

Content This competency standard covers the process of determining an appropriate response to a security risk situation. It requires the ability to analyse the nature and degree of risk and determine response options according to changing circumstances. Competency also requires a knowledge of use of force guidelines and their application. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRSSO305A MANAGE CONFLICT THROUGH NEGOTIATION

Content This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess security risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO306A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS

Content This competency standard covers the skills and knowledge required to develop and maintain effective workplace relationships and networks. It requires the ability to carry out a range of complex communication functions to enable the effective transfer of information, promote positive and supportive workplace relationships, and participate as a work group member to achieve work group goals. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

PRSSO307A MAINTAIN OWN WORK PERFORMANCE AND DEVELOPMENT

Content This competency standard covers the skills and knowledge required to manage own performance and development in a security workplace. It requires the ability to organise own work schedules, monitor and obtain feedback on work performance and maintain required levels of competence. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

PRSSO308A CO-ORDINATE A QUALITY SECURITY SERVICE TO CUSTOMERS

Content This competency standard covers the process of providing a security service to customers. It requires the ability to identify the needs of customers and identify and resolve customer service problems. Competency also requires a knowledge of reviewing techniques to identify opportunities for further improvement. These work functions would be carried out under limited supervision within organisational guidelines.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSO309A MAINTAIN SECURITY OF ENVIRONMENT

Content This competency standard covers the skills and knowledge required to maintain a safe and secure environment. It requires the ability to communicate effectively, maintain operational safety and respond appropriately to security risk situations. Competency also requires a knowledge of use of force guidelines and emergency procedures. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRSS0320A PLAN AND CONDUCT EVACUATION OF PREMISES

Content This competency standard covers the skills and knowledge required to plan and conduct an evacuation of premises while providing for the maximum safety and protection of self and others. It requires the ability to contribute to the development of an evacuation policy, arrange and participate in evacuation drills, maintain regular communication with designated fire wardens, and conduct evacuations. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRSS0321A PROVIDE FOR THE SAFETY OF PERSONS AT RISK

Content This competency standard covers the skills and knowledge required to ensure the safety of persons at risk under various security assignment conditions. It requires the ability to plan and prepare security arrangements, implement organisational security and safety policies, escort persons, and monitor and review the effectiveness of the security assignment. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PRSS0323A LEAD SMALL TEAMS

Content This competency standard covers the skills and knowledge required to lead and develop small teams to achieve designated assignment instructions within a security context. It requires the ability to allocate duties and schedule rosters, set and maintain team and individual performance standards, facilitate open communication and resolve individual or team concerns. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PRSS0327A PROVIDE ADVANCED FIRST AID

Content This competency standard covers the skills and knowledge required to provide advanced first aid response. It requires the ability to recognise and respond to an emergency providing life support measures, managing the casualty and other first aiders until the arrival of medical or other assistance. The functions would be carried out under limited supervision within organisational guidelines. The unit is based on Competency "B" in the National Guidelines for Integrating First Aid Competencies into National Industry Competency Standards.

Nominal Hours TBA

Assessment As per accredited curriculum

PRXPD01A DEVELOP A PROPERTY INVESTMENT STRATEGY

Content This unit applies where a decision to invest in property compared to other investments has been taken. This unit applies where a property investment strategy is required as part of a general investment strategy or specifically to govern property activities, as a professional property consultant, as an investment principal or as part of a property operations group.

Nominal Hours 70 hours

Assessment As per accredited curriculum

PRXPD02A DETERMINE OPPORTUNITY AND RISK ASSOCIATED WITH PROPERTY INVESTMENT

Content This unit applies where investment advice is required on current or proposed property investment, as a professional property consultant, as an investment principal or as part of a property operations group.

Nominal Hours 70 hours

Assessment As per accredited curriculum

PRXPD03A UNDERTAKE A PROPERTY INVESTMENT FEASIBILITY STUDY

Content This unit applies to the assessment of property investment feasibility from initial overview to detailed analysis and recommendation. It does not deal with the detailed auditing undertaken during due diligence requirements post contract.

Nominal Hours 70 hours

Assessment As per accredited curriculum

PRXPD04A NEGOTIATE PARTNERSHIP ARRANGEMENTS

Content This unit applies where a formal partnership for property investment is to be established

Nominal Hours 90 hours

Assessment As per accredited curriculum

PRXPD07A MONITOR PERFORMANCE OF PROPERTY INVESTMENT

Content This unit applies where a property investment is current and requires investment performance reviews.

Nominal Hours 50 hours

Assessment As per accredited curriculum

PRXPD08A DISPOSE OF PROPERTY

Content This unit applies where a decision is taken to dispose of a part of an investment portfolio.

Nominal Hours 40 hours

Assessment As per accredited curriculum

PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Content This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct in others colleagues or supervised staff.

It includes contributing to an ethical public sector workplace and participating in ethical decision making.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS

Content This unit covers delivery and monitoring of service to clients that requires understanding of the needs of existing and new clients which influence service requirements. It includes identifying and defining client needs, delivering client services, monitoring and improving client service delivery and reviewing client service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPGOV408A VALUE DIVERSITY

Content This unit covers promotion of the value of workplace diversity and the contribution it makes to effective work practices, the generation of new ideas, and the organisation's responsiveness to the community. It includes promoting the benefits of workplace diversity and contributing to diversity outcomes.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES

Content This unit covers the use of advanced communication strategies for interacting with internal and external clients. It includes dealing with complex enquiries and complaints, giving directions, managing meetings and making workplace and public presentations. Though the prime focus of the unit is on speaking, listening and reading non-verbal cues, if reading, writing and visual literacy are intrinsic to the workplace communication, these are included.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PSPGOV422A APPLY GOVERNMENT PROCESSES

Content This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

Content This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPMNGT605A MANAGE DIVERSITY

Content This unit covers utilising diversity as productive resource to maximise business unit and/or organisational effectiveness.

Nominal Hours 40 hours

Assessment As per accredited curriculum

PSPOHS401 IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

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)

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPPROC301A PROCURE GOODS OR SERVICES

Content Plan for procurement of goods or services; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PUACOM012A LIAISE WITH MEDIA AT A LOCAL LEVEL

Content Liaison with media at a low level incident, provide information about local events.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RGRH205A PERFORM BASIC RIDING OR DRIVING TASKS

Content This unit focuses on the competencies associated with basic horse riding or basic driving tasks performed by a novice rider/driver with a "well-educated horse" with a docile temperament.

Nominal Hours 100 hours

Assessment As per accredited curriculum

RGRH206A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN HORSE CODES

Content This unit is concerned with competencies to ensure occupational health and safety for humans and animals in the workplaces encountered in the racing industry. These include stables and racecourses, training tracks, beaches, farms and public areas.

Nominal Hours 50 hours

Assessment As per accredited curriculum

RGRH207A HANDLE HORSES SAFELY

Content This unit deals with competencies relating to the identification and safe catching, controlling and handling of racehorses for the purposes of transporting, training and racing.

Nominal Hours 80 hours

Assessment As per accredited curriculum

RGRH208A WORK EFFECTIVELY IN THE THOROUGHBRED OR STANDARDBRED CODE OF THE RACING INDUSTRY

Content This unit involves competencies related to roles, rights, responsibilities and professional behaviour for individuals working in occupations in the racing industry that relate directly to the care and welfare of horses. It requires knowledge of the rules relating to licensed persons, permit holders and others authorised to undertake work on racecourses and training establishments associated with the thoroughbred or harness code of the racing industry.

Nominal Hours 60 hours

Assessment As per accredited curriculum

RGRH209A CARE FOR HORSES

Content This unit is concerned with the competencies relating to the general care and maintenance of racing thoroughbreds or standardbreds housed in commercial stables. The competencies apply to the occupation of stable hand operating in the working environment of stables, racecourses and training tracks.

Nominal Hours 100 hours

Assessment As per accredited curriculum

RGRH310A OVERSEE SAFE HANDLING OF HORSES

Content This unit extends the competencies contained in unit RGRH207A handle horses safely. It adds the competencies of directing, assisting and overseeing others to identify and safely catch, control and handle horses.

Nominal Hours 40 hours

Assessment As per accredited curriculum

RTC1006A SUPPORT NURSERY WORK

Content This competency standard covers the process of supporting work carried out in wholesale or retail nurseries while under supervision. It requires the ability to prepare materials, tools and equipment for nursery work, undertake nursery work activities, store and stockpile materials, and clean up on completion of work. Supporting nursery work requires knowledge of safe work practices, nursery hygiene and quality control, nursery plant maintenance activities, basic stock control procedures, and propagation techniques.

Nominal Hours 15 hours

Assessment As per accredited curriculum

RTC1201A MAINTAIN THE WORKPLACE

Content This competency standard covers the process expected of workers as part of the daily routine to maintain a tidy and safe workplace including workshops, depots, tool sheds and planted areas.

Nominal Hours 10 hours

Assessment As per accredited curriculum

RTC1301A OPERATE BASIC MACHINERY AND EQUIPMENT

Content This competency standard covers the use and maintenance of basic machinery and equipment. Competency requires the application of skills and knowledge to a limited range of tasks including pre-operational checks, and the cleaning and storage of tools and equipment. In addition, competency requires an awareness of workplace safety and positive environmental practices associated with equipment operation.

Nominal Hours 20 hours

Assessment As per accredited curriculum

RTC1701A FOLLOW BASIC CHEMICAL SAFETY RULES

Content This competency standard covers the functions of a person working in an enterprise which uses chemicals and who needs to be aware of their use. Skills and knowledge include awareness of the use of chemicals, how they are handled, stored and transported, recognition of safety issues surrounding chemical use, and the ability to use personal protective equipment when instructed. It requires awareness of the duty of care to self, to others, and to the environment concerning chemicals. This person will be under close supervision in the workplace and will be required to follow instructions at all times.

Nominal Hours 10 hours

Assessment As per accredited curriculum

RTC1801A PREPARE FOR WORK

Content Observe safe work practices; Communicate with others; Contribute to a productive working environment; Follow good environmental practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2012A PLANT TREES AND SHRUBS

Content This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation.

Nominal Hours 20 hours

Assessment As per accredited curriculum

RTC2016A RECOGNISE PLANTS

Content This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations. Recognising plants is likely to be under routine supervision with intermittent checking by supervisors, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants, and enterprise expectations about the range and number of plants to be recognised.

Nominal Hours 40 hours

Assessment As per accredited curriculum

RTC2026A UNDERTAKE PROPAGATION ACTIVITIES

Content This competency standard covers the process of plant propagation undertaken in enterprises involved in plant propagation and production. Competency is demonstrated by the application of knowledge and skills to a range of propagation tasks, such as preparing parent plant stock, collecting propagation materials, pre-planting treatments and basic plant propagation techniques. This unit does not include budding and grafting.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RTC2401A TREAT WEEDS

Content This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision.

Nominal Hours 40 hours

Assessment As per accredited curriculum

RTC2404A TREAT PLANT PESTS, DISEASES AND DISORDERS

Content This competency standard covers the process of treating plant pests, diseases and disorders using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RTC2701A FOLLOW OHS PROCEDURES

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES

Content Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2704A PROVIDE BASIC FIRST AID

Content Assess the situation; Apply basic first aid techniques.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

RTC2705A WORK EFFECTIVELY IN THE INDUSTRY

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT

Content Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RTC3701A RESPOND TO EMERGENCIES

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS

Content Developing,, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used, Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RTC5011A COLLECT AND CLASSIFY PLANTS

Content Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

RTD3125A RESPOND TO WILDLIFE EMERGENCIES

Content Evaluate wildlife emergency; Implement response to emergency; Coordinate response; Care for affected animals; Determine management options; Remove carcass; Complete debrief and report.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS

Content Planning and implementation of revegetation works for disturbed, degraded or remnant natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RTD4402A DEFINE THE PEST PROBLEM IN A LOCAL AREA

Content Defining and analyse the pest problem in the local area, determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements and environmental protection legislation.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

RTD4403A DEVELOP A PEST MANAGEMENT ACTION PLAN

Content Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

RTD4407A INVESTIGATE A REPORTED PEST TREATMENT FAILURE

Content This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RTD4504A MONITOR BIODIVERSITY

Content Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

RTD4507A PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES

Content Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

RTD5502A CONDUCT FIELD RESEARCH INTO NATURAL AND CULTURAL RESOURCES

Content Process of conducting field research into natural resource and cultural areas for resource management and related purposes. Development of a resource management plan. Identify stakeholders, develop a research approach, conduct field investigations, develop process for involving decision-makers and report on the field investigation. Knowledge of relevant legislation, charters, Codes of Practice relating to natural and cultural resource areas, ecology, geological and biological diversity, population dynamics and control approaches, accepted scientific processes and historical research processes, and links between Indigenous heritage and natural resources.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

RTE2308A OPERATE RIDE-ON VEHICLES

Content This competency standard covers the process of maintaining and operating two and four wheel all terrain vehicles and ride-on machinery.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RTF2013A POT-ON PLANTS

Content This competency standard covers the process of production of containerised nursery plants after propagation in production nurseries.

Nominal Hours 20 hours

Assessment As per accredited curriculum

RTF2024A TEND NURSERY PLANTS

Content This competency standard covers the process of tending containerised nursery plants.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RTF2208A LAY PAVING

Content This competency standard covers the process of laying modular paving. Modular paving being pre-cut paving bricks that come in range of sizes and colours.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RUV2101A WORK IN THE ANIMAL CARE INDUSTRY

Content Undertake an activity according to workplace requirements; Recognise animals in the workplace.

Nominal Hours 20 Hours

Assessment: As per accredited curriculum

RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT

Content Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Work in a safe manner; Participate in maintaining a safe workplace.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

RUV2103A ASSISTS WITH GENERAL ANIMAL CARE

Content Handle and check animal's general condition and health; Clean animal housing.

Nominal Hours: 80 Hours

Assessment: As per accredited curriculum

RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS

Content Prepare for feeding; Feed and water animals; Complete the feeding and watering process.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS

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 meetings and discussions.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

RUV2106A ASSIST WITH FOOD PREPARATION

Content This unit of competency covers the process of assisting with the preparation of food for animals, in particular bulk food items. One would be expected to assist with the preparation of food, check food orders and clean and store relevant equipment and materials.

Nominal Hours 20 hours

Assessment As per accredited curriculum

RUV2107A PROVIDE BASIC FIRST AID FOR ANIMALS

Content Assess the situation; Apply basic first aid and basic care.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

RUV2108A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE

Content This unit of competency covers the process of rescuing and restraining animals and providing basic animal care. It requires the demonstration of knowledge and skills to identify situations where assistance is required in the rescue of animals and the management of animal stress and injuries.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RUV2401A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION

Content This unit of competency covers the process of preparing for a tour or presentation within a captive animal facility and conducting it to meet the needs of a wide range of audiences.

Nominal Hours 30 hours

Assessment As per accredited curriculum

RUV2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES

Content This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.

Nominal Hours 60 hours

Assessment As per accredited curriculum

RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES

Content Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV2602A CARRY OUT DAILY CLINIC ROUTINES

Content Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV2603A ASSIST WITH SURGERY PREPARATIONS

Content Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES

Content Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES

Content Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS

Content Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING

Content Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS

Content Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES

Content Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION

Content Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS

Content Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE

Content Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3402A WORK WITHIN A CAPTIVE ANIMAL INSTITUTION

Content Work effectively within a captive animal institution; Identify and handle animals humanely; Communicate effectively.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3403A PREPARE AND PRESENT INFORMATION TO THE PUBLIC

Content Prepare a presentation; Conduct presentation; Participate in other interpretive and learning activities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3404A ASSIST WITH COLLECTION MANAGEMENT

Content Collect, analyse and record data; Assist with collection management.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3405A DEVELOP AN INSTITUTIONAL HUSBANDRY MANUAL

Content Write an institutional husbandry manual; Review and maintain institutional husbandry manuals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV3406A PREPARE AND MAINTAIN ANIMAL HOUSING

Content Determine housing appropriate to a particular species; Maintain enclosure security; Maintain enclosure hygiene and appearance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3407A MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN

Content Assist with enclosure and exhibit design and renovation; Maintain enclosures and exhibits on a daily basis; Detect and control pests.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3408A PREPARE ANIMAL DIETS AND MONITOR FEEDING

Content Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals; Feed animals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3409A MONITOR AND MAINTAIN ANIMAL HEALTH

Content Follow effective personal health management practices; Identify healthy animals and report signs of illness or abnormal behaviour; Administer animal treatments; Prepare and maintain a quarantine area.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3410A CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS

Content Plan the capture and restraint of animals; Capture and restrain animals; Identify animal transportation requirements.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3411A CARE FOR YOUNG ANIMALS

Content Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3412A MONITOR ANIMAL REPRODUCTION

Content Facilitate reproduction; Monitor breeding animals during the period of reproduction; Prepare and assist with birth or hatching; Release native animals to natural environment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3413A CONDITION ANIMALS

Content Develop a conditioning plan; Condition a behaviour; Monitor and review a conditioning plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3414A IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY

Content Observe and record animal behaviour; Assist with managing undesirable animal behaviour; Implement enrichment programs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3501A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE

Content Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3502A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS

Content Provide information and advice on aquatic animal selection; Advise on housing for selected species; Advise on aquatic support systems; Advise on health and nutritional requirements; Complete aquatic animal sales transactions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD

Content Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS

Content Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS

Content Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3506A CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS

Content Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES

Content Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING

Content Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS

Content Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE

Content Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4602A APPLY RADIOGRAPH ROUTINES

Content Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RUV4603A PERFORM CLINIC PATHOLOGY PROCEDURES

Content Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RUV4604A PERFORM CLINIC OFFICE PROCEDURES

Content Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV4605A CARRY OUT SURGICAL NURSING ROUTINES

Content Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV4606A NURSE ANIMALS

Content Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES

Content Prepare for and assist with medical procedures; Prepare for specific clinic routines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES

Content Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4609A PROVIDE SPECIFIC ANIMAL CARE ADVICE

Content Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

RUV4610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES

Content Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS

Content Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES

Content Establish, market and implement promotional strategies; Promote clinic.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES

Content Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV5301A CARRY OUT BREEDING PROCEDURES

Content Select animals and prepare for breeding; Implement breeding procedures; Perform post-mating procedures; Name and record animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL

Content Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS

Content Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY

Content Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS

Content Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV5306A PLAN AN ANIMAL TECHNOLOGY FACILITY

Content Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV5307A MANAGE LABORATORY PROCEDURES

Content Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

RUV5308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES

Content Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anaesthetic and post-operative care for animals; Maintain facilities and equipment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

SRCCRD007A DEVELOP RECREATION PROGRAMS

Content Access ongoing professional development; Operate in accordance with the legal responsibilities of an instructor; Operate in accordance with the ethical responsibilities of an instructor; Operate in accordance with accepted instructional practices; Work with colleagues and support personnel; Develop a philosophy of instruction.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT

Content Collect information to organise recreation games; Determine type and range of recreation games to be used; Assist in making arrangements for recreation games; Assist with the conduct of recreation games.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRCCRD007A DEVELOP RECREATION PROGRAMS

Content This unit covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.

Nominal Hours 20 hours

Assessment As per accredited curriculum

SRCCRO008A INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT

Content This unit covers the skills and knowledge to interact with infants, toddlers and their carers in a recreation environment.

Nominal Hours 20 hours

Assessment As per accredited curriculum

SRCCRO009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS

Content Prepare for a recreation program; Establish effective communication; Assist the older person to meet physical welfare and social needs through a recreation program.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRCCRO010A CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY

Content Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRCCR0011A IMPLEMENT A SALES SYSTEM FOR A RECREATION FACILITY OR ORGANISATION

Content Design the sales system; Ensure sales/service staff are trained; Sales system is implemented across recreation facility/organisation; Monitor performance of sales system.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCR0012A MANAGE CONTRACTS

Content Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SROABLO02A FACILITATE ADVENTURE-BASED LEARNING ACTIVITIES

Content Knowledge and skills to independently plan and conduct adventure activities to facilitate learning. This unit deals specifically with the skills, knowledge and attitudes required to facilitate learning through adventure activities.

Nominal Hours 25 hours

Assessment As per accredited curriculum

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Content Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Content Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete's 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 a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Content Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP009A WORK WITH OFFICIALS

Content Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Content Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCGP011A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY

Content Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSCGP012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP013A MONITOR COACH WELFARE

Content Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP014A IMPLEMENT RECOVERY PROGRAMS

Content Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRSCOP001B PREPARE FOR PUBLIC SPEAKING

Content Prepare for public speaking; Present a talk to a public forum.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP002B PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW

Content Collect information to plan a media interview; Undertake a media interview.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS

Content Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP004B DEVELOP NEGOTIATION SKILLS

Content Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS

Content Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP006B COMPLETE A TAX RETURN

Content Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP007B DEVELOP FINANCIAL GOAL SETTING PLAN

Content Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP008B PREPARE A PRE OR POST EVENT MEAL

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCOP011B DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN

Content Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN

Content Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP013B DEVELOP A CAREER GOAL SETTING PLAN

Content Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP014B PREPARE TO STUDY

Content Develop study skills.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP015B PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS

Content Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker's presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP018B DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL

Content Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP019B DEVELOP A SPONSORSHIP PROPOSAL

Content Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP020B DEVELOP A PERSONAL FINANCIAL PLAN

Content Collect information to prepare a personal financial plan; Prepare a personal financial plan.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP021B COLLECT INFORMATION ON CONTRACTS

Content Collect information on the function of a contract as it applies to an athlete and their sport.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP022B COLLECT INFORMATION ON ELITE ATHLETES

Content Collect information on the characteristics of elite athletes.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP026B PREPARE TO PARTICIPATE IN COMPETITION

Content Develop a time management plan; Evaluate the time management plan.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSGP001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Content Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRSGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSGP004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Content Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSGP005A RESOLVE CONFLICT RELATED TO OFFICIATING

Content Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSGP007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSGP008A MANAGE CONFLICT RELATED TO OFFICIATING

Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSGP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Prepare a fitness and recovery program; Implement and manage the training and recovery program; Evaluate a fitness and recovery program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS

Prerequisite(s) SRXORG006A Conduct projects

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Content Collect information to plan a session or program; Produce a session or program plan; Resource a session.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Content Maintain participant's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI006B ORGANISE A SPORT AND RECREATION PROGRAM

Content Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI007B CONDUCT A SPORT AND RECREATION PROGRAM

Content Coordinate resources; Conduct a program and monitor participant's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Content Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/ performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/ instructors of participants; Develop selection procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Content Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/ performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Content Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants' progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCOM005A RESEARCH, PREPARE AND PRESENT INFORMATION

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.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXEME004A COORDINATE EMERGENCY RESPONSE

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXFAC004A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES

Content This unit covers the knowledge and skills to determine the services required by clients and to plan, implement and evaluate the services, including programs and events.

Nominal Hours 15 hours

Assessment As per accredited curriculum

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXFAD001A PROVIDE FIRST AID

Content Assess the situation; Apply basic first aid techniques; Communicate details of the incident.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE

Content This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.

Nominal Hours 20 hours

Assessment As per accredited curriculum

SRXFIN007A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET

Content Disburse funds; Administer financial control systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGCS002A DEAL WITH CLIENT FEEDBACK

Content Handle client feedback; Record client feedback.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS

Content This unit involves the skills and knowledge of understanding, clarifying and meeting client needs and expectations in a single encounter or multiple encounters, on a one-to-one basis with a client.

Nominal Hours 20 hours

Assessment As per accredited curriculum

SRXGCS006A ADDRESS CLIENT NEEDS

Content Assist client to articulate needs; Satisfy complex client needs.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS

Content Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGCS003A PROCESS CLIENT COMPLAINTS

Content This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required.

Nominal Hours 20 hours

Assessment As per accredited curriculum

SRXGCS005A COORDINATE CLIENT SERVICE ACTIVITIES

Content Contribute to quality client standards; Implement client services systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION

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.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRXGR0001A FACILITATE A GROUP

Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

Nominal Hours 8-12 Hours

Assessment As per accredited curriculum

SRXGR0002A DEAL WITH CONFLICT

Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXHRM001A MANAGE VOLUNTEERS

Content Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXHRM002A PARTICIPATE IN STAFF SELECTION TO ENSURE TEAM GOALS ARE ACHIEVED

Content Identify requirements for new team position; Draft job vacancy advertisement; Select staff; Employ staff.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXINU002A APPLY SPORT AND RECREATION LAW

Content This unit covers competencies required in identifying and applying laws which are relevant to the sport and recreation industry with application in the workplace.

Nominal Hours TBA

Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Content Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY

Content Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

Content Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY

Content Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

Content Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; Monitor and manage trends in evolving patterns of work.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXMKT003A PROMOTE ORGANISATION'S ACTIVITIES

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOGN001A CONDUCT PROJECTS

Content Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOGN002A MANAGE PROJECTS

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

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 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 procedures for maintaining occupational health and safety records.

Nominal Hours 22 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

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.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOHS003B STABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM

Content Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXPLA004A EVALUATE ORGANISATION'S ACTIVITIES

Content Develop criteria for evaluation; Collect information on performance; Analyse performance; Monitor conduct of activities; Provide recommendations for further activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXRES005A ACHIEVE AN EFFICIENT USE OF RESOURCES

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Content Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXRIK002A MANAGE AN ORGANISATION'S RISK

Content Determine the organisation's risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation's risk management program; Monitor and evaluate the risk management program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXRIS001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Content This unit provides basic knowledge and skills to apply a risk analysis process in the context of a recreation activity in accordance with an organisation's risk management procedures.

Nominal Hours 10 hours

Assessment As per accredited curriculum

SRXTCN001A ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY

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.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY

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.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

TAAASS301A CONTRIBUTE TO ASSESSMENT

Content Specifies the competency required to contribute to the assessment process.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TAAASS401A PLAN AND ORGANISE ASSESSMENT

Content Required to plan and organize the assessment process in a competency-based assessment system.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TAAASS402A ASSESS COMPETENCE

Content Competency required to assess the competence of a candidate.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

TAAASS403A DEVELOP ASSESSMENT TOOLS

Content Specifies the competency required to develop assessment tools.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TAAASS404A PARTICIPATE IN ASSESSMENT VALIDATION

Content Required to participate in an assessment validation process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TAADEL301A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS

Content Competency required to conduct individual and group instruction and demonstration of work skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY

Content Plan and organize training for individuals within a group.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TAADEL402A FACILITATE GROUP-BASED LEARNING

Content Specifies the competency required to facilitate learning by individuals within a group.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TAADEL403A FACILITATE INDIVIDUAL LEARNING

Content Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

TAADEL404A FACILITATE WORK-BASED LEARNING

Content Specifies the competency required to use work effectively as a learning process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

TAADEL405A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING

Content Required to coordinate, organize and facilitate a distance-based learning process.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS

Content Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.

Nominal Hours 20 Hours

TAADES402A DESIGN AND DEVELOP LEARNING PROGRAMS

Content Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TAAENV401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING

Content Competency required to work effectively in the policy and operating environment of the vocational education and training sector.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TAAENV402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE

Content Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TAAENV403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT

Content Competency required to ensure the health, safety and welfare of learners and candidates.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TAAENV404A DEVELOP INNOVATIVE IDEAS AT WORK

Content Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

TAALLN401A ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE

Content Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TAATAS401A MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS

Content Requires to maintain training and/or assessment information requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA297B MAINTAIN CONTAINER/CARGO RECORDS

Content Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA397B CONNECT AND DISCONNECT REEFER UNITS

Content Plug/unplug reefer units to power sources; Attach/detach clip-on units.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION

Content Check Documentation; Analyse and evaluate records

Nominal Hours 20 Hours

Assessment As per accredited curriculum.

TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS

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.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum.

TDTA897B TRANSFER CARGO

Content Prepare for load transfer; Transfer cargo; Complete transfer.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION

Content Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1097B COORDINATE GOODS TO BOND PREMISES

Content Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1197B PACKAGE GOODS

Content Select materials and pack and unwrap products; Label packaged products/loads.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1297B PICK AND PROCESS ORDERS

Content Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1397B RECEIVE GOODS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Content Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1897B ORGANISE DESPATCH OPERATIONS

Content Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1997B ORGANISE RECEIVAL OPERATIONS

Content Plan and organise receival operations; Organise the storage of stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA2097B REPLENISH STOCK

Content Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2197B DESPATCH STOCK

Content Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2297B PARTICIPATE IN STOCKTAKES

Content Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2397B COORDINATE STOCKTAKES

Content Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation

Nominal Hours 20

Assessment As per accredited curriculum

TDTA2497B ORGANISE WAREHOUSE RECORDS OPERATIONS

Content Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK

Content Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2698B MONITOR STORAGE FACILITIES

Content Determine site functions and operations; Monitor storage operations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA2898B ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Content Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3098B ORGANISE CARGO FOR EXPORT

Content Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3198B CONSOLIDATE FREIGHT

Content Assess scope to consolidate freight; Prepare consignment documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA3298B ORGANISE TRANSPORT OF FREIGHT OR GOODS

Content Plan transport operations; Organise the transport of freight; Complete organisation process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA3398B ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT

Content Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3801A CONTROL AND ORDER STOCK

Content Maintain stock levels and records; Organise and administer stocktakes; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3901A RECEIVE AND STORE STOCK

Content Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA4101A MANUALLY SORT MAIL AND PARCELS

Content Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4201A DESPATCH MAIL

Content Prepare to despatch mail; Despatch mail; Complete despatch of mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4301A CONSOLIDATE MAIL

Content Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4401A CARRY OUT DELIVERY OPERATIONS

Content Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS

Content Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4601A PROCESS PARCELS AND LETTERS

Content Prepare to process parcels and mail manually; Process parcels and mail manually; Complete process for parcels and mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4701A STREAM MAIL

Content Prepare to stream mail; Stream mail; Complete streaming of mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS

Content Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate fault and/or formulate recommendations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB497B CARRY OUT VEHICLE INSPECTION

Content Check the vehicle; Clean vehicle; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Content Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB797B CARRY OUT MAINTENANCE OF TRAILERS

Content Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB897B CARRY OUT INSPECTION OF TRAILERS

Content Check the trailer; Clean trailer; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB998B CHECK CONVEYOR OPERATIONAL STATUS

Content Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB1198B SET UP AND RIG CRANE FOR LIFT

Content Position and stabilise crane; Assemble crane.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB1298B PLAN JOB AND SET UP WORK AREAS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1398B MAINTAIN MOBILE CRANES

Content Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Content Inspect site; Unload/load crane from/onto float; Secure crane for travel.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB1598B UNDERTAKE SITE INSPECTION

Content Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTB1798B ASSEMBLE AND DISMANTLE BOOM OR JIB

Content Plan assembly/dismantling; Assemble/dismantle boom or jib.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTB1801A CONDUCT FULL TRAIN EXAMINATION

Content Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1901A TEST TRAIN BRAKING SYSTEM

Content Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2001A VISUALLY INSPECT STATIONARY TRAIN

Content Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTB2101A CONDUCT TRAIN ROLL BY INSPECTION

Content Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB2201A DIAGNOSE AND RECTIFY MINOR FAULTS

Content Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2301A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS

Content Plan decanting and watering of passenger vehicles/carriages/vessels; Provide decanting service; Provide water service; Complete decanting and watering.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB2501A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT

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.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

TDTB2601A PREPARE FOR TRAIN OPERATION

Content Implement pre-departure checks; Confirm train documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM

Content Set up remote control system; Set up lead control system; Shut down remote control equipment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT

Content Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC197A DRIVE VEHICLE (CORE SKILLS)

Content Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTC197B DRIVE VEHICLE

Content Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTC297B DRIVE LIGHT RIGID VEHICLE

Content Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC397B DRIVE MEDIUM RIGID VEHICLE

Content Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC497B DRIVE HEAVY RIGID VEHICLES

Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC497C DRIVE HEAVY RIGID VEHICLE

Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC597B DRIVE HEAVY COMBINATION VEHICLES

Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC597C DRIVE HEAVY COMBINATION VEHICLE

Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC697B DRIVE MULTI-COMBINATION VEHICLE

Content Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS

Content Carry out pre-operational checks; Drive a vehicle carrying special loads.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC897B DRIVE COACH/BUS

Content Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC997B DRIVE TAXICAB

Content Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1097B PILOT OR ESCORT OVERSIZED AND/OR OVERMASSSED LOADS

Content Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC1197B TRANSPORT PASSENGERS WITH DISABILITIES

Content Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1401A PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE

Content Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTC1501A PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT

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.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

TDTC1601A CONDUCT MARSHALLING OPERATIONS

Content Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC1701A SHUNT ROLLING STOCK

Content Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

TDTC1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM

Content Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS

Content Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTC2101A DRIVE TRAM

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC2201A OPERATE PASSENGER TRAM

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.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS

Content Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTC2401A OPERATE URBAN PASSENGER TRAIN

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.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS

Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD397B HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Content Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques; Handle and store dangerous goods and hazardous substances.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Content Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD497 LOAD AND UNLOAD GOODS/CARGO

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD497B LOAD AND UNLOAD GOODS/CARGO

Content Load and unload goods/cargo; Secure and protect load; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD897B MONITOR CRANE OPERATIONS

Content Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD997B DIRECT CRANE OPERATIONS

Content Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1097B OPERATE A FORKLIFT

Content Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS

Content Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT

Content Select load moving equipment; Move goods; Check goods and complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS

Content Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD1597B IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS

Content Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS

Content Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD1897B HANDLE FURNITURE AND EFFECTS

Content Prepare for removal; Move furniture items; Load vehicle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD1997B PACK AND UNPACK CARTONS DURING A REMOVAL

Content Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD2097B CARE FOR LIVESTOCK IN TRANSIT

Content Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)

Prerequisite(s) To be advised.

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS

Content Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2798B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS

Content Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2898B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2998B PREPARE ARTICLES FOR DELIVERY

Content Check and organise articles for delivery; Store articles for delivery; Maintain records.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS

Content Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3198 RIG LOAD

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3198B RIG LOAD

Content Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT

Content Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE

Content Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE

Content Plan and prepare for demolition site operation; Lift equipment and materials.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES

Content Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE

Content Provide lift instructions; Monitor lift; Place and secure load.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Content Select loading site; Undertake load transfer; Complete transfer documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDE197B PRESENT ROUTINE WORKPLACE INFORMATION

Content Prepare and present document; Prepare and deliver oral presentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS

Content Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION

Content This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

Nominal Hours 40 hours

Assessment As per accredited curriculum

TDE497B PREPARE WORKPLACE DOCUMENTS

Content Plan workplace document; Prepare workplace document; Complete workplace forms.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION

Content Identify required information; Prepare information for use; Explain information; Present workplace information.

Nominal Hours 30 Hours**Assessment** As per accredited curriculum

TDTE701A USE COMMUNICATION SYSTEMS**Content** Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE897B PROCESS WORKPLACE DOCUMENTATION**Content** Plan documentation; Complete documentation.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE997B USE PILOT AND ESCORT COMMUNICATION**Content** Operate communications equipment and resources; Maintain records.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1097B ESTIMATE FURNITURE REMOVALS JOBS**Content** Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.**Nominal Hours** 30 Hours**Assessment** As per accredited curriculum

TDTE1298B CONSOLIDATE MANIFEST DOCUMENTATION**Content** Identify required documentation; Process documentation.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1398B APPLY WORKPLACE STATISTICS**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.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1498B COMPILE AND PROCESS EXPORT DOCUMENTATION**Prerequisite(s)** Nil**Content** Assess cargo for transport; Prepare regulatory and commercial documentation; Prepare transport documentation; Coordinate documentation requirements.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION**Content** Establishing agreed communications system; Trial and configure communications; Use communication methods during a lift.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE**Content** Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1701A UNDERTAKE INITIAL REMOVAL SURVEY**Prerequisite(s)** Nil**Content** Park vehicle; Define job requirements; Complete records.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1801A MAINTAIN FREIGHT RECORDS**Content** Record freight receipt; Record freight despatch.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS**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.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum

TDTE197B FOLLOW OHS PROCEDURES**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.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE297B CONDUCT HOUSEKEEPING ACTIVITIES**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.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

TDTE397B IMPLEMENT AND MONITOR OHS PROCEDURES**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.**Nominal Hours** 30 Hours**Assessment** As per accredited curriculum

TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES

Content Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

Content Respond to the incident; Coordinate on-site activities; Complete follow-up actions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES

Content Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES

Content Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES

Content Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40-50 Hours

Assessment As per accredited training package documentation

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT

Content Use fire-fighting equipment; Maintain fire-fighting equipment.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT

Content Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited training package documentation

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS

Content Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTF5101A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN DRIVING

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN CONTROLLING

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.

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

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTG197B WORK EFFECTIVELY WITH OTHERS

Content Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTG297B LEAD WORK TEAM OR GROUP

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD

Content Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTG698B FACILITATE WORK TEAMS

Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTGCS001A CREATE CUSTOMER RELATIONSHIP

Content Establish contact with customers; Present a positive organisational image.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCS002A DEAL WITH CUSTOMER FEEDBACK

Content Handle customer feedback; Record customer feedback.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCS003A PROCESS CUSTOMER COMPLAINTS

Content Respond to complaints; Refer complaints.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCS004A MEET CUSTOMER NEEDS AND EXPECTATIONS

Content Identify customer needs and expectations; Provide the identified customer needs and expectations.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCS006A ADDRESS CUSTOMER NEEDS

Content Assist customer to articulate needs; Satisfy complex customer needs.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCS003A PROCESS CUSTOMER COMPLAINTS

Content This unit involves the skills and knowledge required to handle negative feedback/complaints from customers, whether formal or informal. It would typically apply to that part of a person's role where they have responsibility for or may be more concerned with the processing of customer service complaints. This is a 'tactical' type of responsibility, as it is primarily about accepting responsibility for the processing of customer complaints.

Nominal Hours 10 hours

Assessment As per accredited curriculum

TDTH197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Content Identify and determine the pre-planned route; Complete necessary documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTH297C PLAN AND NAVIGATE ROUTES

Content Interpret street maps; Plan routes; Follow planned route.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTH398B PRIORITISE COURIER/DELIVERY OPERATIONS

Content Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTH401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI197C COORDINATE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI297C APPLY CUSTOMER SERVICE SKILLS

Content Deal with customer inquiries; Monitor customer satisfaction.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI397B PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS

Content Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI497B MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Content Prepare for camping tour; Oversee the establishment of the camp site; Vacate the campsite.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI598B MARKET SERVICES AND PRODUCTS TO CLIENTS

Content Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Prerequisite(s) Nil

Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES

Content Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI998B PROVIDE ON-BOARD SERVICES TO CUSTOMERS

Content Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI1601A SERVICE FREIGHT CUSTOMERS

Content Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI1701A DEVELOP FREIGHT CUSTOMERS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI197B APPLY QUALITY PROCEDURES

Content Apply quality concepts; Trial improvements; Implement improvements.

Nominal Hours 20-30 Hours

Assessment As per accredited curriculum

TDTI297B APPLY QUALITY SYSTEMS

Content Work within a quality improvement system; Use quality improvement systems, tools and techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI398B APPLY GRAIN PROTECTION MEASURES

Content Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI498B IMPLEMENT GRAIN MONITORING MEASURES

Content Install grain quality control equipment; Monitor the quality of stored commodities;

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS

Content Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI698B IMPLEMENT GRAIN PROTECTION PROCEDURES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTK397B APPLY KEYBOARD SKILLS

Content Apply occupational health and safety principles; Enter data.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION

Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES

Content Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL397B CONDUCT INDUCTION PROCESS

Content Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES

Content Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL797C COORDINATE FLEET CONTROL LOGISTICS

Content Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS

Content Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTL998B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Manage Self; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Content Assess goods/stock to be transported; Determine transit requirements; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL1898B SELECT EMPLOYEES

Content Identify future personnel requirements; Assess applicants; Maintain records and documentation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Content Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Content Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL2198B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES

Content Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL3001A CONTROL A FURNITURE WAREHOUSE

Content Determine sire functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS

Content Monitor attendance records; Process attendance records.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTL3201A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3301A PROMOTE EFFECTIVE WORKPLACE PRACTICE

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT

Content Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER

Content Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3601A DEVELOP ROSTERS

Content Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS

Content Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS

Content Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS

Content Assist with preparing for train operation; Assist with train operation; Hand over or stable train.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS

Content Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS

Content Identify rolling stock; Identify planned movements; Verify and record movement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT

Content Confirm train consist; Review freight load plan; Allocate freight to wagons.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4401A ORGANISE FREIGHT YARD MOVEMENT

Content Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS

Content Determine transport requirements; Plan and prepare for the special event; Implement transport plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY

Content Handle customer luggage/property; Process lost luggage/property.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES

Content Communicate with drivers; Communicate with staff and customers; Oversee train disablement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE

Content Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES

Content Analyse train requirements; Establish train specifications; Establish train section run times; Monitor and update train requirements.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO398B UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Prerequisite(s) Nil

Content Select loading site; Undertake load transfer; Complete transfer documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT

Content Select emergency actions to be applied; Maintain communications; Report incident.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO898B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTO1098B RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS

Content Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES

Content Prepare for revenue protection activities; Implement revenue protection procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Content Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES

Content Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE

Content Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS

Content Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.

Nominal Hours 30-40 Hours

Assessment As per accredited curriculum

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE

Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTP598B MANAGE WORKPLACE INFORMATION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTP1098B ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION

Content Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTP197C CONDUCT FINANCIAL TRANSACTIONS

Content Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTP298B SET AND ACHIEVE BUDGET

Content Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTP397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

Content Establish system requirements; Establish financial management system; Maintain financial reporting systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTP498B ORGANISE FREIGHT INVOICING AND PAYMENT

Content Prepare invoices; Coordinate documentation; Process payments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTP698B ADMINISTER INTERNATIONAL TRADING ACCOUNTS

Content This unit involves the skills and knowledge required to administer international trading accounts, including calculating ratings on international movement of goods, negotiating and confirming financial terms of trade with customer, monitoring and addressing market changes in international freight forwarding, and completing all required documentation.

Nominal Hours 60 hours

Assessment As per accredited curriculum

TDTP798B PREPARE AND PROCESS FINANCIAL DOCUMENTS

Content Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTP998B CONDUCT COURIER/DELIVERY CASH TRANSACTIONS

Prerequisite(s) Nil

Content Establish price with customers; Conduct cash transaction; Record cash transaction details.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTP1001A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES

Content Establish and maintain customer credit accounts and services; Maintain customer information system.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTP1101A MAINTAIN PETTY CASH ACCOUNT

Content Prepare petty cash documentation; Conduct cash transactions.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTP1201A SELL PRODUCTS AND SERVICES

Content Prepare for financial transactions; Promote products and services; Sell products or services; Process refunds; Reconcile financial transactions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTP1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS

Content Advise on fares; Construct fares and itineraries; Issue documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTR198B MONITOR SUPPLIER PERFORMANCE

Content Administer supplier contract; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTR298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS

Content Analyse supply requirements; Evaluate potential contractors.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTT198B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM

Content Identify records to be captured; Register the record.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT298B DOCUMENT A RECORDS SYSTEM

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTT398B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED

Content Identify records to be captured; Classify the record; Register the record.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTT498B MAINTAIN CONTROL OF RECORDS

Content Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists; Implement disaster recovery procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT598B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the information in response to users' requests.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT698B PROVIDE RECORDS RETRIEVAL SERVICE

Content Locate/retrieve records required; Ensure security of records; Deliver the record or record information.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT798B SENTENCE RECORDS

Content Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTT898B UNDERTAKE DISPOSAL PROGRAM

Content Prepare for disposal activities; Undertake disposal activities; Supervise disposal actions; Seek approval for disposal actions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTT998B UNDERTAKE MOVEMENT OF RECORDS

Content Select records for movement; Maintain control of records; Transfer records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT1098B DESTROY RECORDS

Content Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTU101A IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTU701A CARE FOR THE ENVIRONMENT

Content Minimise the effects of pollution during operations; Minimise the effects of pollution during maintenance; Transport/handle environmentally hazardous materials safely.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV198B CUT AND JOIN MATERIALS

Content Plan the cutting/joining process; Undertake the cutting/joining process; Complete the cutting/joining process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV298B OPERATE HAND HELD AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES

Content Identify equipment and power requirements; Set up equipment and complete pre-use checks; Operate hand held air/power equipment; Store equipment appropriately.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN

Content Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV498B UNDERTAKE PALLET REPAIRS

Content Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV598B CLEAN AND INSPECT PALLETS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV698B MANUFACTURE PALLETS USING AUTOMATED METHODS

Content Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV798B MANUFACTURE PALLETS USING MANUAL METHODS

Content Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV898B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY

Content Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV998B DOCK BOARDS ON MECHANICAL FEEDS

Content Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTW601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT

Content Set up mail and parcels sorting equipment for operation; Operate mail and parcels sorting equipment; Complete sorting process for mail and parcels.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS

Content Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS

Content Prepare to use CFC machine; Complete CFC operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS

Content Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Content Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES

Content Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBCC01B USE BASIC METHODS OF COOKERY

Content Select and use cooking equipment and technology; Use methods of cookery.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

THHBCC02B PREPARE APPETISERS AND SALADS

Content Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC03B PREPARE STOCKS, SAUCES AND SOUPS

Content Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THHBCC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES

Content Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

THHBCC05B PREPARE AND COOK POULTRY AND GAME

Content Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC06B PREPARE AND COOK SEAFOOD

Content Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHBCC07B SELECT, PREPARE AND COOK MEAT

Content Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.

Nominal Hours 50Hours

Assessment As per accredited curriculum

THHBCC08B PREPARE HOT AND COLD DESSERTS

Content Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHBCC09B PREPARE PASTRY, CAKES AND YEAST GOODS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHBCC10B PLAN AND PREPARE FOOD FOR BUFFETS

Content Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC11B IMPLEMENT FOOD SAFETY PROCEDURES

Content Identify food safety critical control points and hazards; Implement procedures for food safety.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC13B PLAN AND CONTROL MENU-BASED CATERING

Content Plan and prepare menus; Control menu-based catering.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHBKA01A ORGANISE AND PREPARE FOOD

Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBKA01B ORGANISE AND PREPARE FOOD

Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBKA02B PRESENT FOOD

Content Prepare food for service; Portion and plate food; Work in a team.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

THHBKA03A RECEIVE AND STORE KITCHEN SUPPLIES

Content Take delivery of stock; Store stock; Rotate and maintain stock.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES

Content Take delivery of supplies; Store supplies; Rotate and maintain supplies.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES

Content Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHCCH01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)

Content Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHCCH02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)

Content Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS

Content Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

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.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE

Content Develop local knowledge; Update local knowledge.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Content Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.

Nominal Hours 40-45 Hours

Assessment As per accredited curriculum

THHGCS03B DEAL WITH CONFLICT SITUATIONS

Content Identify conflict situations; Resolve conflict situations; Respond to customer complaints.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGCS04B MAKE PRESENTATIONS

Content Prepare for presentations; Make presentations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGCS06B PLAN & IMPLEMENT SALES ACTIVITIES

Content Plan sales activities; Prepare for sales calls; Make sales calls; Review and report on sales activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGCS07B CO-ORDINATE MARKETING ACTIVITIES

Content Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGCS08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

Content Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGFA01B PROCESS FINANCIAL TRANSACTIONS

Content Process receipts and payments; Reconcile takings.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGFA06A INTERPRET FINANCIAL INFORMATION

Content Access and interpret financial information; Apply financial information to management activities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGGA01B COMMUNICATE ON THE TELEPHONE

Content Respond to incoming telephone calls; Make telephone calls.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGGA02B PERFORM OFFICE PROCEDURES

Content Process office documents; Draft written communication; Maintain document systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGGA04B PREPARE BUSINESS DOCUMENTS

Content Determine document requirements; Conduct research; Prepare document; Follow up document.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGGA05B PLAN AND MANAGE MEETINGS

Content Plan and prepare for meetings; Conduct meetings; Debrief and follow up meetings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGGA06B RECEIVE AND STORE STOCK

Content Take delivery of stock; Store stock; Rotate and maintain stock.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGGA07B CONTROL AND ORDER STOCK

Content Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGGA09B MANAGE PROJECTS

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES

Content Follow hygiene procedures; Identify and prevent hygiene risks.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

THHGH03A PROVIDE FIRST AID

Content Assess and respond to emergency first aid situations; Provide appropriate treatment; Monitor the situation; Prepare an incident report.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

THHGH03B PROVIDE FIRST AID

Content Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

THHGLE01B MONITOR WORK OPERATIONS

Content Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE05B ROSTER STAFF

Content Develop and implement staff rosters; Maintain staff records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE06B MONITOR STAFF PERFORMANCE

Content Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHGLE07B RECRUIT AND SELECT STAFF

Content Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE08B LEAD AND MANAGE PEOPLE

Content Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE09A MANAGE WORKPLACE DIVERSITY

Content Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE09B MANAGE WORKPLACE DIVERSITY

Content Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE11B MANAGE QUALITY CUSTOMER SERVICE

Content Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHGLE13B MANAGE FINANCES WITHIN A BUDGET

Content Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE14B PREPARE AND MONITOR BUDGETS

Content Prepare budget information; Prepare budget; Monitor and review budget.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE15B MANAGE FINANCIAL OPERATIONS

Content Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS

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.

Nominal Hours 39-40 Hours

Assessment As per accredited curriculum

THHGLE16B MANAGE PHYSICAL ASSETS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN

Content Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE

Content Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHGLE22A MANAGE RISK

Content Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGTRO1B COACH OTHERS IN JOB SKILLS

Content Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHHC001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Content Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE

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.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THFTFG01B WORK AS A GUIDE

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

THFTFG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES

Content Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

THFTFG04B CO-ORDINATE AND OPERATE A TOUR

Content This unit deals with the skills and knowledge required by guides to conduct a tour which includes multiple products, services and sites. It requires the application of significant planning and organisational skills plus the ability to liaise with suppliers and industry colleagues to maximise tour efficiency and customer service quality.

Nominal Hours TBA

Assessment As per accredited curriculum

THFTFG05B LEAD TOUR GROUPS

Content Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THFTFG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

Content Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

THTPPD02B RESEARCH TOURISM DATA

Content This unit deals with the skills and knowledge required to conduct formal research in a tourism context. It applies to all tourism industry sectors. This unit has very strong links to other marketing-related units such as THHGLE12B Develop and manage marketing strategies.

Nominal Hours TBA

Assessment As per accredited curriculum

THTPD05B PLAN AND DEVELOP INTERPRETIVE ACTIVITIES

Content Skills and knowledge required to plan and develop interpretive activities for different customer groups. Developing activities within tour operations, attractions/theme parks and national parks.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THTSMA02B CREATE A PROMOTIONAL DISPLAY/STAND

Content Make preparations for display/stand; Create the display.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THTSOP02B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Content Develop destination knowledge; Update destination knowledge; Provide destination information and advice.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

THTSOP03B ACCESS AND INTERPRET PRODUCT INFORMATION

Content Identify and access product information; Interpret product information.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

THTSOP04B SELL TOURISM PRODUCTS AND SERVICES

Content Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THTSOP05B PREPARE QUOTATIONS

Content Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES

Content Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED RESERVATIONS SYSTEM

Content Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

THTSOP09B PROCESS NON AIR DOCUMENTATION

Content Interpret information required for processing of documentation; Process documentation.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION

Content Interpret the information required to process air tickets; Process air travel documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES

Content Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THTSOP20A CONSTRUCT NORMAL INTERNATIONAL AIRFARES

Content Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTSOP21A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES

Content Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

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.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

UTENES002A ATTEND TO BREAKDOWN

Content Prepare to attend breakdown; Evaluate extent of work; Confirm completion.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES008AA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

UTENES008CA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS

Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES

Content Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES051A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT

Content Prepare to use routine equipment, plant and technologies; Use routine equipment, plant and technologies; Complete use of routine equipment, plant and technologies.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES052A INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE

Content Prepare to interact with customers or clients; Interact with customers or clients; Confirm results of interaction with customers or clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

UTENES053A PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS

Content Prepare to contribute to operating plant and equipment; Contribute to operating plant and equipment; Complete contribution to operating plant and equipment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES054A PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Content Prepare to produce routine products; Produce routine products; Check results of products produced.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES055A PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Content Prepare produce routine tools and devices; Produce routine tools and devices; Check results routine tools and devices produced.

Nominal Hours 216 Hours

Assessment As per accredited curriculum

UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES

Content Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES057A APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT

Content Prepare to apply computations when using equipment, materials and concepts; Carry out computations when using equipment, materials and concepts; Confirm results of computations when using equipment, materials and concepts.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES058A IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT

Content Prepare to identify affects of energy on machinery and materials; Identify affects of energy on machinery and materials; Check results of the affects of energy on machinery and materials.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES059A IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES

Content Prepare to identify building techniques, methods and materials; Identify building techniques, methods and materials; Confirm building techniques, methods and materials used.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT

Content Prepare to undertake routine work activities; Carry out work as instructed; Check results of the completed work.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES063A CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY

Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS)

Content Plan and prepare for assembly and erection of antennae and associated hardware; Assemble and erect antennae and associated hardware; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105IA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES201AC PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Content Prepare to carry out basic repair work; Carry out basic repair work; Inspect and notify completion of work.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

UTENES202AC ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)

Content Plan and prepare to assemble/ disassemble electrical/electronic components; Assemble/disassemble electrical/electronic components; Inspect and notify completion of work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES401AC PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS)

Content Plan and prepare for functional apparatus checks; Perform functional apparatus checks; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES206AA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES206CA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.

Nominal Hours 180-220 Hours

Assessment As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.

Nominal Hours 180-220 Hours

Assessment As per accredited curriculum

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES402CA TEST APPARATUS AND CIRCUITS (ELECTRONICS)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)

Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.

Nominal Hours 180-480 Hours

Assessment As per accredited curriculum

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)

Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.

Nominal Hours 180-480 Hours

Assessment As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

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).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)

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).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES501CA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

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).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES504AA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)

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).

Nominal Hours 200-480 Hours

Assessment As per accredited curriculum

UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

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).

Nominal Hours 200-480 Hours

Assessment As per accredited curriculum

UTENES702AA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Content Redesign and develop modifications to computer apparatus and associated systems.

Nominal Hours 680 Hours

Assessment As per accredited curriculum

UTENES702CA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Content Redesign and develop modifications to electronic apparatus and associated systems.

Nominal Hours 680 Hours

Assessment As per accredited curriculum

UTGNGS321A COORDINATE AND MONITOR IMPLEMENTATION OF RISK MANAGEMENT PLAN

Content Coordination and Monitoring of the implementation of the company risk management plan in the workplace.

Nominal Hours 80 hours

Assessment As per accredited curriculum

VAO20 ENGLISH 1 & 2

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.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 1 & 2

Content Unit 1 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.

Content Unit 2 Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA030 PHYSICS 1 & 2

Content Unit 1 Introduction to the nature and scope of physics.

Content Unit 2 Key concepts of mechanics and electricity.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA032 CHEMISTRY 1 & 2

Content Unit 1 Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.

Content Unit 2 Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA034 BIOLOGY 1 & 2

Content Unit 1 Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.

Content Unit 2 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.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA036 HISTORY 1 & 2

Content Unit This Unit explores some of the momentous events and new ideas that occurred in the first half of the twentieth century as a consequence of World War 1.

Content Unit 2 This Unit considers some of the major themes and principal events of post – World War II history, and the ways in which individuals and communities responded to the political, economic, social and technological developments in domestic, regional and international settings. Possible topics include the Cold War, Middle East conflicts, peace and disarmament movements, Asian African or Middle East nationalism, globalisation.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA038 ACCOUNTING 1 & 2

Content Unit 1 This Unit focuses on accounting and financial management for a small business. The unit introduces the fundamental processes of recording, reporting and analysing financial information required for sole-proprietor service businesses.

Content Unit 2 This Unit focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA046 PSYCHOLOGY 1 & 2

Content Unit 1 How important developmental events unfold in childhood; Development of individual and social behaviour.

Content Unit 2 Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA054 ENGLISH AS A SECOND LANGUAGE 1 & 2

Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.

Nominal Hours 108 Hours each

Assessment As per accredited curriculum

VA056 ENGLISH AS A SECOND LANGUAGE 3 & 4

Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.

Nominal Hours 102 Hours each

Assessment As per accredited curriculum

VA060 LEGAL STUDIES 1 & 2

Content Unit This Unit introduces sources of law, the need for law, the nature of criminal and civil law, and the role of law enforcement agencies. The unit provides a brief introduction to the formal court hierarchy and court processes and procedures.

Content Unit 2 This Unit examines the links between the law and the community; particularly the dilemmas facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community. The links are illustrated through reference to three selected areas of law.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA210 ENGLISH 3 & 4

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.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA221 ACCOUNTING 3 & 4

Content Unit 3 This Unit focuses on the accounting and financial issues of a small trading business, operating as a sole proprietor. The unit introduces the double-entry method of recording financial transactions, using the accrual basis of accounting. The unit emphasises the role of accounting as an information system, and the role of ICT or accounting procedures.

Content Unit 4 This Unit focuses on the further development of the role of accounting in providing information for management. The unit covers recording and reporting for trading businesses, using perpetual inventory recording and reporting using the accrual accounting method. Other areas of study including budgeting for cash, financial performance and financial position.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA223 BIOLOGY 3 & 4

Content Unit 3 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.

Content Unit 4 Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.

Nominal Hours 85 Hours each

Assessment As per accredited curriculum

VA225 CHEMISTRY 3 & 4

Content Unit 3 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.

Content Unit 4 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.

Nominal Hours 85 Hours each

Assessment As per accredited curriculum

VA229 LITERATURE UNITS 3 AND 4

Content This subject develops knowledge and enjoyment of a wide range of literacy text. It focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.

Nominal Hours 136 Hours

Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT 3 & 4

Content Unit 3 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.

Content Unit 4 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.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA239 LEGAL STUDIES 3 & 4

Content Unit 3 Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.

Content Unit 4 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.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA241 PHYSICS 3 & 4

Content unit 3 Sound; Electronics; Electric power; Principles of investigation.

Content Unit 4 Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics.

Nominal Hours 85 Hours each

Assessment As per accredited curriculum

VA245 PSYCHOLOGY 3 & 4

Content Unit 3 Ways in which people receive, interpret and act on information about the world.

Content Unit 4 Cognitive processes that underlie effective functioning in the world.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4

Content Unit 3 This Unit focuses on the European experience in Australia from the early years of the Port Phillip District (later Victoria) through the nineteenth century and up to the eve of World War I. It examines the nature of Australian society around the turn of the twentieth century, and the ideas and visions that shaped the society in the lead up to Federation and in the early years of the new Commonwealth.

Content Unit 4 This Unit continues the exploration of the ideas and visions underpinning Australian society by examining a time when these visions were under threat, the period of the Great Depression. It explores the changing Australian attitudes in relation to Australia's commitment to the war in Vietnam between 1965-72 and the policy of selective conscription that was an increasingly controversial element of this involvement.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3 & 4

Content Unit 3 Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.

Content Unit 4 Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.

Nominal Hours 68-85 Hours each

Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 1 & 2

Content Unit 1 Statistics; Arithmetic; Functions and graphs; Algebra. Additional material involving trigonometry, geometry and/or probability may also be included.

Content Unit 2 Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA255 MATHEMATIC METHODS 1 & 2

Content Unit 1 & 2 Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 3 & 4

Content Unit 3 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.

Content Unit 4 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.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4

Content Unit 3 Further Mathematics Units 3 and 4 consists of compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material statistics, and one of the optional modules.

Students will need to be able to: apply mathematical knowledge and skill creatively to solve problems in unfamiliar situations, including real-life situations; learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; and undertake a statistical investigation based on the course material.

Content Unit 4 In Unit 4, two optional modules will normally be covered. The optional modules are arithmetic and applications; probability and statistics; geometry and trigonometry, graphs and relations; business related mathematics; networks and decision mathematics; and matrices.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA289 SPECIALIST MATHEMATICS UNITS 3 AND 4

Content Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Methods Units 3 and 4, consist of a compulsory core. The core material 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.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA307 BUSINESS MANAGEMENT 3 & 4

Content Unit 3 This Unit examines how large businesses operate. The unit focuses on aspects of an organisations internal environment and the methods used by management to achieve the objectives of the organisation.

Content Unit 4 This Unit focuses on the role of management in the development and implementation of human resource policy. The unit also examines the ways in which change is managed in large organisations.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA353 FOUNDATION MATHS UNITS 1 AND 2

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

VA406 ENVIRONMENTAL STUDIES UNIT 1 & 2

Content Unit 1 This Unit involves defining different natural system components, the importance of the Sun as the ultimate energy source, energy and nutrient flows in Nature, natural and human-induced changes in the environment (ie. erosion, flood, fire, drought versus greenhouse effect, ozone depletion, global warming and pollution).

Content Unit 2 This Unit involves examining the different types of environmental indicators used to check the health of a natural system, characteristics, causes and the effects of local pollutants. It focuses on a field study involving a practically-based environmental assessment of a local waterway.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VA410 RELIGION & SOCIETY UNIT 1 & 2

Content Unit 1 This Unit focuses on individuals and communities and their relationship with a range of religious traditions.

Content Unit 2 This Unit examines the ways in which religious traditions influence ethical issues. Ethics is the process by which moral choices are made.

Nominal Hours 72 Hours each

Assessment As per accredited curriculum

VAA209 ADVANCED NOVEL 2

Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B

Content: For students with novels well under way. Workshoping is the main focus.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2

Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3

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.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4

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.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC389 PERFORMANCE WORKSHOP 2

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

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

Assessment: As per accredited curriculum

VAC412 DESKTOP PUBLISHING 1

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC474 INDUSTRY OVERVIEW

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

Assessment: As per accredited curriculum

VAD260 PLAYWRITING 2A

Prerequisite(s) Highly recommended–Performance Writing 1A & Performance Writing 1B.

Content Script development within context of student's writing project, using workshoping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars n performance industry.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAD728 EDITING 2A

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAD964 DESIGN AND LAYOUT

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

Assessment: As per accredited curriculum

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

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 workshoping synopses and chapters of non-fiction book. Analysis of the market.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE281 NOVEL 1A

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE344 CORPORATE WRITING 1A

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

Assessment: As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE552 SCREENWRITING 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE831 POETRY 1A

Content The purpose of this module is to develop skills in workshoping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE863 POPULAR FICTION 1A

Prerequisite: Nil

Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshoping. Looks at short fiction and novels.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

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, writing and rewriting complete short stories.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE919 PRACTICAL PLACEMENT

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAF066 SHORT STORY 2A

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 workshoping. Tradition of constructive criticism. Discussion of markets.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAF128 SMALL PRESS PUBLISHING 2

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.

Nominal Hours 68-136 Hours

Assessment As per accredited curriculum

VAG831 WRITER AND RESEARCH

Content Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAJ921 CONSUMER LAW AND ADVOCACY

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAK060 CUSTOMS

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS

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.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK262 WORK ENVIRONMENT–SUPERVISION

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.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT–STAFFING

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.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING

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.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAL651 SHERIFF AUTHORITY AND FUNCTION

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAL689 SOCIOLOGY

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.

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.

VAM048 WRITING HISTORIES 2B

Content Develop a major history project with appropriate production/presentation format.

Nominal Hours TBA

Assessment As per accredited curriculum

VAM123 WRITING HISTORIES 2A

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

Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A

Content Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN028 CORPORATE WRITING 2B

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN034 PLAYWRITING 2B

Prerequisite(s) VAD260 Playwriting 2A.

Content Script development within context of student's writing project, using workshoping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars n performance industry.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN035 EDITING 2B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN037 NON FICTION 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN038 NON FICTION PROJECT 2B**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 workshoping synopses and chapters of non-fiction book. Analysis of the market.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN039 NOVEL 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN040 NOVEL 2B**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 workshoping other students' work.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN041 CORPORATE WRITING 1B**Prerequisite(s)** VAE344 Corporate Writing 1A.**Content** A focus on house styles, commercial documents and use of client briefs.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN042 SCREENWRITING 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN043 POETRY 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN044 POPULAR FICTION 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN045 SHORT STORY 1B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN046 SHORT STORY 2B**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 workshoping. Tradition of constructive criticism. Discussion of markets.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN048 WRITING HISTORIES 2B**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.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B**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 workshoping. Includes an analysis of YA publishing.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBB223 INTRODUCTION TO THE INTERNET

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".

Nominal Hours 20 Hours

Assessment Short answer, practical, assignments.

VBC858 NUMERACY AND MATHEMATICS I

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.

Nominal Hours 80 Hours

Assessment To be advised

VBD259 ELECTRONIC IMAGING 1

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.

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

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.

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

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBD725 ATOMIC STRUCTURE

Content Classification of matter; Atomic structure; Periodic table; Systematic names and formulae for simple inorganic compounds.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBD727 ORGANIC CHEM & PROPERTIES OF MATTER

Content Structure and isomerism of organic molecules; IUPAC nomenclature for naming of simple organic molecules; Relationship between structure and properties of liquids and solids.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBD734 CELL BIOLOGY

Content Identification of cell organelles, their structures and functions; Cellular life-supporting processes; Basic microscopy including specimen preparation, staining and sketching.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBD740 MATHEMATICS 1

Content Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBD741 MATHEMATICS 2

Content Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBD745 STUDY SKILLS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE

Content Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBF960 WRITING COMEDY FOR PERFORMANCE 1A

Content An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBF961 WRITING COMEDY FOR PERFORMANCE 1B

Content Development of comedy writing skills and longer scripts, including workshopping.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBF962 WRITING COMEDY FOR PERFORMANCE 2A

Content Students will study sitcoms, short plays and comedy feature films. The emphasis is on developing a longer work, via a pitch, workshopping and class discussion.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBG963 WRITING COMEDY FOR PERFORMANCE 2B

Content Students will study sitcoms, short plays and comedy feature films. The emphasis is on developing a longer work, via a pitch, workshoping and class discussion.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBG758 INDIVIDUAL LEARNING PLAN 1

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG759 PERSONAL DEVELOPMENT

Content To provide the learner with the skills and confidence to participate more effectively in the community.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG760 TRAVEL AND ORIENTATION AND MOBILITY

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG761 EXPLORING ADULT OPTIONS

Content To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

VBG762 FUNCTIONAL COMMUNICATION AND NUMERACY SKILLS

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG763 TECHNOLOGY FOR LIFE

Content To provide the learner with the knowledge and skills to use technology in everyday life.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG764 DRIVER PERMITS

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)

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG766 COMMUNITY ACCESS

Content To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG768 RECREATION LEISURE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG769 CREATIVE OPTIONS

Content To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG774 FORMAL LETTERS

Content To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

VBH393 MOTOR CONTROL FUNDAMENTALS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH394 MOTOR CONTROL 1

Prerequisite(s) VBH393 Motor control fundamentals

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBH395 MOTOR CONTROL 2

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).

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBH722 CAREER PLANNING

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.

Nominal Hours 16-40 Hours

Assessment As per accredited curriculum

VBH723 INDUSTRY FAMILIARISATION

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH724 WORKPLACE SKILLS

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH726 WORKPLACE RESEARCH PROJECT

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH777 ASSESS LEARNING NEEDS OF INDIVIDUALS AND GROUPS

Content Collect information from individuals on their learning aims, needs and styles; assess individuals' learning aims, needs and styles; assist individuals to select learning and teaching program options; comply with relevant organisational policies and procedures.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH778 PLAN FOR TEACHING AND LEARNING

Content Develop and customise program content in line with stakeholder requirements; select teaching and learning and assessment strategies to achieve program outcomes; develop and organise teaching and learning resources.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH779 FACILITATE INDIVIDUAL AND GROUP LEARNING

Content Identify requirements to support teaching and learning; manage and facilitate diverse learning; establish and maintain relationships with contributors to program delivery; evaluate and review learning outcomes.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH780 MAINTAIN PROFESSIONAL COMPETENCE

Content Assess skills and knowledge and evaluate need for professional development; engage in continuous professional development activities to maintain competency in teaching and learning practice and subject area; maintain industry and community networks; comply with relevant organisational policies and procedures.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH781 WORK IN A TEAM

Content Accept responsibility for, and co-ordinate own work; participate in work team; contribute to the monitoring and review of the team's performance.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH782 CRITICALLY EXAMINE TEACHING AND LEARNING PRACTICE

Content Utilise reflective practice strategies to study the way individuals and groups learn; develop and adapt teaching and learning practice; evaluate practice to ensure the effectiveness of outcomes.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH783 DEVELOP BASIC ASSESSMENT TOOLS

Content Identify appropriate assessment tools; assemble assessment tools; trial and review assessment tools.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH784 DESIGN AND CUSTOMISE LEARNING RESOURCES

Content Establish requirements for learning resources; develop learning resources in line with agreed parameters; evaluate and modify the learning resources.

Nominal Hours 25 hours

Assessment As per accredited curriculum

VBH785 ASSESS CLIENT NEEDS FOR PROGRAMS AND SERVICES

Content Collect information on client needs in relation to the provision of programs and services; assess client information to determine appropriate program and service requirements; develop an implementation plan.

Nominal Hours 25 hours

Assessment As per accredited curriculum

VBH786 MANAGE FLEXIBLE TEACHING AND LEARNING PROGRAMS

Content Assist learners to select appropriate modes of learning; organise facilities, equipment and resources; manage teaching and learning; evaluate and review learning systems and resources.

Nominal Hours 25 hours

Assessment As per accredited curriculum

VBH787 INTEGRATE TECHNOLOGY IN TEACHING AND LEARNING

Content Select systems and resources in line with learners' requirements; manage technology-based teaching and learning; provide support to individual learners; evaluate and adapt teaching and learning systems and resources; use technological tools to access and manage information.

Nominal Hours 25 hours

Assessment As per accredited curriculum

VBH788 CONTRIBUTE TO QUALITY IMPROVEMENTS IN CLIENT SERVICE

Content Identify opportunities for improvements in services, products and systems; monitor improvements in services, products and systems; evaluate improvements in services, products and systems.

Nominal Hours 25 hours

Assessment As per accredited curriculum

VBH789 DESIGN AND CUSTOMISE LEARNING PROGRAMS

Content Determine and negotiate program aims and objectives; select teaching and learning assessment strategies for meeting program aims and expected outcomes; monitor and evaluate program design.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH790 DEVELOP LEARNING PLANS FOR INDIVIDUALS WITH SPECIAL LEARNING NEEDS

Content Collect information on individual's special learning needs; develop a learning plan to meet individual's learning needs; identify ways of support learning plan.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH791 EVALUATE LEARNING PLANS AND RESOURCES

Content Determine purpose and methodology of the evaluation process; conduct an evaluation of programs and/or resources; report on evaluation results.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH792 MARKET AND PROMOTE PROGRAMS AND SERVICES

Content Develop a strategy for marketing and promotion of programs and services; implement marketing and promotional strategy; monitor and evaluate marketing strategies.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH793 CONSULT OF ORGANISATIONAL TRAINING AND DEVELOPMENT STRATEGIES

Content Determine aims and expected outcomes of the consultation; conduct organisational needs analysis; develop training and development plans.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH794 PROVIDE PROGRAMS AND SERVICES WITHIN AN INTERNATIONAL CONTEXT

Content Integrate cross-cultural information in plans for program and service provision; communicate and interact effectively with a wide range of individuals and groups; develop, customise and adapt teaching and learning practices and service provision; evaluate program and service provision.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH795 CO-ORDINATE PROGRAM AND SERVICE DELIVERY

Content Develop and co-ordinate systems and procedures; co-ordinate financial resources; co-ordinate facilities, equipment and resources; co-ordinate staff; identify and co-ordinate the roles of other partners in the delivery of programs and services; provide support for partners in program and service delivery; evaluate program and service delivery.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBH796 UNDERTAKE RESEARCH IN VOCATIONAL EDUCATION AND TRAINING

Content Develop a research plan; collect and document information; critically analyse information and communicate findings.

Nominal Hours 40 hours

Assessment As per accredited curriculum

VBH797 MANAGE PROJECTS

Content Identify and secure funding for potential projects; develop and implement project plan; manage project resources; monitor and evaluate project outcomes; report on project results.

Nominal Hours 30 hours

Assessment As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBJ300 ACTING 1

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBJ301 VOICE 1

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ302 MOVEMENT 1

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ303 IMPROVISATION 1

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ306 SCRIPT WRITING

Content Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ311 ACTING 2

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ312 VOICE 2

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ313 MOVEMENT 2

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 contrast the work of two major Twentieth Century choreographers or physical theatre directors.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ314 IMPROVISATION 2

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBK145 DIGITAL MEDIA MINOR STUDIES

Content The purpose of this unit is to provide students with the skills and knowledge and attitude to apply appropriate methods in the production of digital based work.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBK156 INDUCTION

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.

Nominal Hours 10 Hours

Assessment To be advised

VBK157 INDIVIDUAL VOCATIONAL PLAN

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.

Nominal Hours 80 Hours

Assessment To be advised

VBK158 INTERPERSONAL COMMUNICATION SKILLS

Prerequisites Nil

Content To provide learners with interpersonal and conversational skills.

Nominal Hours 30 Hours

Assessment To be advised

VBK159 WORKPLACE COMMUNICATION SKILLS

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.

Nominal Hours 30 Hours

Assessment To be advised

VBK160 TEAM WORK

Prerequisites VBK158 Interpersonal Communication Skills

Content To provide learners with the skills and confidence to participate effectively as members of a team.

Nominal Hours 30 Hours

Assessment To be advised

VBK161 PERSONAL MANAGEMENT SKILLS

Prerequisites Nil

Content To provide learners with the skills and tools for applying personal independence in everyday situations.

Nominal Hours 65 Hours

Assessment To be advised

VBK162 COMMUNITY SKILLS

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.

Nominal Hours 95 Hours

Assessment To be advised

VBK163 CAREER PLANING

Prerequisites Nil

Content To develop personal organisation and job search skills.

Nominal Hours 80 hours

Assessment To be advised

VBK164 WORKPLACE EDUCATION

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.

Nominal Hours 300 Hours: Class contact – 60 Hours, Placement – 240 Hours

Assessment To be advised

VBK165 VOCATIONAL ELECTIVES

Prerequisites Nil

Content To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.

Nominal Hours 400 Hours

Assessment To be advised

VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES

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.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK284 CRIMINOLOGY

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBK285 JUSTICE DELIVERY

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK286 JUVENILE JUSTICE

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK287 CRIME PREVENTION

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK288 SOCIAL RESEARCH AND ANALYSIS

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK289 APPLIED PSYCHOLOGY

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.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBK290 CULTURAL DIVERSITY

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK291 JUSTICE COMMUNICATION

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBK293 WORKPLACE PRACTICE

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK294 ORGANISATIONAL PRINCIPLES AND PRACTICE 1

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

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK296 MUNICIPAL LAW ENFORCEMENT

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK297 CURRENT ISSUES IN LOCAL GOVERNMENT – BEST VALUE

Content To provide students with an understanding of all aspects of the concept of Best Value in Local Government.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK298 CURRENT ISSUES IN LOCAL GOVERNMENT – BUSINESS PRACTICES

Content To introduce students to principles of business practice relevant to the management of local government service delivery.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK299 CURRENT ISSUES IN LOCAL GOVERNMENT – DEVELOPING BUSINESS PLANS

Content To introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK300 CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING

Content To introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS

Content To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK302 HUMAN RIGHTS

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK303 CURRENT ISSUES IN COMMUNITY LAW

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK304 CONTEMPORARY POLICING

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK305 ECONOMICS FOR JUSTICE STUDIES

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.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK382 COMPUTER SKILLS FOR WRITERS AND EDITORS

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

Assessment: As per accredited curriculum

VBK383 EDITING 1A

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

Assessment: As per accredited curriculum

VBK384 EDITING 1B

Content: This module extends language skills into sentence construction and basic editing and proof-reading.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1

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

Assessment: As per accredited curriculum

VBK386 SCRIPTWRITING 1A

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

Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B

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

Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A

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

Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B

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

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

Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS 1A

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

Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS 1B

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

Assessment: As per accredited curriculum

VBK394 PHOTOGRAPHY FOR WRITERS

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

Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITOR

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

Assessment: As per accredited curriculum

VBK396 ADVANCED SCREENWRITING PROJECT 2

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

Assessment: As per accredited curriculum

VBK397 AUTHORIZING A MULTIMEDIA PRODUCT 2

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

Assessment: As per accredited curriculum

VBK398 INDUSTRY OVERVIEW 2

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

Assessment: As per accredited curriculum

VBK399 LITERARY NON FICTION PROJECT 2

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

Assessment: As per accredited curriculum

VBK400 POETRY 2A

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

Assessment: As per accredited curriculum

VBK401 POETRY 2B

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

Assessment: As per accredited curriculum

VBK402 SCREENWRITING 2A

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

Assessment: As per accredited curriculum

VBK403 SCREENWRITING 2B

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

Assessment: As per accredited curriculum

VBK404 WRITING FOR CHILDREN (OLDER READERS) A

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 junior novels for 8-10 age group and the 10-13 age group.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK405 WRITING FOR CHILDREN (OLDER READERS) B

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

Assessment: As per accredited curriculum

VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2

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

Assessment: As per accredited curriculum

VBK810 TEACHING & LEARNING PRACTICES

Content To provide the participants with broad-based knowledge and skills required to operate as an effective VET professional, with the opportunity to think in new and challenging ways about the teaching and learning environment in which they engage.

Participants will be directly involved with educational planning and design as appropriate to the course area and teaching practice.

Nominal Hours 80hours

Assessment As per accredited curriculum

VBK811 SING TECHNOLOGIES IN VET

Content To provide the participants with broad-based knowledge and skills required to use technology as both an educational delivery method and an instructional design tool in order to provide greater flexibility and choice for learners. Participants will develop and integrate technology into learning processes, engage in collaborative learning and develop online resources for the VET context

Nominal Hours 40hours

Assessment As per accredited curriculum

VBK812 VET POLICY ANALYSIS AND IMPLEMENTATION

Content To provide the participants with the knowledge and skills required to interpret Australian VET policy and devise and strategically manage it's local implementation.

Nominal Hours 40hours

Assessment As per accredited curriculum

VBK813 RESEARCH METHODS

Content To provide participants with the knowledge and skills required to effectively design and implement a research project relevant to the VET system.

Nominal Hours 40hours

Assessment As per accredited curriculum

VBK814 EDUCATIONAL PLANNING AND DESIGN

Content To provide the participants with the knowledge and skills required to effectively plan and design programs in VET within relevant and changing organizational, cultural and political contexts.

Nominal Hours 40hours

Assessment As per accredited curriculum

VBK815 MARKETING AND STRATEGIC PLANNING

Content To provide the participants with an overview of marketing and strategic planning in the context of VET and to provide participants with the knowledge and skills to identify the practical issues, processes and challenges associated with implementing a strategic marketing plan.

Nominal Hours 40hours

Assessment As per accredited curriculum

VBM049 INTRODUCTION TO SCIENCE

Content The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM050 OCCUPATIONAL HEALTH AND SAFETY

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM051 STOICHIOMETRY & SOLUTION CHEMISTRY

Content Mole definition; Balancing chemical equations including stoichiometry; Solution formation and solubility, Concentration calculations; Chemical safety.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

VBM052 IONIC THEORY

Content Acid-base and redox theories, pH scale.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

VBM057 HUMAN ANATOMY & PHYSIOLOGY

Content Physiological functions of the major anatomical features of human reproductive and selected body systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM058 INTRODUCTION TO GENETICS

Content Key elements of genetically-related phenomena including; DNA structure, function & replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation; Mendelian laws governing patterns of genetic inheritance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM059 ECOLOGY

Content Key principles underpinning issues of concern about any specific type of environment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM060 INTRODUCTORY MATHEMATICS

Content Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING

Content Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

VBM510 LEARNING TO LEARN

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

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION

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

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBM512 PUBLIC LIFE – PAST AND PRESENT

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. It 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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM513 STORIES CULTURES TELL THEMSELVES

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM514 NATURE AND ITS HUMAN TRANSFORMATION

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM515 ECONOMY AND SOCIETY

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM516 TEXT AND CULTURE 1

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.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VBM517 TRADITION AND MODERNITY

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.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

VBM518 RESEARCH PROJECT

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 skills that students acquired in Learning to Learn and Inquiry and Presentation.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM520 URBAN STUDIES

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM522 TEXT AND CULTURE II

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.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VBM565 ORAL COMMUNICATIONS II

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM566 ORAL COMMUNICATIONS III

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 addition, 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 presentations at a basic level. The course also prepares students for entry into Adult VCE English.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM585 WORK EFFECTIVELY AS A PROFESSIONAL NURSE

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM587 UNDERTAKE CLIENT ASSESSMENT

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM588 DELIVER NURSING CARE TO CLIENTS

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.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE

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 is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to learn to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM

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.

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

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM686 NUMERACY AND MATHEMATICS - INTRODUCTORY

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM687 GENERAL CURRICULUM OPTIONS - INTRODUCTION

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.

Nominal Hours To be advised

Assessment As per accredited curriculum

VBM688 READING AND WRITING 1

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM689 NUMERACY AND MATHEMATICS 1

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM691 READING AND WRITING I

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM692 NUMERACY AND MATHEMATICS

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).

Nominal Hours 54-100 Hours

Assessment As per accredited curriculum

VBM693 GENERAL CURRICULUM OPTIONS II

Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM694 READING AND WRITING III

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 addition, 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 presentations at a basic level. The course also prepares students for entry into Adult VCE English.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM695 NUMERACY AND MATHEMATICS III

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM696 GENERAL CURRICULUM OPTIONS III

Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM740 MATHEMATICS I

Content Basic set notation, formulae and equations, polynomials; Introduction to trigonometry, indices.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM894 LAW OF TORTS

Content Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM895 LAW OF CONTRACT

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM896 PROPERTY LAW

Content Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM897 LAW OF EVIDENCE

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).

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM898 LEGAL PROCESS

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM899 COMMERCIAL LAW

Content Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM900 THE CONVEYANCING PROCESS

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM901 FAMILY LAW

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM903 LAND CONTRACTS

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM905 CONSUMER PROTECTION LAW

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM906 PROBATE AND ADMINISTRATION

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM907 CIVIL PROCEDURE

Content Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM908 ADMINISTRATIVE LAW

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM909 CRIMINAL LAW

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM912 LAW OF MARKETING

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

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM913 LEGAL RESEARCH METHOD

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES

Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Content Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM976 PRODUCE A BASIC SIGN

Content Plan and prepare work; Apply materials to layout; Clean up.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM978 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS

Content This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

VBM979 USE STATISTICS FOR DATA MINING

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBM980 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES

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

Content Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM982 CREATE DECORATIVE BACKGROUNDS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE

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.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS

Content Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBM986 WORKPLACE DOCUMENTS AND PLANS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM987 CAREER STUDIES

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBM988 WORKPLACE SAFETY

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM989 BUILDING STRUCTURES

Content Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBM990 LEVELLING

Content Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBM991 SAFE HANDLING OF POWER TOOLS

Content Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBM992 INTRODUCTION TO SCAFFOLDING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBM993 BRICKLAYING HAND TOOLS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM994 BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM995 MASONRY BLOCKWORK

Content Use terminology related to masonry blockwork; Describe the masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM996 BRICKLAYING CAVITY, PIERS AND WALL CONSTRUCTION

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.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM997 CONCRETE TECHNOLOGY

Content Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM998 MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM999 CARPENTRY HAND TOOLS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBN001 CARPENTRY POWER TOOLS

Content Describe applications for carpentry specific portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

VBN002 EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH

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.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBN003 FLOOR AND WALL FRAMING

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.**

Nominal Hours 74 Hours

Assessment As per accredited curriculum

VBN004 ROOF FRAMING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBN005 INSTALLATION OF WINDOWS AND DOOR FRAMES

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBNO06 INTERIOR FIXING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO07 BASIC SETTING OUT

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.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBNO08 FORMWORK FOR CONCRETING

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO09 EXTERNAL CLADDING

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBNO10 INTRODUCTION TO EXPLOSIVE POWER TOOLS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBNO34 OH&S ASPECTS OF DEMOLITION

Content Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBNO35 PAINTING AND DECORATING HAND TOOLS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO36 SURFACE PREPARATION

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBNO37 PAINT PRINCIPLES

Content Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBNO38 PAINT APPLICATION – BRUSH AND ROLLER SKILLS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO39 COLOUR MIXING PRINCIPLES

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBNO40 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO41 PAPER HANGING PRINCIPLES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBNO42 SPRAY PAINTING

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBNO43 PROTECTIVE METAL COATINGS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO48 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

VBNO49 HUMAN BIOLOGY FOR HEALTH SCIENCES

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

Nominal Hours 70 Hours

Assessment As per accredited curriculum

VBNO50 CHEMISTRY FOR THE LIFE SCIENCES

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBNO97 BRICKLAYING BASIC SKILLS

Content Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.

Nominal Hours 86 Hours

Assessment As per accredited curriculum

VBNO98 APPLICATION OF WATER BASED PAINTS

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

VBNO99 APPLICATION OF OIL BASED PAINTS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBNI79 ORIENTATION TO MODELLING AS A CAREER

Content This unit deals with the skills and knowledge required to access, increase and update knowledge of modelling as a career, including different work contexts for models, relevant legislation and professional standards. Models include men and women of varying body types, ages and ethnicity.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBNI80 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY

Content This unit deals with the skills and knowledge required to communicate effectively in a range of modelling work environments. It includes the knowledge and skills required to communicate effectively with clients and colleagues and to respond appropriately to a range of different and sometimes difficult client/colleague/assignment situations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBNI81 DESIGN, APPLY AND REMOVE OWN BASIC MAKE-UP

Content This unit deals with the skills and knowledge required to design and apply one's own basic make-up to meet the requirements of a range of modelling assignments. It covers health and hygiene, make-up products and equipment, and the skills to analyse the requirements of a range of assignments to design and apply make-up to a plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBNI82 CARE FOR AND STYLE OWN HAIR

Content This unit deals with the skills and knowledge required to care for own hair and to create a range of classic and current hair looks, using a combination of tools, styling aids and appropriate techniques, consistent with assignment requirements and relevant health and hygiene requirements and regulations in the use of hair care products and equipment. It includes the skills required to consistently use appropriate communication techniques to consult with relevant personnel about the look of the hairstyle.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VBN183 PERFORM OWN NAIL GROOMING

Content This unit deals with the skills and knowledge required to groom own nails in accordance with a range of assignments in the modelling industry. It includes the skills to analyse nails and skin taking into account areas requiring special treatment and to perform nail grooming techniques in accordance with health and hygiene requirements.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VBN184 PERFORM TECHNIQUES FOR CATWALK MODELLING

Content This unit deals with the skills and knowledge required to analyse the context of the modelling assignment, and use postural and attitudinal techniques to convey an image, including movement to music.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBN185 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS

Content This unit deals with the skills and knowledge required to inform choices on nutrition, exercise, self image and lifestyle to enhance the personal and professional health and well being of persons working as models.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VBN186 SEEK INFORMATION ON EMPLOYMENT ARRANGEMENT FOR MODELS

Content This unit deals with the skills and knowledge required to source industry information on legal, contractual, taxation and financial planning requirements for the business of a model.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBN187 PERFORM BACKSTAGE DUTIES

Content This unit deals with the skills and knowledge required to ensure the quality of a fashion look for a modelling assignment by performing backstage duties including selecting accessories, caring for and repairing garments and dressing the model in accordance with the concept of the assignment.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VBN188 PERFORM TECHNIQUES FOR PHOTOGRAPHIC MODELLING

Content This unit deals with the skills and knowledge required to analyse the context of the photographic modelling assignment and use postural and attitudinal techniques to create an appropriate image.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBN190 PARTICIPATE IN A PHOTO SHOOT

Content This unit deals with the skills and knowledge required to participate in a fashion or advertising photo shoot as a model.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBN191 APPLY PROMOTIONAL TECHNIQUES

Content This unit deals with the skills and knowledge required to promote a range of products and events as well as compere modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compere.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY

Content Fractions and decimals; Ration, proportion and percent; Perimeters, areas and volumes; Units, quantities and costs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY

Content Communicating work related information; Giving and receiving instructions; Working in teams; Dealing with customers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBN462 LISTENING (ACCESS I)

Content Recognise greetings and short requests for personal information; Follow short, simple everyday verbal instructions or directions; Respond to a simple request or inquiry; Demonstrate understanding of simple oral texts; Identify simple details in a short, simple creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN463 SPEAKING (ACCESS I)

Content Exchange greetings and personal information; Give short, simple everyday verbal instructions or directions; Make a simple request or inquiry; Give simple information; Describe a creative work and give a personal opinion.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN464 READING (ACCESS I)

Content Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN465 WRITING (ACCESS I)

Content Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN466 LISTENING (ACCESS II)

Content Demonstrate understanding in simple casual conversation; Follow a set of simple everyday verbal instructions or directions; Demonstrate understanding of a persuasive oral text; Demonstrate understanding of a simple informational oral text; Demonstrate comprehension of a simple creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN467 SPEAKING (ACCESS II)

Content Participate in simple casual conversation; Give a set of simple everyday; Make requests and respond in short everyday transactions; Give a short talk on a familiar and personal topic; Respond orally to a creative work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN468 READING (ACCESS II)

Content Read simple personal letters and emails; Follow simple everyday written directions or instructions; Read a range of forms and formatted advisory texts; Read an informational written text; Read a simple creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN469 WRITING (ACCESS II)

Content Write a simple personal letter or email message; Write information from written or oral texts for a range of purposes; Fill out forms for a range of personal and social purposes; Write a short text about a familiar situation, event or personal experience; Write a short imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN470 LISTENING (ACCESS III)

Content Demonstrate understanding in casual conversation; Follow a set of verbal instructions for a familiar process or Procedure; Demonstrate understanding of a range of everyday transactions; Demonstrate understanding of informational oral texts; Demonstrate understanding of a creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN471 SPEAKING (ACCESS III)

Content Participate in casual conversation; Give a set of verbal instructions on a familiar process or procedure; Participate in a range of everyday transactions; Give detailed information in a talk; Give a detailed oral response to a creative work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN472 READING (ACCESS III)

Content Read personal messages in a formal letter or email; Follow a set of written instructions on a familiar process or procedure; Analyse a range of a detailed formatted texts; Read a range of informational written texts; Read a creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN473 WRITING (ACCESS III)

Content Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN474 LISTENING (FURTHER STUDY III)

Content Demonstrate understanding of spoken discourse in a study context; Follow verbal instructions or questions for study tasks; Demonstrate understanding of a formal verbal interaction in a study context; Demonstrate understanding of short oral presentations in a study context; Demonstrate comprehension of informational audio-visual texts; Demonstrate understanding of key language terminology in spoken discourse.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN475 SPEAKING (FURTHER STUDY III)

Content Make verbal requests and suggestions in a study context; Relate instructions or steps in a study related process; Participate in a formal verbal interaction in a study context; Give an oral presentation on a researched topic; Participate in an informal class discussion; Describe orally some features of language structure.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN476 READING (FURTHER STUDY III)

Content Read messages or letters in a study context; Read instructional or advisory texts; Read a range of formatted texts found in the study environment; Read a range of informational texts; Evaluate creative texts; Use language reference texts for study purposes.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN477 WRITING (FURTHER STUDY III)

Content Write a personal message in a study context; Record specific information from written and oral texts; Complete forms relevant to a study context; Write an informational text based on research; Write a reflective text related to further study; Complete language reference writing tasks for study purposes.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB478 LISTENING (EMPLOYMENT III)

Content Demonstrate understanding in casual conversations in a workplace context; Demonstrate understanding in a formal interaction with one or more people; Follow spoken instructions or directions in a workplace context; Demonstrate understanding of information from a spoken text.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VB479 SPEAKING (EMPLOYMENT III)

Content Participate in a casual conversation in a workplace context; Participate in a formal conversation with one or more people; Give spoken instructions or directions in a workplace context; Give information orally to a group.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VB480 READING (EMPLOYMENT III)

Content Read a note or message in a workplace context; Read a formal letter in a workplace context; Follow written instructions for a workplace task; Read a range of workplace documents.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VB481 WRITING (EMPLOYMENT III)

Content Write a note or message in a workplace context; Write a formal letter in a workplace context; Write instructions for a workplace task; Write a text to present information.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VB482 LISTENING (ACCESS IV)

Content Demonstrate critical understanding in a sustained casual conversation; Follow multi step verbal instructions for a complex process or procedure; Demonstrate critical comprehension of complex proposals; Demonstrate critical understanding of extended oral presentations or reports; Demonstrate critical understanding of a sustained creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB483 SPEAKING (ACCESS IV)

Content Participate in a sustained casual conversation; Give multi step verbal instructions for a complex process or Procedure; Raise an issue and present a proposal; Give an extended oral presentation; Give a sustained critical oral response to a creative work or works.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB484 READING (ACCESS IV)

Content Critically read formal letters for a range of community purposes; Critically read multi step complex instructions or advisory texts; Analyse information from a range of complex formatted texts; Critically read a range of extended written presentations or Reports; Critically read an extended creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB485 WRITING (ACCESS IV)

Content Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social and community purposes; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB486 LISTENING (FURTHER STUDY IV)

Content Demonstrate critical understanding of persuasive or advisory oral texts; Follow complex verbal instructions or questions for study tasks; Demonstrate critical understanding of sustained formal interactions in study contexts; Demonstrate critical understanding of extended oral presentations in a study context; Demonstrate critical comprehension of complex audio visual texts; Participate in discussions about metalanguage.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB487 SPEAKING (FURTHER STUDY IV)

Content Present a proposal or argue a case in a study context; Give complex instructions or description of a complex process or procedure; Participate in a sustained formal group interaction in a study context; Give an extended oral presentation on a researched topic; Participate in a sustained informal interaction on topics of general interest.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB488 READING (FURTHER STUDY IV)

Content Critically read messages or letters in a study context; Critically follow formal instructions and explanations in instructional or advisory written texts; Analyse information from complex formatted texts commonly found in study contexts; Compare a range of texts related to study tasks; Critically evaluate reflective written texts; Conduct a literature search.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB489 WRITING (FURTHER STUDY IV)

Content Write a message relevant to a study context; Reproduce information or ideas from a range of sources; Construct formatted documents for study purposes; Produce an extended written text based on research; Produce a reflective written text appropriate to a study context; Produce a reference list according to required conventions.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VB494 LISTENING (PROFESSIONAL IV)

Content Demonstrate critical understanding in formal and informal discussions with another person in a work context; Demonstrate critical understanding of an oral presentation on a topic related to the profession; Demonstrate critical understanding of verbal accounts related to the profession; Respond to instructions and questions relating to grammatical structure and features.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN495 SPEAKING (PROFESSIONAL IV)

Content Participate in formal and informal discussions with another person in a work context; Give an oral report in a professional context; Describe a range of conditions related to the profession; Apply knowledge of discourse and language use in relation to written and oral texts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN496 READING (PROFESSIONAL IV)

Content Critically read formal letters in a professional context; Critically read complex documents related to the profession; Critically read descriptive texts related to the profession; Critically read language and discourse analysis of written and spoken texts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN497 WRITING (PROFESSIONAL IV)

Content Write formal letters for professional purposes; Write complex prose based on a detailed text; Write descriptive texts in a professional context; Edit a written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN498 LANGUAGE OF COMPUTERS

Content Use correct computer terminology; Describe items on the computer desktop; Perform a simple computer task; Complete computer-based language learning activities; Describe common computer related problems and seek assistance to solve them.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN499 ONLINE LANGUAGE LEARNING

Content Locate information for a range of purposes on the internet; Complete online language learning activities; Communicate using simple email messages.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN500 PRACTICAL PLACEMENT

Content Plan practical placement; Negotiate practical placement arrangements; Communicate in the workplace; Participate as a member of the workplace under supervision; Evaluate own performance in a work experience program.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBN501 LOCAL ORIENTATION

Content Locate self in the local area; Use the local transport system; Investigate community services in the local area; Investigate recreation options in the local area.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN502 AUSTRALIAN ENVIRONMENT

Content Describe the Australia's physical features and climate; Compare Australia's physical features and climate with those of another country; Describe an environmental issue of significance in Australia; Investigate an environmental issue of local importance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN503 AUSTRALIAN GOVERNMENT

Content Describe the system of government in Australia; Describe the election process in Australia; Describe the rights and responsibilities of residents and citizens of Australia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN504 AUSTRALIAN LAW

Content Describe the features of the Australian legal system; Describe the process of accessing legal representation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN505 DRIVING IN AUSTRALIA

Content Describe the requirements for driving in Australia; Use a map or street directory for a range of purposes; Describe the process of buying a car.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN506 EDUCATION IN AUSTRALIA

Content Describe the organisational features of the education system in your state; Describe the cultural features of the Australian education system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN507 HEALTH AND MEDICINE

Content Describe a range of factors in relation to personal health; Describe common household medicines and health equipment and their uses; Describe the purpose and use of a Medicare card; Describe appropriate action in the event of a medical emergency.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN508 AUSTRALIAN ART AND CULTURE

Content Describe the features of one of the visual arts in Australia; Investigate concepts of Australian identity and culture; Investigate a local example of Australian art or culture; Describe the features of an Australian film.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN509 INDIGENOUS AUSTRALIA

Content Describe Indigenous Australia prior to European invasion; Describe the role of European settlers and Indigenous Australians in the 18th and 19th centuries; Describe the key features of Indigenous Australian history during the 20th century; Investigate a key issue in present day Indigenous Australia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN510 AUSTRALIAN HISTORY

Content Describe coastal exploration of Australia prior to 1788; Describe the role of convicts in the European settlement of Australia; Describe the key features of a particular period or event in Australia; Describe the reasons for immigration to Australia and the impact on Australia's development.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN511 CURRENT AFFAIRS

Content Describe a current issue of significance in Australia; Describe a current issue of international significance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN512 VOCATIONAL ELECTIVE

Content Execute tasks in accordance with safe working practices and procedures; Demonstrate a range of vocational tasks.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBN723 WORK EFFECTIVELY IN THE REAL ESTATE INDUSTRY

Content This unit of competency covers the skills and knowledge required to work ethically and effectively in the real estate agency. This includes applying knowledge of ethical and conduct standards, the core functions of real estate agency operations, the legislative framework within which the industry operates in Victoria and industry employment requirements.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBN724 ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES

Content This unit of competency covers the skills and knowledge required to meet the core legal and ethical requirements associated with property sales in Victoria. This includes applying knowledge of legislation related to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBN725 ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT

Content This unit of competency covers the skills and knowledge required to meet the core legal and ethical requirements associated with property management in Victoria. This includes applying knowledge of legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentations.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBP160 EMPLOYMENT LAW

Content Identify the legal rights and obligations in the employment relationship, analyse the main provisions in the Workplace Relations Act, 1996 and workplace regulations; examine the legal implications of the dispute resolution process; analyse the legal provisions relating to the termination of employment; examine the laws relating to anti-discrimination, equal opportunity and human rights in the workplace; analyse the legislation relating to accident compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBS642 LIFE DRAWING

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS643 PHOTOGRAPHY

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3

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.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES

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.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

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 sociological subject matter and its impact on the production of art.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1

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.

Nominal Hours 144 Hours

Assessment As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2

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.

Nominal Hours 144 Hours

Assessment As per accredited curriculum

VBS681 ELECTRONIC DESIGN LEVEL 2

Content The purpose of this unit 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.

Nominal Hours TBA

Assessment As per accredited curriculum

VBS689 ELECTRONIC DESIGN LEVEL 2

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS749 FINISHED ART LEVEL 2

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS750 FINISHED ART LEVEL 3

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT

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.

Nominal Hours 224 Hours

Assessment As per accredited curriculum

VBS758 HISTORY OF DESIGN

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS759 DESIGN PROCESS LEVEL 2

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.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3

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.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS761 3D STUDIES

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS763 VOCATIONAL STUDIES

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.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS764 CRITICAL ANALYSIS

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.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION

Content Complete and check documentation; Submit, store and dispose of documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS

Content Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WFSCCR102A DEAL WITH GRIEF AND TRAUMA

Content Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSCCR201A PROVIDE SERVICE TO CUSTOMERS

Content Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSPCS101A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Content Develop professional knowledge and skills; Identify and comply with workplace requirements; Manage daily work activities; Work effectively with others.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WFSPCS103A CARRY OUT GRAVEDIGGING AND GROUNDS MAINTENANCE OHS PROCEDURES

Content This unit is designed for gravediggers and grounds maintenance workers and covers the ability to apply relevant OHS legislation and codes of practice, including safety, security and emergency procedures, manual handling procedures and working in confined spaces.

Nominal Hours 30 hours

Assessment As per accredited curriculum

WFSPCS201A CARRY OUT INFECTION AND CONTAMINATION CONTROL PRACTICES

Content This unit covers the ability to maintain established infection and contamination control practices and duty of care to prevent the spread of infectious diseases in funeral service industry workplaces. It is applicable to both funeral home and cemetery and crematoria staff who come into contact with deceased persons or infectious or contaminated materials as part of their job role.

Nominal Hours 20 hours

Assessment As per accredited curriculum

WFSPMG301A COORDINATE TEAM

Content Facilitate team development; Motivate and build the team; Facilitate and develop team performance; Coach on the job.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSPMG401A SUPERVISE STAFF

Content Organise and monitor staffing levels and workload; Monitor and maintain effective individual and team performance; Identify and develop individual employee potential; Maintain staffing records.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES

Content Prepare client for manicure/ pedicure service; prepare a basic manicure/ pedicure service; provide aftercare advice.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBBS202A APPLY GEL NAIL ENHANCEMENT

Content Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT

Content Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

WRBBS204B APPLY NAIL ART

Content Prepare client; apply nail art; provide aftercare advice.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS

Content Identify client need; use electrical equipment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBBS306A APPLY AIRBRUSHED NAIL ART

Content Prepare client; apply airbrushed nail art; provide aftercare advice.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBBS407B PROVIDE BODY TREATMENTS

Content Confirm client treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE

Content Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRBBS509A PLAN THE SPA PROGRAM

Content Demonstrate knowledge of spa principles; consult with client; determine the spa program.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

WRBBS510A PROVIDE THE SPA PROGRAM

Content Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS

Content Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS

Content Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS

Content Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE

Content Confirm treatment plan; perform superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB14A PIERCE EARS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Content Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

WRB17A PROVIDE MANICARE AND PEDICARE SERVICE

Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRBCS201B CONDUCT FINANCIAL TRANSACTIONS

Content Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/ terminal; reconcile takings.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE

Content Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRBCS203B PROVIDE SERVICES TO CLIENTS

Content Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients' special customer service needs/ equipment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES

Content Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; provide skin health and care.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS

Content Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBCS306B ADVISE ON BEAUTY SERVICES

Content Develop product knowledge; identify beauty products and services; recommend specialised products and services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS

Content Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY

Content Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body's systems to beauty therapy treatments.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS

Content Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS

Content Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS

Content Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body's systems to beauty therapy treatments; provide advice on dietary guidelines.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS

Content Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES

Content Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRBFS201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Content Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

WRBFS202B DESIGN AND APPLY MAKE-UP

Content Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY

Content Prepare client; cleanse face; analyse face; analyse context; apply make-up;

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Content Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRBFS305B PROVIDE LASH AND BROW TREATMENTS

Content Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBFS406B PROVIDE FACIAL TREATMENTS

Content Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS

Content Confirm treatment plan; prepare client and work area for facial treatment; prepare treatment area; treat prematurely aged skin; treat red, flushed skin (erythema); treat mature seborrhoea and/or acne; advise on further treatments.

Nominal Hours 110 Hours

Assessment As per accredited curriculum

WRBSS201B PIERCE EARS

Content Prepare client for service; perform ear piercing; provide aftercare advice.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Content Prepare the client for service; perform waxing treatments; perform bleaching treatments; provide aftercare advice.

Nominal Hours 95 Hours

Assessment As per accredited curriculum

WRBSS503B PROVIDE PERMANENT EPILATION

Content Confirm treatment plan; prepare client for permanent epilation service; perform permanent hair removal patch test; perform permanent hair removal; provide aftercare advice.

Nominal Hours 145 Hours

Assessment As per accredited curriculum

WRBSS504B PERFORM DIATHERMY SERVICE

Content Confirm treatment plan; prepare client for diathermy service; perform diathermy patch test; perform diathermy service; provide aftercare advice.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES

Content Confirm treatment plan; prepare client for service; perform patch test; perform cosmetic tattooing/ micro pigmentation service; provide aftercare advice.

Nominal Hours 110 Hours

Assessment As per accredited curriculum

WRBSS506A PROVIDE UPPER BODY PIERCING

Content Confirm treatment plan; prepare client for service; perform body piercing; provide aftercare advice.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH02A COMMUNICATE IN THE WORKPLACE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH03A RECEIVE AND DIRECT CLIENTS

Content This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH04A PREPARE CLIENTS FOR SALON SERVICES

Content This unit encompasses the preparation of clients for a range of salon services.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH05A CO-ORDINATE SALON TASKS

Content This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH06A REMOVE CHEMICALS FROM HAIR

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH07A SCHEDULE AND CHECK-OUT CLIENTS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS

Content This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH10A TREAT HAIR AND SCALP

Content This unit describes those competencies required to treat a range of hair and scalp conditions.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH11A CUT HAIR

Content This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.

Nominal Hours 170 Hours

Assessment As per accredited curriculum

WRH12A DRESS (STYLE) HAIR

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.

Nominal Hours 135 Hours

Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES

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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

WRH14A COLOUR HAIR

Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.

Nominal Hours 115 Hours

Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM

Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRH16A PROVIDE SPECIALIST HAIR DESIGN SERVICES

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRH17A PROVIDE SPECIALIST HAIR COLOUR SERVICES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRH18A PROVIDE SPECIALIST HAIRSTYLING SERVICES

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE

Content This unit encompasses those competencies which are required to perform face shaving on male clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH34A SUPERVISE STAFF AND THE SALON

Content This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH35A MAINTAIN CUSTOMER RELATIONS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA1B OPERATE RETAIL EQUIPMENT

Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRCA2B APPLY RETAIL OFFICE PROCEDURES

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.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRCA3B APPLY RETAIL OFFICE KEYBOARD SKILLS

Content Open file; Edit information; Exit file; Procedure document from written text.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA4B CO-ORDINATE RETAIL OFFICE

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS

Content Use store information technology system; Edit/update information; Solve problems.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCS1B COMMUNICATE IN THE WORKPLACE

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.

Nominal Hours 50-63 Hours

Assessment As per accredited curriculum

WRRCS2B APPLY POINT OF SALE HANDLING PROCEDURES

Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRCS3B INTERACT WITH CUSTOMERS

Content Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers' special requirements.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCS4B CO-ORDINATE INTERACTION WITH CUSTOMERS

Content Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Content Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.

Nominal Hours 40-42 Hours

Assessment As per accredited curriculum

WRRER2B CO-ORDINATE WORK TEAMS

Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRER3B MAINTAIN EMPLOYEE RELATIONS

Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRF1B BALANCE REGISTER/TERMINAL

Content Remove takings from register/terminal; Reconcile takings.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRF2B PERFORM RETAIL FINANCE DUTIES

Content Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRF3B PRODUCE FINANCIAL REPORTS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRF4B PREPARE PAYROLL

Content Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRFM1B MERCHANDISE FOOD PRODUCTS

Content Prepare food stock; Place and arrange food stock; Prepare display labels and tickets; Maintain food display; Protect food stock.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM2B PACK AND DISPLAY MEAT PRODUCTS

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM3B PREPARE AND DISPLAY FAST FOOD ITEMS

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS

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.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES

Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS

Content Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS

Content Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS4B RECOMMEND LIQUOR PRODUCTS

Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRFS5B ADVISE ON BAKERY PRODUCTS

Content Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS6B ADVISE ON SEAFOOD PRODUCTS

Content Develop product knowledge; Identify seafood products; Recommend seafood products.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRR1B PERFORM STOCK CONTROL PROCEDURES

Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRR14B BUY MERCHANDISE

Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRR15A MAINTAIN AND ORDER STOCK

Content Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRINF1B ANALYSE AND COMMUNICATE INFORMATION

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRRLP1B APPLY SAFE WORKING PRACTICES

Content Observe basic safety procedures; Observe emergency procedures.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRLP2B MINIMISE THEFT

Content Apply routine store security; Minimise theft.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRLP3B MAINTAIN STORE SAFETY

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP4B MAINTAIN STORE SECURITY

Content Monitor and maintain store security.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES

Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP6C APPLY RETAIL FOOD SAFETY PRACTICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM

Content Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM1B MERCHANDISE PRODUCTS

Content Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM.2A PERFORM ROUTINE HOUSEKEEPING DUTIES

Content Organise work area; Clean work area.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES

Content Organise work area; Clean work area.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRM3B CO-ORDINATE MERCHANDISE PRESENTATION

Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM.4A CO-ORDINATE HOUSEKEEPING

Content Implement housekeeping policies.

Nominal Hours 9 Hours

Assessment As per accredited curriculum

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS

Content Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRR01B MANAGE MERCHANDISE AND STORE PRESENTATION

Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO2B MANAGE SALES AND SERVICE DELIVERY

Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO3A PROVIDE A SAFE WORKING ENVIRONMENT

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 for Hazardous Events; Train Staff; Establish and Maintain Record System; Evaluate Policies and Procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO4B CONTROL STORE SECURITY/LOSS

Content Control store security.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO5B CONTROL INVENTORY

Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO6B MANAGE STORE FACILITIES

Content Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRO7A PROFILE A RETAIL MARKET

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK

Content Interpret the need for innovation; Generate ideas; Collaborate with others; Analyse and reflect on ideas; Represent ideas; Evaluate the idea.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO9A LEAD A TEAM TO FOSTER INNOVATION

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO10A CREATE AN INNOVATIVE WORK ENVIRONMENT

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO11A SET UP SYSTEMS TO SUPPORT INNOVATION

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO12A SELECT AN E-BUSINESS MODEL

Content This unit defines the skills and knowledge required to use e-business approaches and tools to establish more efficient business operations.

Nominal Hours 50 hours

Assessment As per accredited curriculum

WRRO13A ADOPT MOBILE COMMERCE APPLICATIONS TO IMPROVE SALES AND SERVICE

Content This unit defines the skills and knowledge required to identify new approaches to using mobile commerce applications and associated processes to enable more efficient models of retail sales and service.

Nominal Hours 50 hours

Assessment As per accredited curriculum

WRRO14A MANAGE RETAIL BRANDS ONLINE

Content This unit defines the skills and knowledge required to protect and build brand value in an online environment.

Nominal Hours 50 hours

Assessment As per accredited curriculum

WRRO15A ACQUIRE AND RETAIN ONLINE CUSTOMERS

Content This unit details the skills and knowledge required by a retail or wholesale business to enhance customer sales and relationships through adoption of an online strategy.

Nominal Hours 50 hours

Assessment As per accredited curriculum

WRRPL1B MANAGE FINANCIAL RESOURCES

Content Control cost; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPL2B SET STRATEGIC PLANS

Content Communicate and implement mission statement; Set objectives and targets; Develop action plans.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRRPL3B INITIATE AND IMPLEMENT CHANGE

Content Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

WRRPM1B ADMINISTER HUMAN RESOURCES POLICY

Content Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM2A RECRUIT AND SELECT PERSONNEL

Content Define Future Personnel Requirements; Determine Job Specifications; Recruit Staff; Assess and Select Applicants.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM2B RECRUIT AND SELECT PERSONNEL

Content Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM3A LEAD AND MANAGE PEOPLE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRRPM3B LEAD AND MANAGE PEOPLE

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRRRP2A HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT

Content This unit encompasses the skills, knowledge and attitudes required for receiving mail in a retail environment. It involves accepting, processing and recording mail lodgements that are received as part of retail functions in a postal facility.

Nominal Hours 18 hours

Assessment As per accredited curriculum

WRRRP3A DELIVER MAIL IN A RETAIL ENVIRONMENT

Content This unit encompasses the skills, knowledge and attitudes required to prepare and deliver mail in a retail environment. It involves safe and secure accessing, handling, delivery and recording of mail that is delivered as part of retail functions in a postal outlet.

Nominal Hours 18 hours

Assessment As per accredited curriculum

WRRRP4A PROCESS POSTAL OUTLET BUSINESS TRANSACTIONS

Content This unit encompasses the skills, knowledge and attitudes required to process business transactions specific to a postal outlet. It involves identifying and clarifying customer requirements, then processing and finalising the transaction in line with customer needs and postal requirements.

Nominal Hours 36 hours

Assessment As per accredited curriculum

WRRS1A SELL PRODUCTS AND SERVICES

Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRS1B SELL PRODUCTS AND SERVICES

Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES

Content Develop product/service knowledge; Recommend specialised products/services.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRS3B CO-ORDINATE SALES PERFORMANCE

Content Implement sales policies and procedures; Monitor achievement of sales targets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES

Content Research store clothing range; Recommend customer wardrobing; Measure and fit clothes; Advise on and arrange clothing alteration service.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES

Content Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES

Content Research store product range; Recommend specialist jewellery products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS4B RECOMMEND ELECTRICAL PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS5B RECOMMEND FURNITURE PRODUCTS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS6B RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS7B RECOMMEND HARDWARE PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES

Content Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS11B RECOMMEND TOY PRODUCTS

Content Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES

Content Research store book range; Recommend books; Advise on reader services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES

Content Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES

Content Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS

Content Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/ cosmetic products.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES

Content Research and develop product knowledge; Identify health and nutritional products; Recommend health and nutritional products; Advise on health and nutritional services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS

Content Research store product range; Recommend products; Advise on manufacturer's warranties; Advise on product service and repairs;

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWFN201A COMPLETE DEBTOR PROCESSES

Content Confirm trading terms; Establish customer debts and credit levels; Process debtors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWFN302A MANAGE DEBTOR PROCESSES

Content Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWFN403A MANAGE OPERATIONS TO BUDGET

Content Control costs; Control budget; Propose expenditure; Maintain business accounting systems; Prepare business sales budgets; Set budget targets and monitoring mechanisms.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRWI301A MONITOR INVENTORY CAPACITY TO MEET DEMAND

Content Monitor receipt and dispatch of goods; Maintain stock records; Ensure inventory is on hand; Co-ordinate stocktake/cyclical count; Identify stock losses.

Nominal Hours 22 Hours

Assessment As per accredited curriculum

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT

Content Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWMK202A CONDUCT TELEMARKETING

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWMK303A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES

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.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWMK405A SEIZE A BUSINESS OPPORTUNITY

Content Analyse environmental factors influencing products and services; Identify a business opportunity; Evaluate a business opportunity; Seize viable business opportunities.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWMK506A MANAGE PROMOTIONAL ACTIVITIES

Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES

Content Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY

Content Maintain productivity; Assure quality; Build a commitment to continuous improvement; Implement process quality.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWOP407A MAINTAIN WORKPLACE SAFETY

Content Communicate safety procedures to staff; Maintain a safe workplace; Implement emergency procedures; Monitor occupational health and safety compliance and management.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWOP509A BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRWOP510A ESTABLISH COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA

Content Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPL302A PROCESS PRODUCT AND SERVICE DATA

Content Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWPL504A REVIEW PRODUCT/SERVICE PERFORMANCE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL505A MAXIMISE PRODUCT SALES AND MARKET SHARE

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL507A FORECAST PRODUCT PERFORMANCE

Content Forecast trends and developments impacting operations; Review forecasts.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPS201A PROCESS PURCHASES

Content Apply purchasing and procurement procedures; Complete purchasing and procurement activities; Capture and record purchasing data; Liaise with suppliers to complete procurement processes.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS

Content Maintain effective supplier relationships; Deal ethically with suppliers; Resolve supplier enquiries; Confirm legal, legislative and business supply requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWPS504A DEVELOP PURCHASING STRATEGIES

Content Manage on-going performance of purchasing and procurement strategies; Evaluate existing purchasing systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRWSL202A BUILD SALES RELATIONSHIPS

Content Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE

Content Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS

Content Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWWS201A CONFIRM WHOLESALE BUSINESS PRACTICES

Content Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRWWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS

Content Develop techniques to maintain close contact with business customers; Identify business customer needs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWWS403A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RECOGNITION – RPL/RCC, CREDIT TRANSFER AND ADVANCED STANDING

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.

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 units of study.

Students are encouraged to think broadly about their experiences as in addition to providing entry into a course, students' prior learning

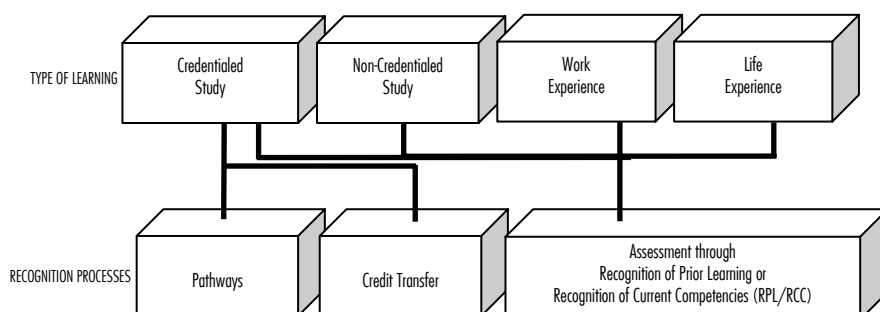
may enable them to be granted credits for units of study within that course.

Victoria University has established the following processes to facilitate the recognition of learning achieved outside the University: Pathways, Credit Transfer, and Recognition of Prior Learning or Recognition of Current Competencies.

By recognising students' past experiences and achievements, the University ensures that students do not 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 learning and achieve their educational goals with maximum efficiency.

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



PATHWAYS

Victoria University is widely recognised as a national leader in developing pathway arrangements for students, particularly between the TAFE and higher education sectors.

Standardised pathways are formally approved links between courses in different sectors or within the same sector. 'Articulation' describes the links or pathways between courses. Students who take advantage of pathways are called articulating students.

Pathways allow for students to move from:

- secondary school 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;
- international courses to TAFE or higher education.

Examples of pathways include:

- credit/exemptions – for example students who have successfully completed the Advanced Diploma of Business (Accounting) will receive credit for twelve units of study 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) gain entry into the Certificate IV in Health (Nursing) if they meet particular entry criteria for 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 granted the benefits specified in the pathway provided they have met the entry requirements.

Note that students who have not completed their initial course may still obtain credit in recognition of the relevant units of study successfully completed.

APPLICATION PROCESS

Students who believe that they are eligible for RPL/RCC, credit transfer or entry or credit through a pathway are advised to approach their Faculty or Department Office for further information including relevant 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.

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.

The University will endeavour to process applications for RPL/RCC or credit transfer 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 programs.

TAFE applicants will be notified of any applicable fees in writing.

NOTIFICATION

Applicants will receive in writing the results of their application for RPL/RCC or credit transfer or assessment.

RIGHT OF APPEAL

Applicants have the right to appeal the outcome of their application or the process. Refer to the relevant Faculty or Department Office for advice on the process for lodging appeals.

ADMISSIONS, ENROLMENTS, EXAMINATIONS, GRADUATIONS AND ACADEMIC PROCEDURES

STUDENT SERVICES DEPARTMENT

The Student Services Department's responsibilities feature administrative and professional services that range from admission to graduation, encompass the spectrum of dual sector offerings and relate to international and domestic students.

The Department is made up of a Director's Office and three Branches. In summary the key groupings are as follows:

Office of the Director: responsible for department wide operations of finance, staffing, policy and quality assurance as well as specialist childcare services that support the student experience through the provision of childcare at key campuses.

Student Administration: responsible for the key processes that feature a focus on statutory, system and student progress across the dual sectors including the key events of admission, enrolment, assessment and graduation.

Student Liaison: responsible for face-to-face student liaison through student service centres at all campuses, a student contact centre providing telephone and web services, and specialist services of student advocacy and representation.

Student Support: responsible for professional services that support and enhance the student experience including counselling, health, housing, financial and international student support as well as sport and recreation services.

Children's Services: offers childcare services to staff and students at four University-operated centres including: Footscray Park Childcare, Footscray Nicholson Children's Centre, Newport Children's Centre, Werribee Children's Centre. The centres aim to maintain a high-quality, caring environment where children have access to a range of educational programs that meet their individual developmental and creative needs.

Further details about what the above sections can offer students can be found on the Student Services website at: www.vu.edu.au/services

STUDENT SERVICE CENTRES

Student Service Centres are located at most campuses. These centres offer a full range of student administration services to students as well as providing 'self help' computers for student use.

Casual space for student use is also provided at some Student Service Centres.

WEB BASED SERVICES

Victoria University offers a number of e-based self help resources for students.

AskVU is a web-based frequently-asked-questions database designed to assist current and prospective Victoria University students and staff with relevant questions. Initially this will include student administration questions related to enrolments and fees, but will develop over time to include other areas such as admissions, graduations, examinations etc.

AskVU allows users to:

- search for answers in an extensive database of frequently asked questions;
- ask a question to the Student Contact Centre; and,
- manage inquiries in a personal portal called 'Your History', where all your questions and askVU responses will be stored.

AskVU is accessed at: www.askvu.vu.edu.au

MyVU is a web-based portal for the use of current students that allows students to:

- check enrolment details;
- apply for a course online;
- apply for scholarships online;
- apply for graduation online;
- view student results online.

MyVU is accessed at: www.myvu.vu.edu.au

CONTACT FOR ALL ONSHORE STUDENT ADMINISTRATION ENQUIRIES

Telephone: (03) 9919 1900

Website: www.askvu.vu.edu.au

STUDENT ADMINISTRATION AT OFFSHORE LOCATIONS

Graduation and Offshore Student Administration 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, Indonesia, Malaysia, New Zealand, Singapore, Thailand, and Vietnam.

GRADUATION AND OFFSHORE STUDENT ADMINISTRATION

Telephone: 61 3 99192846

Fax: 61 3 99192853

Email: offshoreadmin@vu.edu.au

Website: www.vu.edu.au

Located: Room 4C, 141, St Albans Campus

HOW TO APPLY FOR A VICTORIA UNIVERSITY COURSE

TAFE COURSES AND UNDERGRADUATE DEGREES

Applications for the majority of undergraduate degrees offered by Victoria University should be made through the Victorian Tertiary Admissions Centre (VTAC). Applications for study at TAFE certificates level I, II, and III should be made directly to Victoria University. For TAFE qualifications above these levels, applications for full-time study should be made through VTAC. Those seeking to study any TAFE course part time should apply directly to Victoria University.

For the latest course information and application forms, visit www.vu.edu.au/admissions. Prospective students can apply directly to Victoria University online for many courses that are not run through VTAC. Many courses at Victoria University also provide for on-line application at: www.myvu.vu.edu.au

POSTGRADUATE DEGREES

Victoria University offers a diverse range of postgraduate programs in a number of disciplines by either coursework or research. In general, prospective students must have completed a degree, with honours, from a recognised tertiary institution to be eligible for postgraduate research programs; or a degree from a recognised tertiary institution to be eligible for postgraduate coursework programs.

PREQUISITES AND EXTRA REQUIREMENTS

Some courses require applicants to complete specific requirements before they can be considered for entry. For example: completion of particular academic studies, attendance at an interview, presentation of a portfolio, or completion of a supplementary information form. These prerequisites and extra requirements are updated and published each year at www.vu.edu.au and in the VTAC Guide.

CENTRE FOR COMMENCING STUDENTS

As a future student, you can visit the Centre for Commencing Students (CCS) for course information and advice. You can pick up brochures for each higher education and TAFE course, covering all levels of study from certificate to post graduate courses. CCS staff are available to answer your queries, and a career counsellor will help you find the right career and course for you. Appointments can be made by contacting the CCS by email at CCS@vu.edu.au or by phoning (03) 9919 4110.

If you require more information:

- contact the CCS by email at ccs@vu.edu.au, by phoning (03) 9919 4110 or visit the CCS resource area, Building C, Victoria University, Footscray Park Campus, Ballarat Road, Footscray;
- pick up a course brochure from the CCS;
- read VU's Guide for Parents, Transition from School to University and What if? information, available from the CCS;
- read VU's higher education or TAFE handbooks. They contain detailed course information and are available in school libraries and from school careers advisers, or can be viewed online at www.vu.edu.au;
- visit the VU stands at local or metropolitan career expos; and
- come along to VU's Open Day, Sunday 13 August 2006, Footscray Park Campus, Ballarat Road, Footscray, 10am – 4pm.

PORTFOLIO PARTNERSHIP PROGRAM

Victoria University's Portfolio Partnership Program (PPP) is an alternative-entry scheme available only to Year 12 students attending a participating secondary college in Melbourne's western metropolitan region and the City of Hume, and Macedon Ranges and Moorabool Shires. As an alternative-entry process to the University, the PPP looks beyond the ENTER score – it is based on criteria other than ENTER and middle-band selection. The PPP requires applicants to submit a portfolio that is used for selection to courses offered in the program.

The portfolio enables students to demonstrate:

- their goals and achievements;
- previous studies;
- work experience;
- skills and personal qualities;
- examples of their work; and
- other evidence that indicates a commitment to a proposed study area.

The PPP is for students who:

- have been consistent achievers in senior secondary years;
- have demonstrated the potential to succeed at university;
- have a strong vocational commitment; and
- have a strong preference for one of VU's PPP courses.

Applicants may only apply for one course via the PPP by submitting their portfolio and ensuring the course is included in their VTAC application. For further details of available PPP courses view www.vu.edu.au/PPP or contact the Centre for Commencing Students (CCS):

Email: CCS@vu.edu.au

Telephone: (03) 9919 4110

COURSE ENTRY

INDIGENOUS AUSTRALIANS

The University has a flexible admissions and selection policy for Aboriginal and Torres Strait Islander peoples. Direct applications may be assessed on an individual basis by the Centre for Commencing Students and course selection officers, with the assistance of VU's Moondani Balluk. In situations where students are required to apply for courses through VTAC, Aboriginal and Torres Strait Islander people should also complete the University's Aboriginal and Torres Strait Islander profile form, available at: www.vu.edu.au/admissions.asp

For more information contact Indigenous staff

Email: moondani.balluk@vu.edu.au

Telephone: (03) 9919 2891

SPECIAL ENTRY AND ACCESS SCHEMES

VTAC SEAS APPLICANTS

VTAC have introduced a system wide umbrella program called Special Entry Access Scheme (SEAS).

For all VTAC courses, Victoria University will consider SEAS applications providing the applicant has lodged an application with VTAC and completed a VTAC SEAS form with appropriate supporting statements and/or evidence

DIRECT APPLICANTS WHO APPLY FOR SPECIAL CONSIDERATION

Applicants who apply directly to the University should indicate in their application form if they are seeking any special consideration due to their life circumstances and if there are any circumstances which they believe have affected their ability to reach their full educational potential

CATEGORIES FOR SPECIAL CONSIDERATION FOR VU COURSES

Mature Age Entry – applicants who have accumulated relevant experience since leaving school or since meeting tertiary entrance requirements.

Non-English Speaking Background – for an applicant who has arrived in Australia within the last 10 years and speaks a language other than English at home and considers the impact of a non-English speaking background on academic performance for entry to tertiary studies.

Recognition as an Indigenous Australian – applicants with an Aboriginal or Torres Strait Islander background, who can demonstrate association with an Indigenous community.

Difficult Family Circumstances – applicants who have been prevented from reaching their educational performance potential because of their family circumstances, which must be long term and severe.

Disadvantaged Socio-Economic background – applicants who have suffered educational disadvantage as a result of their socio-economic circumstances.

Rural or isolated Applicants – applicants who have suffered educational disadvantage as a result of either undertaking their secondary schooling in a rural or isolated area and/or are required to move from such an area to undertake the tertiary course of their choice.

Women in Non-traditional areas – courses where women are significantly in the minority of students eg Engineering and Information Technology.

BASIS FOR SPECIAL CONSIDERATION

Selection will take into account the applicant's provision of with appropriate supporting statements and/or evidence identifying the following:

- the recency of the condition;
- the duration of the condition;
- the timing of disruption;
- the nature and severity of the condition.

NEED HELP?

The latest information regarding application procedures for individual courses, and the relevant forms, can be obtained from www.vu.edu.au/admissions.

Alternatively, contact the Admissions Office:

Email: admissions@vu.edu.au

Telephone: (03) 9919 2286

FLEXIBLE LEARNING

Victoria University offers a broad range of courses, from Certificate I to PhD. The University also offers bridging and preparatory programs for entry into courses). Different courses fit into the Australian Qualifications Framework. See section on AQF below.

The University is committed to establishing multiple course entry and exit points. Multiple entry points enable individuals to enter a course at a level that meets their educational needs. Multiple exit points provide students with the flexibility to exit at different stages of a course with qualifications. This flexibility accommodates work and other commitments that learners face throughout a lifetime. Victoria University encourages lifelong learning by recognising an individual's past experiences and achievements. Recognition of Prior Learning (RPL)/ Recognition of Current Competency (RCC) and Credit Transfer facilitate movement along Articulation Pathways arrangements developed by the University and may save students time and money.

ARTICULATION PATHWAYS

Victoria University is a leader in the development of Articulation Pathways. Articulation Pathways link courses within and between the TAFE and higher education sectors. Articulation Pathways specify how previous study (usually in a related field) may be recognised and credited. For example, students who have completed the Advanced Diploma of Accounting may be eligible for up to 12 unit of study credits if they gain entry into the Bachelor of Business – Accounting. This means it may take them less time to complete the degree. Information about Articulation Pathways is available at www.vu.edu.au (through the Centre for Commencing Students home page link). Articulation Pathways from university to vocational education and training qualifications are also becoming increasingly popular as a way of gaining industry experience needed to increase employment opportunities.

RECOGNITION POLICY (RPL/RCC)

Credit Transfer recognises a course or courses a student has previously undertaken and enables the student to gain credit in another course. Students who believe they maybe eligible for Credit Transfer should apply for it when they have accepted a place in a course and have enrolled and not when the teaching period commences. A Recognition Policy has been implemented which outlines the process for Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) applications.

RPL/RCC is an assessment process that applies to individuals who may have prior study, or other relevant experience, but who do not have access to Credit Transfer arrangements for the chosen course. The RPL/RCC process recognises previous study by matching learning that has been achieved through study, life and work experience against learning that would be covered in specific units of study or modules. Students are encouraged to discuss possible Credit Transfer and RPL/RCC applications with the course co-ordinator at enrolment. For more information on Articulation Pathways, Credit Transfer and RPL/RCC contact the Centre for Commencing Students:

Email: CCS@vu.edu.au

Telephone: (03) 9919 4110

AUSTRALIAN QUALIFICATIONS FRAMEWORK

The Australian Qualifications Framework (AQF) is a system of thirteen national qualifications in schools, vocational education and training (TAFE and private providers), and the higher education sector (mainly universities). The framework links all these qualifications and is a highly visible, quality-assured national system of educational recognition which promotes lifelong learning and a seamless and diverse education and training system.

MODES OF STUDY

Most Victoria University courses can be studied either full time or part time. Part-time study allows students to further their employment opportunities or interests while meeting work, family or other commitments. A small number of courses also offer fleximode study, whereby students may undertake study via a combination of delivery/attendance methods, including:

- workplace learning;
- distance education;
- workshops;
- accelerated or decelerated learning.

NEW APPRENTICESHIPS

New Apprenticeships is a joint Federal and State Government initiative aimed at providing structured on- and off-the-job training to those interested in obtaining a nationally recognised qualification, while employed either full time or part time. Victoria University is a major New Apprenticeships provider and offers training in the following industry areas and many more:

- aged and disability care;
- animal studies;
- art and design;
- automotive;
- building and construction;
- chemical and oil;
- childcare;
- civic construction;
- community services;
- computer systems;
- electrical and electronics;
- engineering;
- food processing;
- hairdressing and beauty;
- hospitality;
- industrial skills;
- information technology;
- retail and wholesale;
- sales and marketing;
- security.

For further information about the Australian Government Incentives Program available through the New Apprenticeships Program, and what New Apprenticeships can do for you and your employer, contact Jobs Plus New Apprenticeships Services:

Website: www.jobsplusnac.com.au

Telephone: (03) 9919 8533

UNDERGRADUATE DEGREES

In general, undergraduate degree courses require three to four years of full-time study, depending on the program selected. These courses are generally open to students who have completed VCE or equivalent.

Certain courses require previous study in selected disciplines, such as mathematics or physics. See individual courses, found in the 'Course Information' section of this guide, for details and prerequisites.

HONOURS DEGREES

To qualify for a bachelor degree with honours, students must complete an additional year of study in which they undertake in-depth theoretical studies and gain supervised research experience relevant to their chosen discipline. Students may enrol in an honours year if they complete an appropriate undergraduate degree and achieve consistently high-level results across the first three years of study.

COMBINED AND JOINT DEGREES

Combined degrees combine the core components of two disciplines of study – taken from either one or two faculties – into a single program of study. The program is undertaken over a four- or five-year period and the graduating student receives two degrees, for example: Bachelor of Arts – Asian Studies/Bachelor of Business – International Trade. Joint degrees integrate two degrees, each of which is run independently by two different schools, departments or faculties. The program is undertaken over a three- or four-year period and the graduating student receives a single degree, for example: Bachelor of Business – Marketing/Applied Economics.

POSTGRADUATE COURSES

NORMAL ENTRY

DOCTOR OF PHILOSOPHY (PhD)

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 AND 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 or selection test.

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 to Undergraduate and TAFE Courses* is available from newsagents, a convenient and comprehensive application service is available from their website 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*.

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 teaching period. 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) 9919 2286 for details or via www.vu.edu.au/admissions.

CLOSING DATES FOR DIRECT 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.

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 or Year 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.

UNIT OF STUDY CREDITS AND ADVANCED STANDING CREDIT FOR PREVIOUS TERTIARY STUDIES

Students who have completed unit(s) of study at another tertiary institution may be granted credit for equivalent units in Victoria University courses. A unit of study credit will allow a student an exemption from a course unit of study, while the value of that unit of study will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the units of study passed, together with details of these units of study for comparison with the Victoria University course. Please note that the University may seek information from the other tertiary institutions about the applicant. The process is as outlined in the University's Recognition Policy.

COURSE VARIATION BY SPECIAL APPROVAL

In cases where credit for units of study 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 units of study of similar content and duration for units of study 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 unit of study 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 teaching period.

Processing of applications for unit of study 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 unit of study 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 2005, the applicant should attach a copy of the unit of study description of the unit from the *2005 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.

SCHOLARSHIPS

Scholarships are available to Higher Education (undergraduate) and TAFE students studying full-time who meet one or more of the following criteria:

- are on a low income;
- have dependent children;
- have moved from a rural or regional area to study;
- have an Indigenous background;
- are returning to study;
- have completed Year 12 in the Western Region of Melbourne;
- experience other significant educational disadvantages.

Eligibility criteria will apply.

Scholarships vary in value from \$1000 per annum to \$4000 per annum. Apply online once you have enrolled or re-enrolled in a course at www.vu.edu.au/scholarships

Applications for 2006 open 5th December 2005 and close 10th February 2006.

Visit our website for further details: www.vu.edu.au/scholarships or phone (03) 9919 2581

ENROLMENT

WHAT YOU NEED TO ENROL

- Your Letter of Acceptance or VTAC Offer Letter (new students only)
- Your Tax File Number (TFN)
- Photo identification
- Proof of citizenship – an original or certified copy of any of the following:
 - Birth Certificate;
 - Birth Extract;
 - Passport;
 - Certificate of Citizenship;
 - Letter of Grant of Australian Citizenship;
 - Change of Name documents (if necessary).

If you are an Australian Permanent Resident please present an original or certified copy of any of the following:

- Passport showing Permanent Residency (PR);
- Certificate of Permanent Residency (PR);
- Change of Name documents, if necessary.

If you are enrolling into a TAFE course you will also need to bring along full payment of fees or part payment if on concession or applying for a fee extension.

TAFE students applying for a fee concession are also required to bring relevant documentation to support their application. Details about the documentation required can be found at the VU website www.vu.edu.au/student_services

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 unit of study 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 FORMS

All students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be approved and signed by an authorised officer of the relevant School or Department.

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 HELP liability of relevant students of the University.

CONFIRMATION OF ENROLMENT

Confirmation of course and unit of study enrolment will be issued to higher education students each teaching period and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Student Administration without delay of any errors or amendments using an Enrolment Amendment Form.

Enrolment Amendment forms are available from Student Administration website, Faculty, TAFE School and/or Student Service Centres. They may be lodged at any Student Service Centre.

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.

ENROLMENT PROCESSING TYPES

Student enrolments can be processed in one of three ways:

Formal	Commencing VTAC students and International Students.* Enrolments are conducted at a centralised venue on campus.
Express	Limited to smaller groups of students as negotiated by individual Education Units. Enrolment processing will be undertaken at your campus Student Service Centres.
Batched	Enrolments where the data entry of enrolment details and the production of a student invoice are done at a time other than when a student's academic authorisation has been approved by the relevant TAFE School or Faculty.

*Applies to international students who (i) enrol in the week before teaching period 1 and 2 and (ii) a late session on Monday of week 1 of teaching period 1 and 2.

CAN'T ATTEND A SCHEDULED ENROLMENT SESSION?

Where students are unable to attend the designated re-enrolment session, they must arrange for a proxy to enrol on their behalf.

The Enrolment by Proxy form is available on the VU website: www.vu.edu.au/Services/Student_Administration/Commonly_Used_Forms/. Please ensure that you carefully read the information on the back of the form.

If you do not enrol or arrange a proxy, you will lose your place in your course and will be placed on a waiting list for re-instatement into your course.

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.

STUDENT IDENTITY CARD

An identity card (ID card) with your student number, photograph and signature will be issued to you once you have completed your enrolment.* 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 card 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 and taking another form of photo identification to a Student Service Centre on campus.

In addition, University ID cards may be used to operate photocopiers and access other services.

*Students new to VU are required to provide proof of citizenship prior to issuing an ID card.

CONTINUING STUDENTS

Students who have been enrolled for the previous teaching period 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.

ENROLMENT ENQUIRIES

Enrolment enquiries should be directed to AskVU@vu.edu.au or to any Student Service Centre on campus.

Enrolment enquiries from students studying offshore should be directed to offshoreadmin@vu.edu.au

ENROLMENT VARIATIONS AND COURSE WITHDRAWAL

HIGHER EDUCATION STUDENTS

Students wishing to vary their enrolment should complete an *Application for Unit of Study Amendment Form*. Students should lodge the form at any Student Service Centre.

Students who withdraw from a unit of study before the census date do not incur a liability e.g. HECS-HELP/FEE HELP liability for those units of study.

Students who withdraw from units of study after the census date, but before the late withdrawal date, do incur a liability e.g. HECS-HELP/FEE HELP liability but not an academic penalty for those units of study.

Students who withdraw from units of study after census date incur a liability, e.g. HECS-HELP/FEE HELP liability and an academic penalty of 'WN'.

If special circumstances occur after census date and studies cannot be continued, a student can apply for:

- Student Learning Entitlement (SLE) re-credited; and/or
- HELP debt remitted; and/or
- a refund of any up-front payments towards Student Contribution/Tuition fees.

Eligible students must apply in writing within 12 months from the date of withdrawal.

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 any Student Service Centre. Withdrawal from units of study or courses will not automatically be permitted after census dates in each teaching period.

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 vary their enrolment should complete the appropriate form within four weeks of the course start date.

RULES FOR VARYING AN ENROLMENT

Students must enrol in a course of study or for a unit of study during official enrolment periods.

Acceptance of late enrolments and late variations (but not course withdrawals) will be accepted based on the following table:

TAFE Unit(s) of Study	On the first business day of the second week from the course start date after this time, program manager approval is required.
Higher Ed Unit(s) of study in a standard teaching period	On the first business day of the second week of the semester.#
Higher Ed unit(s) of study in a non-standard teaching period	To the end of the first week.#
Cross Institutional	Subject to Faculty approval and no later than census date for a given teaching period.
Research	Subject to Faculty approval.
Short courses less than 2 weeks duration	Subject to Department approval.
Short courses greater than 2 weeks duration	To the end of the first week of the course start date.

#Higher Education students will be entitled to lodge a late unit(s) of study addition and Reduced/Overload Study form up to the end of the fourth week of a standard teaching period or the end of the

second week for a non-standard teaching period. This is subject to academic approval and payment of relevant fine.

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 of enrolment fine. Details about Student Administration fees and charges can be found at the VU website. www.vu.edu.au/services/student_administration/Enrolment_and_Fee_information

LEAVE OF ABSENCE AND DEFERMENT

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 the Enrolment & Fees website or the relevant Faculty, School or any Student Service Centre.

Deferments will only be available to students who have not commenced their studies. Applications must be made within seven days from the date of offer being made to the student. It should be noted that not all faculties will offer deferment.

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 teaching period 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 teaching period.

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 any Student Service Centre.

PERSONAL DETAILS

Students who change their name, address or emergency contact must do this in writing by completing a *Personal Data Amendment* form available from a campus Student Contact Centre.

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.

ENROLMENT RELATED FEES AND CHARGES

Students are required to pay all the fees for which they have been assessed including:

- the General Service Fee, inclusive of a building levy (if applicable);
- Tuition fees; and
- Student Contribution amount (if applicable).

Some Higher Education students will be eligible to defer their Student Contribution amount/Tuition Fees through a Higher Education Loan Program (HELP).

PAYMENT OF FEES IS REQUIRED BY THE DUE DATE AS SPECIFIED ON THE TAX INVOICE.

Students are required to pay their relevant fees by the due date as outlined in their invoice. TAFE concession Students are required to pay the minimum fee (expected to be \$70) at the time of their enrolment.

Students who are experiencing financial difficulties and are unable to complete payment of their fees on time should seek advice from Student Services Department.

GENERAL SERVICE FEE (GSF)

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. The amount is determined by the students enrolment load to a maximum amount of \$300 for the year. It should be noted that this fee may be subject to future legislative changes and are subject to Council approval.

The detailed GSF amounts for students (excepting full fee students) is:

- For enrolment in higher education units of study:
 - \$2.61 per 0.01 equivalent full-time student load;
 - A building levy of \$40 for enrolment at one or more of the University's Australian campuses.
- For enrolment in Technical and Further Education units of study:
 - \$0.362 per student contact hour (SCH);
 - A building levy of \$40 for enrolment at one or more of the University's Australian campuses;
 - A building levy of \$4 for students enrolled in Industrial Skills Training Centre part courses;
 - TAFE concession students undertaking government funded courses pay an \$18 GSF.

ONSHORE, OFF CAMPUS STUDENTS

Onshore students enrolled in either higher education or TAFE courses for delivery by off campus mode are required to pay the minimum GSF.

TAFE TUITION FEES

Fees will be implemented in line with Ministerial Directions. For 2006, a tuition contribution of \$1.31 per enrolled hour applies with a minimum amount of \$52 to a maximum of \$839.

HIGHER EDUCATION TUITION FEES

Undergraduate and Postgraduate units of study are grouped into Student Contribution (SC) bands based on demand for the discipline and the cost of teaching the unit. A student's liability also depends on their relative study load as determined through their equivalent full time study load (EFTSL) and whether they have continuous study in their course of study prior to 2005. Further information can be accessed at: www.goingtouni.gov.au

Specific details of VU student contribution amounts and tuition fees for domestic students is available at: www.vu.edu.au/Courses/Fee_Guide

EXEMPTIONS

In cases of hardship, students can contact Student Support staff at your campus.

REFUND OF FEES**HIGHER EDUCATION DOMESTIC STUDENTS**

If you have withdrawn from your Course or any subjects or taken an approved Leave of Absence, the table below will help you work out any refund of fees you may be eligible for.

An administration charge of \$10.00 is payable for refunds of the General Services Fee, except when transferring to another institution. This is deducted from the refund payable.

Type of fee	Before Sem 1 census date	After Sem 1 census date but before Sem 2 census date	After Sem 2 census date
General services fee/base fee	Refund for applicable semester/s	No refund for Sem 1, but refund of Sem 2 component	No refund applicable
Student contribution/help – upfront payment	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund applicable
Student contribution/help – deferred liability	Reduction of liability for applicable semester/s	No reduction of liability for Sem 1, but full reduction of liability Sem 2	No reduction of liability applicable
Non-award tuition fees	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund applicable
Full fee tuition fees	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund applicable
University fees	Review and/or report fees	If your result is upgraded a fee has been charged, it may be refundable	

TAFE DOMESTIC STUDENTS

If you have withdrawn from your Course or any Units of Study, the table below will help you work out any refund of fees you may be eligible for. Students transferring to another institution within 4 weeks of the course start date are eligible for a full refund, proof must be provided with the application.

Type of fee	Before course start date	After course start date	Before refund date (4 weeks after course start date)	After refund date (4 weeks after course start date)
General services fee/base fee	\$18 retained unless you are taking up a place at another institution			No refund
Tuition fees	\$52 retained unless you are taking up a place at another institution			No refund
Materials fees	Full refund	<ul style="list-style-type: none">• No refund if you have attended classes• \$20 administration fee retained if you have not attended classes		
Full fee course fees	<ul style="list-style-type: none">• \$100 administration fee retained if you withdraw up to 5 days prior to the course start date• No refund if you withdraw less than 5 days prior to the course start date• Full refund if the university cancels the course			

CROSS INSTITUTIONAL ENROLMENT**STUDENTS OF VICTORIA UNIVERSITY**

Special arrangements can be negotiated whereby students studying towards 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 'Cross Institutional Enrolment'.

The Course Co-ordinator of the relevant faculty and VU International in the case of an international student, must approve the Cross Institutional enrolment. Approval will not be given for more than one-half of a student's course to be undertaken at another institution. Approvals must be completed prior to the teaching period census date.

A student of the University who undertakes an approved cross institutional course is required on completion of the unit to provide a copy of the results to the relevant VU Faculty Office to confirm completion of the Unit of Study(s) and in order for the appropriate grade to be entered against their external Unit of Study enrolment and to avoid delays when applying to graduate.

Where the host institution administers a Commonwealth Supported place in respect of a cross institutional enrolment that is approved by this University to count towards completion of a course, that part of the student's Unit of Study enrolment at this University relating to the cross institutional studies will be exempt from student contribution liability. Such liability will be payable at the other institution where the Unit of Study is undertaken.

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 cross institutional 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 Units of Study concerned.

Students of other institutions wishing to apply for enrolment should obtain written approval from the Director Student Services (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 GSF normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere. Students will normally be required to accept liability in respect of Units of Study undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

HIGHER EDUCATION COMMONWEALTH SUPPORTED STUDENTS

A Commonwealth Supported place is a higher education place for which the Commonwealth makes a contribution towards the cost of the students education. Commonwealth Supported students will generally be required to contribute to the cost of their education through a student contribution amount. The student contribution amount applicable for Unit of Study offered at Victoria University is available at: www.vu.edu.au/Courses/Fee_Guide/

WHO IS ELIGIBLE TO BE COMMONWEALTH SUPPORTED?

Students are eligible to be Commonwealth Supported if they are:

- an Australian citizen;
- a New Zealand Citizen who will be resident in Australia for the duration of the unit of study;
- the holder of a permanent visa who will be resident in Australia for the duration of the unit.

Particular rules in relation to this eligibility have been determined by the Commonwealth government and can be viewed at: www.goingtouni.gov.au

HIGHER EDUCATION LOAN PROGRAM (HELP)

Loan programs exist for higher education students as outlined in Higher Education Support Act 2003 (HESA). Eligible students have access to deferred payment arrangements through the Higher Education Loan Programme (HELP).

The HELP scheme consists of three loans:

- HECS-HELP;
- FEE-HELP;
- OS-HELP (only available to undergraduates).

As well as the HELP scheme, there are a number of Commonwealth and privately funded scholarship opportunities available to eligible students to assist with the costs associated with undertaking higher education. For further information on loan programs please visit the Going To Uni website: www.goingtouni.gov.au

HECS-HELP ASSISTANCE

There are two forms of HECS-HELP assistance as follows:

- a HECS-HELP Loan made available by the Australian Government to eligible Commonwealth Supported students to assist in the payment of their Student Contribution amount;
- a HECS-HELP discount of 20 per cent is available to all students who make upfront payments of \$500 or more, towards their Student Contribution amount directly to their Higher Education Provider prior to Census Date.

HECS-HELP – WHO IS ELIGIBLE?

Students are eligible for HECS-HELP assistance if they:

- are enrolled in a unit of study as a Commonwealth Supported student; and
- meet the citizenship or residency requirements as outlined in the HESA; and
- submit a completed Request for Commonwealth support and HECS-HELP form; and
- supply their Tax File Number if they intend to defer their Student Contribution amount through a HECS-HELP loan; or
- pay 80 per cent of the Student Contribution amount directly to the Higher Education Provider.

FEE-HELP ASSISTANCE

FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees, up to a lifetime limit of \$50,000, the amount is indexed each year by DEST.

FEE-HELP – WHO IS ELIGIBLE?

Students are eligible for FEE-HELP assistance if they:

- are undertaking study at an eligible higher education provider or Open Learning Australia; and
 - meet the citizenship or residency requirements as outlined in the HESA; and
 - are enrolled in an eligible unit of study on the census date; and
 - are not Commonwealth Supported in relation to the unit;
 - have submit a completed Request for FEE-HELP assistance form;
 - meet the Tax File Number Requirements; and
 - have not exceeded the FEE-HELP limit.

OS-HELP ASSISTANCE

OS-HELP is a loan scheme to assist eligible undergraduate students to undertake some of their course of study overseas.

OS-HELP is not available to students undertaking their whole course outside Australia

OS-HELP – WHO IS ELIGIBLE?

The following table outlines who is eligible for OS-HELP assistance:

Eligibility Requirements	
Citizenship	You must be: <ul style="list-style-type: none"> An Australian citizen, or The holder of a permanent humanitarian visa.
Enrolment conditions	You must be: <ul style="list-style-type: none"> Enrolled in an undergraduate course of study, and Enrolled in full-time study with an overseas higher education institution or the overseas campus of Victoria University for study commencing on or after 1 January 2005 and for which you will be outside of Australia while undertaking the study.
Course of study	You must: <ul style="list-style-type: none"> Have successfully completed at least one year (equivalent full-time) of your course of study in Australia as a Commonwealth-supported/HECS student or as a merit-based equity scholarship holder; and Have the overseas study count as credit towards the course of study you are enrolled in; and Still have at least one half year (equivalent full-time) of study yet to complete in your course when you return from overseas.
Previous OS-HELP loans	You must not have: <ul style="list-style-type: none"> Received OS-HELP on more than one other occasion, and Been granted an OS-HELP loan from another provider for the same or overlapping period.

Application for OS-HELP loans are to be made directly to the Education Abroad Unit, with the forms located on the VU Internet. Further information can be provided by contacting the Education Abroad Unit on.

Email: educationabroad@vu.edu.au

Telephone: (03) 9919 1296

STUDENT LEARNING ENTITLEMENT AND CHESSN

Students eligible for a Commonwealth Supported place will receive a Student Learning Entitlement (SLE), providing access to seven or more years of equivalent full-time study load in a Commonwealth supported place. Commonwealth Supported Students will be allocated a Commonwealth Higher Education Student Support Number (CHESSN) allowing them to monitor their SLE balance. Students can access information relating to their SLE balance via the Going to Uni website at: www.goingtouni.gov.au

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 cancel the student's enrolment.

COMMUNICATION FROM THE UNIVERSITY TO STUDENTS

TAX INVOICE

The University will issue a Tax invoice to each student detailing:

- the student's personal details;
- the course of study the student is enrolled in; the units of study the student is enrolled in for the current teaching period;
- the Effective Full Time Student Load (EFTSL) or Student Contact Hours (SCH) for each unit(s) of study for Higher Education and TAFE students respectively; and
- details of applicable fees due that may include Amenities and Services fees; Material and Ancillary fees; Student Contribution amounts and/or Tuition Fees;
- Payment methods.

COMMONWEALTH ASSISTANCE NOTICE

Higher Education Commonwealth Assisted Students are issued with a Commonwealth Assistance Notice (CAN) within 28 days of Census Date for each teaching period of study. Students are required to check the enrolment information provided on the CAN and inform the University in writing within 14 days of generation of the CAN if they identify incorrect information. If the University does not receive any feedback from a student within 14 days of the CAN being issued, the student's enrolment record as shown on the CAN is taken to be correct and the student will incur the Student Contribution and/or Tuition Fees for each Unit of Study listed on the CAN.

ASSESSMENT

A candidate becomes eligible for assessment in a unit of study only when enrolled in that unit. Candidates will be considered as having entered for assessment in all units of study for which they have enrolled.

A student will be deemed to have enrolled for assessment in a unit of study unless such enrolment has been formally withdrawn by the specified date. Application for timely unit of study 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.

All enrolled students are eligible for assessment in each of the units of study in which they are enrolled. In most units of study offered by the University there will be more than one assessment task or component of assessment during a teaching period.

The components of assessment for each unit of study 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 unit of study will be provided by the School or Department Examination Board for that unit of study not later than two weeks after commencement of teaching in the unit of study. 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 unit of study will consist usually of the Head of the relevant School or Department (as Chairperson) and the examiners for the unit of study. Usually there will only be one examiner for each unit of study who will be one of the members of staff teaching the unit of study. The examiner(s) will be appointed by the end of the second week in each teaching period. 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 Governance and Policy Branch, telephone (03) 9919 4022.

ASSESSMENT IS AVAILABLE ONLY TO STUDENTS OF THE UNIVERSITY

Students cannot have results for an examination in a unit of study in which they have not formally enrolled; check carefully your Enrolment Registration and Commonwealth Assistance notices to ensure that your enrolment is correct in every detail.

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 teaching period.

If circumstances force you to 'drop' a unit of study, make sure you apply to withdraw from that unit of study at the earliest possible time and at least before the deadline specified by Student Administration. If you do not complete the assessment for a unit of study for which you are enrolled you will receive a 'Fail' grade in that unit of study even if you have not attended classes in that unit of study. You will also incur a HELP liability for the unit of study.

EXAMINATION TIMETABLE

The final examination timetable is posted on University noticeboards and web site www.vu.edu.au approximately five weeks before the examination period begins. It is your responsibility to check this timetable for any clash, and to refer any clash enquiries to examinations@vu.edu.au or telephone (03) 9919 4523.

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 or to the Student Service Centre on your campus.

Unless otherwise indicated on the published timetable, examination sessions will normally commence at:

9.30am morning examination sessions

2.00pm afternoon examination sessions

6.00pm evening examination sessions

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 individual seat numbers from lists posted on noticeboards at the examination venues and web site www.myvu.vu.edu.au. Lists are posted on the University website at least two weeks prior to the commencement of examinations. Any student who has not been allocated a seat number should report immediately to a Student Service Centre 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 web site at: www.vu.edu.au/Services/Examinations/Rules_and_Regulations/

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 unit of study 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 relevant Faculty Manager concerned or to the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

STUDENTS WITH DISABILITIES – ALTERNATIVE 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 relevant Faculty Manager or the TAFE Executive Officer and also register with Disability Services at the beginning of the teaching period 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 2 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 unit of study assessment requirements. An *Application to Use a Dictionary Form* is available from campus Student Contact Centres and must be presented together with a registered dictionary. 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 DICTIONARIES

The use of electronic 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 unit of study 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 unit of study 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 unit of study will not be officially notified to students before the completion of assessment in that unit of study 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 unit of study 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 remarked 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.

UNIT OF STUDY ASSESSMENT AND GRADING

Grades for Year 2006 are as follows:

GRADES FOR ASSESSED UNITS OF STUDY (INCLUDING THESIS)

Grades for Honours Unit(s) of Study, Theses and Units of Study taken in Postgraduate Courses, Grades for Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, are all assessed as a whole.

H1	First Class Honours, 80 per cent – 100 per cent
H2A	Second Class Honours, Upper 70 per cent – 79 per cent
H2B	Second Class Honours, Lower 60 per cent – 69 per cent
H3	Third Class Honours, 50 per cent – 59 per cent
N	Fail, 0 per cent – 49 per cent
S	Ungraded Pass

GRADES FOR OTHER UNITS OF STUDY

HD	High Distinction, 80 per cent – 100 per cent
D	Distinction, 70 per cent – 79 per cent
C	Credit, 60 per cent – 69 per cent
P	Pass, 50 per cent – 59 per cent
N1	Fail, 40 per cent – 49 per cent
N2	Low Fail, 0 per cent – 39 per cent
S	Ungraded Pass*
U	Ungraded Fail

*S Ungraded Pass may also be used to represent the grade Recognition for Prior Learning.

COMPETENCY – BASES GRADES (TAFE)

CC	Achieved Outstanding Competency
CP	Achieved Competency – Highest Grade Awarded
PP	Achieved Competency
NN	Competency Not Achieved

CODES FOR INCOMPLETE ASSESSMENT

X	Continuing Unit of Study
L	Not Yet Assessed – Special Cause** (Higher Education Units of Study only)
RO	Result Outstanding

**An L grade is required to be converted to a final result grade within one teaching period and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a Fail.

ADDITIONAL CODES

SC	Satisfactory Completion of Class Hours
UC	Unsatisfactory Completion of Class Hours
SE	UoS Exemption/Credit Transfer
E1	Exempt Semester 1 (full year UoS)
E2	Exempt Semester 2 (full year UoS)
CE	Joint Course/Complementary Enrolment (result issued by other institution)
NT	Not Assessable (Short Course Module or Short Course Unit) (TAFE only)
NY	Not Assessed (Internally approved, or Nationally Accredited, Module or Unit) (TAFE only)
WN	Withdrew – Failed
WD	Withdrew – Without Academic Penalty
WL	Withdrew – Late
VC	VCE
TA	TAFE Preparatory Assistance
S	Recognition of Prior Learning/Recognition of Current Competencies

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 units of study within a course semester, course year or other defined course stage, a student may receive a stage grading as follows:

- stage completed, all units of study passed;
- stage completed by compensation.

Stage completion by compensation will only be granted to a student who, though not passing all individual units of study, 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 unit of study 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.

MAXIMUM TIME FOR COMPLETION 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 who has qualified for a VU degree or diploma 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 teaching period 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 unit of study.

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 unit of study without having passed all prerequisite units of study; or
- enrol in any unit with a co-requisite unit of study without having either previously passed the co-requisite unit of study or enrolling simultaneously in the co-requisite unit of study.

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). A copy can be obtained from the Governance and Policy Branch, telephone (03) 9919 4022.

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.

GRADUATION PROCEDURES

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 graduate 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 Student Service Centre at any campus of Victoria University or downloaded from the University website and sent directly to:

Graduation and Offshore Student Administration

Telephone: 61 3 9919 2846

Fax: 61 3 9919 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 2006 are scheduled as follows:

- 16 February 2006: Malaysia
- 20 February 2006: Hong Kong
Applications close 14 October 2005
Attendance closes 11 January 2006
- 5 to 9 June 2006: Melbourne Convention Centre
Applications close 27 January 2006
Attendance closes 5 May 2006
- 1 to 3 November 2006: Melbourne Convention Centre
Applications close 18 August 2006
Attendance closes 29 September 2006

A graduation fee 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 unit of study 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 EFTSL;
- 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 units of study 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 unit of study 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 unit of study reflects its academic weight and the total amount of effort relative to other units of study 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 from 2006 a system of 96 credit points for each year of a course. Thus a three-year degree program will equal 288 credit points, a four-year degree 384 credit points and so on.

HOW CAN I IDENTIFY MY ENROLMENT LOAD?

0–35	credit points per semester will equal a part-time load
36–48	credit points per semester will equal a full-time load
0–70	credit points per year will equal a part-time load
71–96	credit points per year will equal a full-time load.

EFTSL

All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Science and Training (DEST) 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 Load or EFTSL.

SERVICES AVAILABLE TO STUDENTS

STUDENT CAREER DEVELOPMENT

Student Career Development provides an innovative range of services to Victoria University students. These services include:

- Online Career Services and Resources – website: www.vu.edu.au/careers
- Online job vacancy service – www.vu.edu.au/careers
- Career Development Programs
- Career Counselling
- Employment Services
- Career Resource Centres

Careers Counselling appointments are available for students at most campuses by phoning (03) 9919 4944.

ONLINE CAREER SERVICES AND RESOURCES

Visit our website, www.vu.edu.au/careers, to access career and employment information, workshops, employment opportunities and employer events. Put your career online by developing an Eportfolio at myportfolio.vu.edu.au. Email your resume or career question to careers@vu.edu.au for feedback and answers from VU Careers Educators.

CAREER DEVELOPMENT PROGRAMS

These include Student Career Portfolio development, job search skills workshops, Employability Skills Development Programs, Young Achievement Australia, Industry Mentoring programs and in-class programs. Visit www.vu.edu.au/careers to see what's on this month.

EMPLOYMENT SERVICES

Victoria University's online jobs board can be accessed through www.vu.edu.au/careers. Register on the site now for automatic notification of a wide variety of jobs and regular event updates via email.

Meet prospective employers at the annual Careers Fair for students held on 30 March 2006. It's free, it's easy and the employers come to you! Watch the website for details of other employer campus visits.

WHERE ARE WE?

Student Career Development, Footscray Park: Building M, level 4

On most other campuses, Student Career Development is co-located with Student Services.

Telephone: (03) 9919 4944

Website: www.vu.edu.au/careers

Email: careers@vu.edu.au

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 AND CITY KING CAMPUSES

Telephone: (03) 9919 4098

For further information on finding suitable childcare, telephone Children's Services, on (03) 9284 8801.

FOOTSCRAY NICHOLSON CAMPUS

Telephone: (03) 9919 4098

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 six weeks to six 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.

FOOTSCRAY PARK CAMPUS

Telephone: (03) 9919 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 six weeks to six 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.

ST ALBANS CAMPUS (JINDI WORABACK CHILDREN'S CENTRE)

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 two weeks to six years on a full-time (weekly), daily, sessional (half day) basis. The Centre is open from 7.00am – 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) 9919 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 six weeks to six years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am – 5.45pm, Monday to Friday. The Centre provides a funded preschool program incorporated within the educational program.

WERRIBEE CAMPUS

Telephone: (03) 9919 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 six weeks to six years on a full-time (weekly), daily, sessional (half day) and occasional care basis.

The Centre is open from 7.15am – 6.15pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

GRADUATING STUDENTS

Graduation and Offshore Student Administration 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: myvu.vu.edu.au.

Alternatively, forms can be collected from and handed into the Student Service Centre 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 section.

Graduation and Offshore Student Administration

Telephone: 61 3 9919 2846

Fax: 61 3 9919 2853

Email: graduate@vu.edu.au

Website: www.vu.edu.au

Located: Room 4C, 141, St Albans Campus

SCHOOL OF HEALTH SCIENCES TEACHING CLINICS

The Faculty of Health, Engineering and Science operate clinics at the St Albans and City Flinders (Flinders Lane) Campuses. These clinics offer treatments in acupuncture, osteopathy, paediatric osteopathy, Chinese herbal medicine, naturopathy, homoeopathy and massage. Both clinics are open to the general public as well as the University community at reduced cost treatments.

For further information or bookings, phone (03) 9919 2625 or (03) 9919 1111.

INDEPENDENT ACCESS: STUDENTS WITH A DISABILITY

Students with a disability have access to disabled parking, library resources and equipment, including support staff, faculty and department contact officers, and educational assistance through Student Learning Services. Students requiring in-class supports, teaching accommodations and/or applications for alternative assessment arrangements for examinations need to register with Disability Services (DS) in the Equity & Social Justice Branch. Students must register with DS each year, and as early as possible, to ensure adequate supports and up-to-date information and resources are available. A Disability Resource Room is located at St. Albans Campus providing access to adaptive technology as well as services such as the transcribing of text into electronic or Braille format.

Further information, registering and advice can be obtained by contacting Disability Services in the Equity and Social Justice Branch on (03) 9919 2193 or via email on disability@vu.edu.au.

Students with a disability seeking services such as personal and vocational counselling, careers advice, accommodation, chaplaincy, financial advice and scholarship information should contact Student Support (see section below).

ORIENTATION

Orientation is held for new students before the start of first semester each year. A wide range of events are organised to provide opportunities for students to meet each other and to gain an awareness of the activities and services provided by the University.

An Orientation Information satchel is provided for new students including the *The Survival Guide* which includes information about the services available to students and a range of other extracurricular activities. Further information can be obtained at www.vu.edu.au or www.vustudents.org.au

MOONDANI BALLUK (INDIGENOUS SERVICES)

Support for Aboriginal and Torres Strait Islander people is available through the Equity and Social Justice Branch. The two main aims of Indigenous Services Moondani Balluk is to fully support self determination and self management for Aboriginal and Torres Strait Islander people, families and community organisations; and to increase the access, participation, success and retention rates for Australian Indigenous people in the University's programs.

Moondani Balluk staff can assist students with course advice, Abstudy, academic support, employment and careers advice, social support, housing, counselling and discrimination advice.

For further information, contact Moondani Balluk on (03) 9919 2836 or email Moondani.Balluk@vu.edu.au.

STUDENT SUPPORT

Student Support provides services to students in a variety of ways. Staff provide educational support, personal and educational counselling, financial information and advice, money management, housing, health services, and Chaplaincy.

Student Support 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 Park campus on (03) 9919 4418, St Albans campus on (03) 9919 2399, Footscray Nicholson campus on (03) 9919 8801 or visit our webpage: www.vu.edu.au/ss.

ACCOMMODATION

The University Student Housing Service is primarily a web based service which assists students with locating, securing and maintaining suitable accommodation by providing extensive information on the Student Housing Database and Housing web pages located on the University web site. The 'Housing Web' can be located at: 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 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 and Student Assistance Officers can provide tenancy advice and referral as well as assistance with general housing information. Student Support staff can assist with accommodation inquiries. For further information, contact the Student Support offices telephone: (03) 9919 4418, (03) 9919 8801, (03) 9919 2399, (03) 9919 4420 or email housing@vu.edu.au.

CHAPLAINCY

Contact the ecumenical Chaplain for compassionate and spiritual support to your life issues, irrespective of religious affiliations. Contact Student Support (03) 9919 2292, (03) 9919 2399 or visit www.vu.edu.au/Students/Student_Services/Chaplaincy/index.asp.

REFLECTION CENTRE

The Reflection Centre at St Albans provides a gathering area as well as a personal quiet space for everyone, irrespective of religious affiliation. Meditation, prayer and multi-faith services are conducted at the centre located at 11101.

COUNSELLING – PERSONAL

Counsellors can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matters with one of the counsellors. Some examples of issues that may be 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) 9919 4418 or (03) 9919 2399 or (03) 9919 8801.

COUNSELLING – EDUCATIONAL

This can include helping students organise their study time and develop study plans, assistance with anxiety about exams and class presentation, applications for special consideration, and support mature age students returning to study. Referrals can also be made for assistance with maths, essay writing and other study skills.

Counselling can be contacted by telephoning (03) 9919 4418 or (03) 9919 2399 or (03) 9919 8801.

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 Centrelink Advance Loan – an amount of up to \$500.00 advance on future instalments, recovered over six 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 Support 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 Support on most campuses.

PRAYER ROOMS

There are dedicated prayer rooms available on most campuses – see campus location maps or www.vu.edu.au/ss website for their locations.

INTERNATIONAL STUDENT ADVISERS

Three International Student Advisers provide services and programs such as Orientation, Induction and Return Home for international students primarily in Higher Education. They are also available to provide individual assistance and support.

TAFE international students may access Student Support services in the manner described for other services.

Further information is available at:

Footscray Park Campus: (03) 9919 4418

St Albans Campus: (03) 9919 2399

Footscray Nicholson Campus: (03) 9919 8801

VU INTERNATIONAL SERVICES

TAFE International Services are available at the Footscray Nicholson Street Campus, telephone: (03) 9919 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9919 4780 or (03) 9919 4782.

Further information is available at:

Footscray Park Campus, telephone: (03) 9919 4777

St Albans Campus, telephone: (03) 9919 2399

City Flinders Campus, telephone: (03) 9919 1159

Further information relevant to international students is available from Victoria University International at the City Flinders Campus, telephone: (03) 9919 1164.

HEALTH ADVICE

There are two health advisers at the University, who are Division 1 Registered Nurses. 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 dressings;
- Vaccinations (at Footscray Park Campus).

The health advisors can also be contacted through Student Support on (03) 9919 4418 or (03) 9919 2399.

MEDICAL CENTRE

A Medical Centre is located at Student Support 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 Support on (03) 9919 4418 or drop in to Student Support.

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) 9919 8886.

FIRST AID

First aiders are located on all campuses of the University. Lists of first aiders can be located on the University intranet: <http://intranet.vu.edu.au/hr/ohs/firstaid/htm>

First aiders may provide assistance with:

- **Anybody collapsing or becoming unconscious**
- **Difficulties with breathing or chest pain**
- **Any injury that is bleeding**
- **Suspected fractures**
- **Sudden illness, etc**

If in doubt contact the Ambulance (0) 000

Don't forget to advise your location and the nature of the emergency. If possible have someone meet the ambulance.

Health and emergency centres close to each campus are listed on the University intranet: <http://intranet.vu.edu.au/hr/ohs/firstaid/htm>

STUDENT LEARNING SERVICES [SLS]

Student Learning Services helps students adjust to the demands of TAFE and degree studies. Help is frequently provided for students in areas such as: English expression and grammar; planning and writing essays, case studies and reports; oral presentations; exam preparation and so on. In addition, support is available in basic maths, statistics and science. Workshops, drop-in sessions and online materials are provided for undergraduate students, and individual consultations and workshops are available for postgraduate students. The service aims to achieve two things: to help students with their immediate study needs and to give them the skills to successfully tackle similar tasks in future.

Program enquiries and bookings: telephone (03) 9919 4744.

For details of current programs and online materials for under-graduate students, visit our website at: <http://tls.vu.edu.au/sls/intro.htm>, or email: studentlearning@vu.edu.au or phillip.moore@vu.edu.au

TEACHING AND LEARNING SUPPORT

Teaching and Learning Support's purpose is to support the building and improving of learning, teaching, career development and work experiences for students, and professional and career development of staff of Victoria University, with particular emphasis on its diverse and cross sectoral nature, through:

- enhancing students' learning capabilities and English language skills;
- supporting the staff of the University through professional development, and building VU's educational processes;
- strengthening the interface between the University's students, the world of work and building and supporting opportunities for the University's graduates;
- using research to improve learning and teaching and providing support for practitioner led research into learning and teaching.

The Teaching and Learning Support Charter commits TLS to providing excellence in teaching and learning support services that add value to the University community.

We are committed to providing excellent support services for teaching and learning for the University community and its clients by:

- responsive innovative practice;
- continual evaluation and improvement of our services;
- acknowledgement of and respect for diversity;
- working together to achieve optimal outcomes.

The TLS comprises of the following four Centres:

- Postcompulsory Education Centre;
- Student Career Services;
- Staff Learning and Education Development;
- Student Learning Services.

The Teaching and Learning Support can be contacted by telephone: (03) 9919 5256 or email: tls@vu.edu.au or visit our website: <http://tls.vu.edu.au>

Belinda McLennan

Pro Vice-Chancellor (Teaching and Learning Support)

POSTCOMPULSORY EDUCATION CENTRE (PEC)

The Postcompulsory Education Centre (PEC) was established in January 2005 to provide a University-wide focus for educational research, particularly that related to the area of cross-sectoral and postcompulsory education.

The mission of PEC is to:

- conduct research into aspects of postcompulsory education, with an emphasis on cross-sectoral educational policy and practice;
- support practitioner-led research with the aim of developing the scholarship of learning and teaching across the University;
- co-ordinate research into postcompulsory education across the University; and
- contribute to the development of University educational policies that are informed by practice-based research.

PEC has an explicitly cross-sectoral focus, with a particular emphasis in the VET-higher education interface. Its research focus is substantially internal, although it will also seek external grants for more wide-ranging studies.

The Postcompulsory Education Centre can be contacted by telephone: (03) 9919 5455.

Professor Roger Gabb

Director, Postcompulsory Education Centre

STUDENT CAREER SERVICES

Student Career Services (SCS) provides services to the university and its community designed to maximise career outcomes for students.

These include:

- careers education and employment opportunities for VU students and graduates;
- work placement arrangements and exposure to VET programs for senior secondary students in the western suburbs of Melbourne;
- support for Learning in the Workplace activities;
- recruitment services on behalf of employers.

The Student Career Services can be contacted by telephone: (03) 9919 4052.

Joanne Tyler

Director, Student Career Services

STAFF LEARNING AND EDUCATIONAL DEVELOPMENT (SLED)

The Centre for Staff Learning and Education Development (SLED) comprises seven Units structure as three functional groupings. Each Functional grouping has a core focus being:

- the Staff College (comprising Quality Teaching and Innovation Unit; Educational Professional Development Unit; and Staff Career and Professional Development Unit);
- online technologies and flexible delivery (comprising Flexible Learning Unit and Educational Technology Support Unit); and
- educational products and curriculum services (comprising Courses and Pathways Unit).

The Staff Learning and Educational Development can be contacted by telephone: (03) 9919 8455.

Tess Demediuk

Director, Staff Learning and Educational Development

STUDENT LEARNING SERVICES (SLS)

The Centre for Student Learning Services (SLS) aims to enhance students' learning capabilities and English language skills by providing:

- English language and academic skills support for students from Certificate 1 to postgraduate including classes, workshops, drop-in times, self-access & online materials, team teaching, guest lectures, tutorials and individual appointments;
- English language preparatory courses for international students on and off shore;
- English language testing for international students on and off shore;
- assistance and advice for VU staff in developing and implementing strategies for supporting students, including NESB and international students;
- advice on policy development in such areas as student learning support, English language and communication issues, academic transition and academic peer mentoring.

The Student Learning Support can be contacted by telephone: (03) 9919 4744.

Dr Amanda Pearce

Director, Student Learning Support

SPORT AND RECREATION FACILITIES AND SERVICES

A range of sport, recreation and fitness facilities and services are provided by the University, including:

- sport and fitness centres at Footscray Park, St Albans, Sunbury and Werribee campuses;
- a 25-metre swimming pool at the Footscray Park;
- first-class athletics track and rugby field at the Werribee;
- multi-purpose sports halls at Melton, Footscray Park and Footscray Nicholson campuses;
- tennis courts at Werribee, Footscray Park and St Albans.

Sporting equipment is available from the sport and recreation facility on your campus. Programs and services include:

- Orientation Festival including Host Day, the 'O Party' and a range of campus events including free entertainment, food, stalls, club and sport information days;
- sporting opportunities including club sport, campus sport, cross campus and representative competitions;
- major events including parties, club nights and balls;
- trips and tours including learn to surf, skiing trips, Great Ocean Road tour, Phillip Island tour and the big ten-day trip to Central Australia;
- regular campus entertainment including performers, film screenings, club events, information days, free food and stalls;
- clubs and societies including social interest, cultural, faculty and course-based groups;
- student competitions such as the Diary Cover Competition and Art Prize.

For further information go to www.vu.edu.au/services or pick up a Sport and Recreation Handbook from your campus Student Service Centre.

TRAVEL CONCESSIONS

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).

STUDENT ORGANISATIONS

The peak student representative body at the University is the Victoria University Student Union Inc (VUSU Inc). The International Students Association and the Victoria University Postgraduate Association represent all international and postgraduate students respectively.

VUSU PRESIDENT OFFICE

(03) 9919 5053

VUSU EXECUTIVE OFFICE

(03) 9919 4811

INTERNATIONAL STUDENTS ASSOCIATION

(03) 9919 4730

STUDENT REPRESENTATION SECTION

General Enquiries (03) 9919 4360

CITY FLINDERS

Student Union Office (03) 9919 1204

FOOTSCRAY NICHOLSON

Student Union Office (03) 9919 8534

FOOTSCRAY PARK

Student Union Office (03) 9919 4056

Resource Centre (03) 9919 4302

ST ALBANS

Student Union Office (03) 9919 2809

WERRIBEE

Student Union Office (03) 9919 8238